

San Francisco Municipal Railway

Rules and Instructions Handbook



**SAN FRANCISCO MUNICIPAL RAILWAY
RULES & INSTRUCTIONS HANDBOOK**

PREFACE

All MUNI employees are responsible for providing safe, efficient and courteous service to our passengers. As employees of MUNI, it is our duty to perform our duties with pride, courtesy, and attention toward providing safe and reliable transportation to our passengers.

The customers we serve expect and deserve employees who are neat in appearance, friendly, courteous, and who execute their duties in a competent and professional manner.

This Rules and Instructions Handbook sets forth the standards that govern the conduct of employees in the performance of their duties.

It is important that employees understand and comply with the rules and instructions contained herein.

Michael T. Burns
General Manager

Lisa A. Mancini
Chief Operating Officer

**SAN FRANCISCO MUNICIPAL RAILWAY
RULES & INSTRUCTIONS HANDBOOK**

No. _____

Revised: July 2000

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Issued to: _____

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I acknowledge receipt of the
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1. DEFINITIONS

Absence Without Leave (AWOL) – Failure to report or notify as required at time indicated on schedules or detail list.

Accident – An unforeseen event or occurrence which causes injury, death, contact, or damage to property.

Active Cab – The compartment of a car from which control is achieved.

Advanced Train Control System (ATCS) – A signal system which uses a moving block signal system. This allows the maximum allowable trains to enter the subway system by decreasing the distance between trains without violating safety.

Automatic Speed Control (ASC) – A system that prevents trains from exceeding permissible speeds as designated by an on-board CAB signal indication panel light and equipment.

Automatic Train Control (ATC) – The system for automatically controlling train movement, enforcing train safety, and directing train operations. ATC includes subsystems for automatic train operation, train protection, and line supervision. On MUNI's SLRV, a system that provides for a safe operation of trains (1-4 cars coupled) by means of CAB signals and ASC.

Automatic Train Protection (ATP) – That subsystem within ATCS which maintains safe train operation through a combination of train detection, train separation and interlocking.

Avoidable Accident Policy – An avoidable accident is generally defined as any accident involving a MUNI vehicle which results in property damage and/or personal injury and in which the operator failed to exercise proper precautions to prevent the accident.

Block – A length of track of defined limits, the use of which is governed by block signals, CAB signals, or both or other set procedures.

Blue Light Phone – Emergency communications telephone located in the subway and designated by a blue light.

Boundary Block – A block specifically included to establish the end of a train entering/exiting ATCS territory.

Bumper Bar – A device found in the Cable Car tracks that forces the rope out of the grip if grip person does not release control before a certain location is reached.

Bumping Post – A structure at the end of the tracks to prevent trains from leaving the end of the track.

CAB Signal Mode – A form of manual train control wherein the operator controls the speed of the train in accordance with signal aspects displayed on the CAB signal indicator.

Call On – Manual activation of the signal system to establish a red over green or red over yellow wayside signal authorizing operator to enter an occupied platform.

Car – A self propelled vehicle operating on tracks.

Catenary – An overhead wire from which a rail vehicle collects propulsion and auxiliary power.

Clear Aspect – The aspect of a signal that conveys an indication that the train may proceed past the signal.

Clearance Line – A location allowing for safe passage of a train or another vehicle.

Cleared Signal – A signal that displays a ‘two aspect’ set of lights that indicates the allowed route that must be used.

Closed Track – A track in which automatic mode trains are prevented from operating.

Coasting – Vehicle moves by gravity with power removed or poles lowered. Cable Car – Cable Car moves by gravity without the cable.

Communicating Cut-Out Train (CCT) – A train being manually driven by the operator, but its VOBC is still communicating with the VCC.

Consist – See train.

Console – The control panel in the cab.

Coupler – A device at each end of the LRV for joining together mechanically, electrically, and pneumatically with another LRV.

Crew – A grip person and a conductor.

Crossover – Two turn outs, with track between the frogs, arranged to form a continuous passage between two parallel tracks.

Cut-Out Mode – A train driven manually by an operator who operates *on sight*.

Deadman Control – A pressure or activity activated device to detect inattention or disability of a train operator.

De-energize – To remove electrical power.

Depression Beam – A beam located at the bottom of hills and used to hold the cable under the slot rail. It has movable parts to allow grip to pass through.

Depression Hatch Cover – Cover that allows for accessing the depression beam.

Derailment – The condition of rolling equipment leaving the rails.

Dips – Track depression in the roadway that brings grip to cable depth to allow grip person to pick up cable.

Dispatcher – The person at the division level responsible for scheduling work assignments for operators, filling open runs, and ensuring that operators report for work as scheduled.

