

# STANDARD OPERATING PROCEDURES

## OPERATING PROCEDURES

### SERIES 1000 BUSES

Most operating procedures for the new Series 1000 buses are the same as on other GM Diesel buses operated by CTA. There are, however, a few procedures relating to the Air Conditioning/Heating System and to the Transmission which are different.

The correct procedures for (1) Starting the engine, (2) Stopping the engine, (3) Shifting gears, (4) Operating the Air Conditioning System and (5) Operating the Heating System are inside the folder.

It is vital that all Operators follow these procedures. Failure to do so may result in extensive damage to expensive systems and may cause the bus to be out of service for an extended period.

METROPOLITAN

TRANSIT



## STARTING THE ENGINE:

1. Apply the emergency brake.
2. Place the "TRANSMISSION SELECTOR" switch in the "NEUTRAL" position.
3. Make certain the "AIR COND-HEAT" switch is in the "OFF" position.
4. Turn the "MASTER" control switch to the "RUN" position.
5. Press the "ENGINE START" switch. Release the switch as soon as the engine starts.

CAUTION: Do not engage the starter switch longer than 15 seconds continuously.

6. If the engine does not start on the first attempt
  - a. Return the "MASTER" control switch to the "STOP" position.
  - b. Wait 30 seconds, return the "MASTER" control switch to the "RUN" position and try again.
7. After the engine has started, place the "FAST IDLE" switch in the "FAST IDLE" position. WAIT 5 MINUTES BEFORE MOVING THE BUS.

CAUTION: Do not shift gears or activate the air conditioning system before the 5 minute warm up period has elapsed.

Do not, under any circumstances, attempt to start the bus by pushing it.

## STOPPING THE ENGINE:

1. Bring the bus to a complete stop.
2. Apply the emergency brake.
3. Place the "TRANSMISSION SELECTOR" switch in the "NEUTRAL" position.
4. Place the "AIR COND-HEAT" switch in the "OFF" position.
5. Wait for the "A/C STOP" tell-tale light to go out.
6. Turn the "MASTER CONTROL" switch to the "STOP" position.



## **SHIFTING GEARS:**

**NOTE:** No shifting can take place unless air system pressure is at least 80 PSI.

1. With the bus at a complete stop, depress the brake pedal.
2. Make certain the "FAST IDLE" switch is in the "OFF" position.
3. Move the "TRANSMISSION SELECTOR" switch to the "NEUTRAL" position and release it momentarily.
4. Place the "TRANSMISSION SELECTOR" switch in the "FORWARD" or "REVERSE" position, as desired.

## **OPERATING THE AIR CONDITIONING SYSTEM:**

### **TURNING SYSTEM ON -**

**NOTE:** The air conditioning system cannot be turned on unless the engine is at low idle, air pressure is at least 80 PSI, and engine oil pressure is less than 15 pounds.

1. With the bus at a complete stop, depress the brake pedal.
2. Make certain the "TRANSMISSION SELECTOR" switch is in the "NEUTRAL" position.
3. Make certain the "VENT" switch is in the "AUTO" position.
4. Make certain the "FAST IDLE" switch is in the "OFF" position.
5. Move the "AIR COND-HEAT" switch to the "AIR COND" position.

**NOTE:** If the "A/C STOP" tell-tale light comes on at any time, turn off the air conditioning system, put "VENT" switch in the "VENT" position, and call the Radio Dispatcher as soon as possible.

**FAILURE TO FOLLOW THE ABOVE STEPS MAY CAUSE EXTENSIVE DAMAGE TO THE AIR CONDITIONING SYSTEM.**

**NOTE:** If the air conditioner is turned on and the bus interior temperature is below 72 degrees, the heater will go on until the temperature reaches 72 degrees at which time the air conditioner will begin to cool. Do not report a bus air conditioner as defective unless you are sure the interior bus temperature is 72 degrees or more.

### **TURNING SYSTEM OFF -**

1. Move the "AIR COND-HEAT" switch to the "OFF" position.

**NOTE:** The air conditioning system may be turned off at any time, regardless of bus speed, or engine RPM. If it is necessary to turn the system off, do not turn it on again for at least 5 minutes.

### **OPERATING THE HEATING SYSTEM:**

#### **TURNING SYSTEM ON -**

1. Move the "VENT" switch to the "AUTO" position.
2. Move the "AIR COND-HEAT" switch to the "HEAT" position.

#### **TURNING SYSTEM OFF -**

1. Move the "AIR COND-HEAT" switch to the "OFF" position.

**NOTE:** The heating system may be turned on or off at any time, provided the engine is running and the generator is charging.

### **OPERATING THE VENT SYSTEM:**

1. When "AIR COND-HEAT" switch is in "OFF" position, "VENT" switch must be in "VENT" position.
2. When "AIR COND-HEAT" switch is in "ON" position, "VENT" switch must be in "AUTO" position.