

REQUIRED CLASSIFICATIONS

Each trainee is required to train and pass in the following classifications:

- Conductor
- Flagman
- Switchman
- Operator (both)
- Switchman or Level

NOTE: Every fourth trainee employed is required to qualify as a switchman. All other trainees must qualify as a conductor or operator. The switchman must be a switchman rather than as a switchman on a spot request.

OPTIONAL CLASSIFICATIONS

After qualifying in the required classifications, an employee may elect to qualify in one or more of the following optional classifications: man, yard foreman, etc.

Arrangements to train in various classifications are made through the employee's superintendent.

WHEN TRAINING IS CONDUCTED, LENGTH OF TRAINING AND TIME ALLOWED FOR QUALIFICATION

CONDUCTOR TRAINING

- When conducted
- Training begins on first hiring date.
- 6 days paid training.
- Length
- Time allowed for employee is required to attain classification at conclusion of paid training period. If employee fails to qualify, he or she is required to continue training with a qualified instructor until proficiency is attained.

FLAGMAN TRAINING

- When conducted
- Approximately 30 days
- Conductor qualification



CHICAGO TRANSIT AUTHORITY

REQUIRED CLASSIFICATIONS

Each trainman is required to train and qualify to work in the following classifications:

- Conductor
- Flagman
- Motorman
- Operator (north section)
- Switchman or Towerman

NOTE: Every fourth trainman employed is required to qualify as a towerman. All other trainmen are required to qualify as switchmen except that an employee who prefers to train as a towerman rather than as a switchman may do so upon request.

OPTIONAL CLASSIFICATIONS

After qualifying in the required classifications, the employee may train for any other type of train service work on his section, such as work train motorman, yard foreman, etc.

Arrangements to train in various classifications are made through the employee's Superintendent.

WHEN TRAINING IS CONDUCTED, LENGTH OF TRAINING AND TIME ALLOWED FOR QUALIFICATION

CONDUCTOR TRAINING

- When conducted Training begins on Friday after hiring date.
- Length 6 days paid training.
- Time allowed for qualification Employee is required to qualify at conclusion of paid training period. If employee fails to qualify, he or she is required to continue training without pay until proficient enough to qualify.

FLAGMAN TRAINING

- When conducted Approximately 30 days after conductor qualification.
- Length Several hours unpaid training (review of procedures).
- Time allowed for qualification Employee is required to qualify at conclusion of training.

MOTORMAN TRAINING*

- When conducted Approximately 90 days after conductor qualification.
 - Length 7 days paid training. After paid training period, trainee returns to service as a conductor and continues taking line instruction without pay on his or her own time until requirements for qualification on his or her section have been met. Minimum requirements are outlined in "Motorman's Line of Road Instruction Record" and "Motorman's Terminal and Yard Instruction Record" for the appropriate section.
 - Time allowed for 30 days from start of paid qualification training.
- * Includes operator training for north section.

SWITCHMAN OR TOWERMAN TRAINING*

- When conducted As soon after motorman qualification as training arrangements can be made.
 - Length Towerman - 1 day unpaid formal training.
Switchman - 4 hours unpaid formal training.

In addition to the formal instruction, the trainee is required to take line instruction without pay on his or her own time until requirements for qualification on his or her section have been met. Minimum requirements are outlined in "Switchman's Line Instruction Time Record" and "Switchman's Line Instruction Duties Record" for the appropriate section or "Student Towerman Time Report" for the appropriate section.
 - Time allowed for 90 days from date of formal qualification training.
- * If being taken as one of the required classifications.

EXTENSION OF TRAINING PERIOD

In required classifications where a time limit for qualification has been established, failure to qualify within the designated period will result in suspension from service until qualification unless an extension is granted. Extensions of training period are given only by authorization of the Manager, Transportation.

Failure to make a serious effort to meet qualification requirements will constitute grounds for discharge.

SELECTION OF PERMANENT WORK CLASSIFICATION (WAIVER DATE)

On the date of the first anniversary of employee's qualification as a motorman, he or she must sign a declaration of waiver indicating the classification of work in which he or she wishes to pick assignments. However, employees are not permitted to pick conductor as a permanent classification.

After signing the declaration of waiver, the employee will be assigned to that classification for picking purposes for the duration of his or her employment.

All options regarding employee's choice of classification will be explained to employee at the time he or she makes his or her selection.