Disturbed Block – A condition in which the axle counter block status is unknown or unacceptable to the VCC.

Driver Display Unit (DDU) – Provides a visual, textual indication of the train operating data to the train operator.

Dwell Time – The elapsed time between doors opening and doors closing.

Emergency – Any condition that has caused or could cause injury to personnel or damage to property and/or equipment.

Emergency Braking (EB) – An irretrievable braking application used for emergency conditions activated by the Emergency Device.

Emergency Vehicle – Official emergency responder or police vehicle with running red lights and or sirens.

Employee – Any person employed by the San Francisco Municipal Railway.

Entry Point – A location on the trackway that can be used to re-initialize the VOBC positioning system and enter the vehicle in the VCC database.

Failed Train – A train that had successfully entered the ATCS system and then experienced the failure of all VOBCs.

Flagging Protection – Flags, lights, or cones used by work crews for protection while working on or about the track.

Green Over Yellow – Signal to proceed without CAB signal control, a diverge (or crossing) move through an interlocking.

Grip – Mechanism on board the Cable Car that grips the underground cable, which in turn provides motive power for the Cable Car.

Grip Take-Out Hatches – Access points throughout the system to allow grip replacement on the road.

Grip Slot – Guideway where grip runs in service, also known as slot rail.

Grip Person – The person who operates and controls the Cable Car by use of a device called a grip which is used to grab the rope and propel the Cable Car up to cable speed.

Gypsy – A device under the Cable Car tracks that raises a moveable pulley which in turn elevates the cable toward the top of its channel to allow the grip person to capture the cable with the grip.

Hand Signal – A signal used to govern train movement by the motion or position of a person's hand or arm.

Headway –The time interval between successive vehicles both traveling in the same direction on the same route measured from the time the head end of the leading vehicle passes a given reference point to the time the head end of the vehicle immediately following passes the same reference point.

Hi-Rail Equipment – Any rubber tire vehicle with the capability of lowering auxiliary wheels onto standard gauge track and operating in a rail environment.

Hook – Metal bar with a curved lower surface used to pull cable into the grip dies.

Horn Key – L-shaped retainer that secures the grip to the Cable Car.

Incident – An unforeseen event or occurrence which does not necessarily result in death, injury, contact, or property damage.

Interlocking – An arrangement of switches and signals interconnected to provide a route for trains and to prevent conflicting train movements.

Junctions – Areas where a trackway crosses another trackway.

Lead cab – See active cab.

Leave Car House – To exit building and begin revenue service or testing.

Let-go – The act of releasing cable from the grip.

Light Rail Vehicle (LRV) – An electrically propelled, passenger carrying rail vehicle.

Locator Markers – Numbered signs on the wall of the subway identifying the location of a train in the subway other than at station.

Maximum Authorized Speed – The highest speed limit which is authorized for a particular section of track.

Non-Communicating Cut-Out Train (NCT) - A train being manually driven by the operator which has a failed VOBC.

Normal Speed – Allowable speed up to a governed limit except where restrictions have been imposed.

Official Railway Time – Pac Bell time.

On Sight – *Operate on sight* in cut-out mode, bypass mode, or without CAB signals, not to exceed 27 mph.

Operate on Sight – At a speed that will permit stopping within one-half the range of vision of another train, stop signal, switch not properly aligned, track defect or obstruction.

Operations Control Center (OCC) – The primary location for controlling, monitoring and dispatching the entire MUNI system.

Operator – Employee on board the vehicle who has direct and immediate control over operation of the vehicle.

Outfit – A packet of information given to the operator at pull-out time that contains transfers, a paddle and any new bulletins or notices pertaining to operations, etc.

Pantograph – A device used for electrical current collection from a catenary system.

Pick-up (take rope) – Dip or gypsy point where Cable Car picks up cable. The dip lowers grip to cable. Gypsy lifts cable to grip.

Platform – Station structure adjacent to the trackway from which passengers board or disembark a rail vehicle.

Portal – A point at which the train enters or leaves a subway or tunnel.

Proper Authority – Authorized MUNI personnel who have the power to give orders, clear accidents, or give directions in order to clear delays, restore service and enforce safety rules.

Pull- In Time – The scheduled time a run is due back at the yard.

Pull-Out Time – The scheduled time at which the operator must leave the yard or barn.

Rear Brake – Conductor controlled brake.

Rear Platform – Deck at the rear of Powell type cars, allows entrance and exit for Cable Car. It is also the location of the rear brake control.

Red Over Green – Call-on, main (or straight) move through an interlocking at restricted speed being prepared to stop before another train or obstruction (this signal is only issued at the Embarcadero station).

