



EMPLOYEES' GUIDE TO TRAIN PHONES

When you are issued a portable train phone, that phone is charged out to you and becomes your responsibility. It must be handled properly as outlined in this folder. If these instructions indicate that you are responsible for turning in a phone, you must turn it in personally to the station clerk and be assured that the clerk acknowledges receiving the phone. If a train phone charged out to you is lost, you can be charged for its replacement. The replacement cost of a train phone is approximately \$500.



METROPOLITAN

TRANSIT



CHICAGO TRANSIT AUTHORITY
TRAINING AND PUBLIC SAFETY DEPARTMENT
REV. 2/74

OBTAINING AND TURNING IN TRAIN PHONES

AT KIMBALL, FOREST PARK, 95TH AND AT HOWARD for Skokie Swift and Evanston Shuttle

- REPORTING - Obtain train phone from Clerk.
- COMPLETING - Turn in train phone to Clerk.
- DAY'S WORK
- SWING RUNS - Turn in train phone at end of first portion.
- MAKING ANOTHER TRIP - Remove train phone and install in cab of train you will leave on.
- LUNCH RELIEF - Retain train phone. May be checked with Clerk for safe-keeping.

AT LINDEN, DEMPSTER, AND JACKSON PARK

- MAKING ANOTHER TRIP - Remove train phone and install in cab of train you will leave on.
- LUNCH RELIEF - Retain train phone. May be checked for safe-keeping at Linden with Supervisor; at Dempster and Jackson Park with Ticket Agent.

AT HOWARD for Evanston Express

- PUT-OUTS - Obtain train phone from Clerk.
- RELIEFS - Turn train phone over to relief. Do not leave motor cab until relief arrives.
- LAY-UPS - Turn in train phone to Clerk.

AT CONGRESS, 54TH, JEFFERSON PARK, ASHLAND, 61ST, AND HOWARD for North-South

(Information appears as symbols on Run Guide)

- \$ - "Motorman obtain train phone from Clerk."
Q - "Motorman turn in train phone to Clerk."
K - "Conductor obtain train phone from Clerk."
Z - "Conductor turn in train phone to Clerk."
NO SYMBOL - "Motorman and Conductor retain train phone and install on train for next trip."

GENERAL RULES

1. Have the train phone connected in the operating cab at all times when on the road.
2. Hold phone button "in" for two seconds before talking.
3. Give run number, location, and direction when initiating a call.
4. Keep all messages short and concise. Use code numbers when applicable.
5. Direct all calls to the Line Supervisor, not to other trains or to terminals.
6. Do not transmit any communication other than company business over the train phone.
7. Use standard terms when reporting equipment defects and delays or other occurrences.
8. Make all word transmissions in such a manner that passengers are not alarmed by them.
9. Do not use profanity or vulgarity on the train phone.
10. Never leave a train phone unattended or remove it from CTA property. It may be left locked in the Motor Cab only when specifically authorized.
11. If the train phone becomes defective, exchange it for another train phone at the first terminal reached. Fill out a "Defective Train Phone Report" and attach it to the defective unit.
12. Make or answer train phone calls promptly, provided such action is consistent with safe operation.

NUMBER CODE

- 10-4 Message received and understood.
 - 10-20 What is your location?
 - 10-68 Repeat the message.
 - 10-77 Line Supervisor desires to communicate a message to passengers on the train over the P.A. System. Hold the spring return switch down until the message is completed.
 - 10-91 Person with weapon.
 - 10-99 Dire emergency; immediate response is requested; other trains avoid or stop transmission.
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12. Make or answer train phone calls promptly, provided such action is consistent with safe operation.