Red Over Red – Stop.

Red Over Yellow – Call on, diverge or crossing move through an interlocking at restricted speed being prepared to stop before another train or obstruction. This signal is only issued at the Embarcadero Station and the Van Ness storage track.

Restricted Speed – *Operate on sight*, not to exceed 10 mph.

Reverse Running – The operation of a train in the direction opposite to the normal direction.

Right of Way – A general term denoting land, property usually a strip, acquired for or devoted to transportation purposes.

Round Trip – Service from one terminal to another in a given direction and back.

Rule – A written directive regulating the action or conduct of employees.

Run – Each vehicle on a given line or route is a separate assignment. Each assignment involves many trips back and forth along the line's route, also a work assignment.

Running Time – The scheduled elapsed time between certain points along each route.

Safety Latch – Device in the slot that prevent the Cable Car from rolling back from the top of a steep grade.

Safety Sensitive Employee – Refer to SF MUNI Drug and Alcohol policy.

Signal Aspect – The display or presentation of a signal that provides an indication.

Signal Indication – The information conveyed by the aspect of a signal.

Signal Tower – Controls all inbound and outbound Cable Car movement at Powell and California streets.

Sign-up – The method used by employees to choose work assignments.

Skinning Cable – When the cable is held by grip in partial release position, (12 o'clock) and car is moving faster than 91/2 miles per hour.

Slot Rail (grip slot) – A rail in between running rails of a Cable Car that keeps the grips in-line with the cable.

Slow Zone – An area within defined limits where rail equipment speed is reduced for a specific purpose.

Stop Bar – Painted line between rails that indicate stops.

Switch – A device enabling rail vehicle movement to transfer from one track/overhead to another (see turnout).

Switch, Facing Point – A switch aligned such that the switch points face toward the approaching train movement.

Switch, Trailing Point – A switch aligned such that the switch points face away from the approaching train movement.

Switchback – A means to go from one direction to another.

Target Point – The absolute location on the trackway to which a vehicle is commanded to proceed by the VCC.

Terminals – Begin and end points on a line.

Track Brakes – Wooden shoes that apply to rails for braking.

Trailing Car – Car(s) that is coupled and trainlined to a lead car, which controls train movement.

Train – A single car or multiple car trainlined into an operating unit.

Train Controller – The supervisor responsible for overseeing light rail system operations.

Train ID Number – The run's train number derived from the schedule.

Trainline – Circuits routed through cars by means of couplers or jumper cables so that power or control signals may be transmitted to other cars or the train.

Turnout – A track arrangement of a switch and frog (with guardrails) by means of which trains may be diverted from one track to another.

Turntables – Manually operated platforms that turn the Cable Car around to the opposite direction.

Vehicle Control Center (VCC) – The central train control system facility that provides control of vehicle movements and switch settings within its control area.

Vehicle On-Board Controller (VOBC) – A vital microprocessor-based unit on each vehicle which interprets commands from the VCC, controls vehicle movements according to these commands, and reports vehicle status back to the VCC.

Vetag – A means of automatically controlling switches and other wayside equipment.

Wayside Sign – A fixed sign along the right of way conveying operational information to the train operator.

Work Area – An area clearly defined by location markers, stations, or interlocking(s). When a station is used as the limit of a work area, a train may operate within the clearance boundaries only as authorized by the Operations Control Center Superintendent and in coordination with the person or unit having the clearance.

Work Times – The time a train, equipment, or personnel is allowed in or to pass through an area specified by the clearance.

Yard - Storage area for vehicles.

2. GENERAL RULES

2.1 Application Of Rules

2.1.1 Employees, whose duties are prescribed by these rules, will be provided with a copy of the San Francisco Municipal Railway Rulebook and Instruction Handbook.

2.1.2 Employees must have a copy of this Rules & Instruction Handbook available for immediate reference.

2.1.3 All employees will be held accountable for compliance with all rules in the San Francisco Municipal Railway Rules and Instruction Handbook.

2.1.4 When new rules or amended rules are adopted, employees will be furnished a new page(s), which must be inserted in the rulebook. All revisions to this Rules and Instructions Handbook must be promptly complied with.

2.1.5 Violation of any rule in this Rules and Instructions Handbook is sufficient cause for disciplinary action up to and including dismissal.

2.1.6 If in doubt as to the exact meaning of any rule, bulletin, instruction, order or notice in effect, apply to the proper authorities for explanation.

2.1.7 Adherence to these rules is essential to safety and safety is the primary importance in the performance of duties.

2.1.8 Employees must respond to inspectors or designated management officials' instructions during situations constituting an emergency or a major disruption of service regardless of job classification.

2.2 Bulletins, Orders, and Notices

2.2.1 Written instruction, rules, procedures, bulletins, notices and written and verbal

orders apply to all employees whose duties they affect and must be obeyed. All Bulletins, orders, and notices are numbered consecutively from January 1 of each year.

2.2.2 Notices will be issued regarding sign-ups, special events, emergencies and the dates new or amended rules are adopted and become effective.

2.2.3 General Bulletin is a written instruction issued by the Chief Operating Officer or General Superintendent, which contains a permanent change or addition to the SF MUNI Rules and Instructions for Operations.

2.2.4 Divisional Bulletin is a written instruction issued by the General Superintendent or Superintendent of a specific division affecting the operations and/or procedures of that particular division, usually for a limited and stated period of time.

2.2.5 General Order is a written instruction issued by the General Manager or Chief Operating Officer and pertains to items which affect operation of vehicles (other than temporary speed restrictions), and are of a permanent or semi-permanent nature. Topics for General Orders may include:

- A. Scheduled adjustments;
- B. Special schedules;
- C. Special vehicle Movements;
- D. Placing into service new or modified equipment;
- E. Changes to operating procedures or issuance of new Standard Operating Procedures (SOPs) and Emergency Operating Procedures (EOPs);
- F. Rule Book changes.

- 2.2.6** Special Order is a written instruction issued by the General Superintendent of a specific division. They pertain to items which affect vehicles (other than temporary speed restrictions), and are of a permanent or semi-permanent nature. Topics for special orders may include:
- A. Schedule adjustments;
 - B. Special vehicle movements;
 - C. Placing into service new or modified equipment.
- 2.2.7** Notices will be issued over the signature of the Chief Operating Officer or the General Superintendent of a specific division and will contain instructions or information for employees.
- 2.2.8** Employees receiving bulletins or orders from the proper authority must formally acknowledge their receipt and understanding of the document.
- 2.2.9** Employees returning from a period off duty are responsible for compliance with any Bulletins or Orders posted during their absence.
- 2.2.10** Operators must operate vehicles and equipment according to Rules, Bulletins, Standard Operating Procedures, and other authorized instructions.
- 2.2.11** Operators returning to duty after a period off of 60 days or more must be reexamined and requalified in the rules.
- 2.3** **Duties**
- 2.3.1** Employees who change assignments must familiarize themselves with the rules affecting their new assignments, such as right-of-way rules, operating and maintenance equipment, routes, stops, fare structure, etc.

- 2.3.2** Employees must comply with Civil Service Commission Rules before engaging in additional employment outside of the Municipal Railway.
- 2.3.3** Employees must examine the bulletin board each working day prior to operating a vehicle.
- 2.3.4** Employees subject to these rules must not allow anyone, unless properly authorized, to perform any part of their duties.
- 2.3.5** Participation in any unauthorized activity, while on duty or on the property, that may interfere with the primary function or the proper work performance of another employee or in any way compromises safety for the employee or the public is prohibited.

2.4 Record of Employees

- 2.4.1** A personnel record is kept of every employee from the day he/she enters service. Employees may examine their full personnel record under authorized supervision. Records are confidential, except as otherwise provided by law and if an employee so desires, an employee representative may be present during the examination.
- 2.4.2** Employees of the Railway must provide their current home address and telephone number to their Division Dispatcher and promptly report any change of either on forms provided for this purpose.
- 2.4.3** Operators are required to notify supervisors of any change in Driver's License status.

2.5 Leave Of Absence

- 2.5.1** Leave of absence will be granted in accordance with Charter, Ordinances, Civil Service and Municipal Railway regulations. All leave of absence must be approved by proper authority.

- 2.5.2** Employees who are absent for more than five consecutive working days must file a properly executed application for sick leave or other leave of absence. The application must be filed before or immediately following the fifth day of absence.
- 2.5.3** On returning from sick leave after an absence of more than five consecutive working days, an employee must have approval to return to work from a doctor. On the day prior to the intended day to return to work, the employee must report to his/her division with a medical clearance from a doctor.
- A. If the doctor's clearance is received by the Division Dispatcher before 12:30 PM, the Transit Operator will be assigned to his/her regular run on the next scheduled work day.
 - B. If the doctor's clearance is received by the Division Dispatcher after 12:30 PM, the Transit Operator shall be placed on report (or assigned to other work), at a time designated by the Division Dispatcher, on the next scheduled work day.
- 2.5.4** Employees who are absent due to an Industrial Accident, regardless of the length of the absence, are to report to their Worker's Compensation Unit with a medical clearance.
- 2.5.5** Employees who have been on leave of absence for any cause exceeding sixty days must report to MUNI Headquarters, Operations Division, before returning to work, in order to establish their ability to return to full duty.
- 2.5.6** Employees who become ill or disabled while on duty are to immediately notify OCC and

will be governed by the provisions that apply to sick leave procedures.

2.6 Personal Appearance

2.6.1 All employees required to wear the official MUNI uniform must wear the required uniform while on duty.

2.6.2 Employees must present a neat appearance at all times while on duty.

2.6.3 Operator ID numbers are to remain in the designated place on the uniform and are to be in plain view at all times while on duty.

2.6.4 Official Municipal Railway and approved Union emblems are the only items allowed to be worn on the uniform.

2.6.5 Employees must maintain a high standard of personal cleanliness and neatness. Hair, mustaches, and beards must be neatly trimmed. Any style that impairs vision or hearing is prohibited.

2.7 Railway Property

2.7.1 Care must be exercised in the use of Railway property and every effort made to prevent damage or misuse.

2.7.2 Employees should not give away or loan MUNI property without the General Manager or the City Attorney's approval.

2.7.3 Employees must immediately report defective or lost property to OCC, an inspector, or their immediate supervisor.

2.7.4 Railway property must not be converted to personal use.

2.7.5 Unauthorized material must not be posted or allowed to be posted on Railway property or vehicles.

2.7.6 Railway property issued or in the possession of employee must be returned to the Railway upon separation of the employee from the

task for which the property was issued or upon demand by proper authority.

2.7.7 Employees must not duplicate or cause to be duplicated any Railway keys for any person without their supervisor's approval.

2.7.8 Operators must not loan or give any Railway keys to any person without their supervisor's approval.

2.8 Conduct

2.8.1 Polite, respectful behavior is required of all employees in their dealings with the public, their subordinates and each other.

2.8.2 Boisterous, profane or vulgar language is forbidden.

2.8.3 Avoid disputes with any person, no matter what the provocation.

2.8.4 When a passenger presents an invalid transfer or abuses a transfer rule, employees are to courteously request the passenger to retain the invalid transfer and pay the fare and then refer the passenger to the Passenger Service Department.

2.8.5 Politely refer a complainant to the Passenger Service Department if unable to resolve the matter satisfactorily.

2.8.6 Information concerning the business of the Railway is to be given only to properly authorized representatives of the Railway and peace officers in performance of their duties who present proper credentials.

2.8.7 Employees are not to, give presents to their superiors and supervisors are not to accept presents from subordinates.

- 2.8.8** Employees are not to engage in any business on Railway property that involves selling or buying merchandise or lending money.
- 2.8.9** Dishonest employees will not be retained in the service.
- 2.8.10** Immoral employees will not be retained in the service.
- 2.8.11** Quarrelsome employees will not be retained in the service.
- 2.8.12** Vicious employees will not be retained in the service.
- 2.8.13** Employees, on or off duty, are not to engage in unnecessary conversation with the operator in charge of a revenue vehicle.
- 2.8.14** Uniformed employees, upon request, are required to give their Identification number and vehicle number.
- 2.8.15** Employees must not engage in horseplay, fighting, sparring, or any form of practical joking that will compromise safety.
- 2.8.16** Employees must not loiter in areas open to the general public, nor in any manner interfere with Railway operation.
- 2.8.17** Employees must not possess a weapon while on duty.
- 2.8.18** Employees are prohibited from gambling while on duty or in uniform or at any time while on Railway property.
- 2.8.19** Employees may not play games on MUNI property after 6:00 P.M.
- 2.8.20** Employees are not to stop enroute between terminals, while in or out of service, or between garages, yards, or car houses and terminals, to enter any establishment, except to use the restroom or the telephone to report an emergency.

2.8.21 Knowingly falsifying any report or knowingly entering or causing to be entered any inaccurate, false or improper information on MUNI logs, books, reports, or records is prohibited.

2.9 Alertness

2.9.1 Operators must remain fully alert at all times. Sleeping or assuming an attitude of sleep while on duty is forbidden.

2.9.2 Operators on duty who become ill or otherwise feel they cannot maintain alertness to perform their normal duties must notify OCC or an inspector as soon as possible. Employees whose health becomes impaired to the degree that safety is threatened must notify OCC immediately.

2.9.3 Operators must not engage in unnecessary conversation or otherwise allow themselves to be distracted while operating.

2.9.4 Operators must be alert for hazards or obstructions and must take necessary action to avoid them, regardless of mode of operation.

2.9.5 Operators must remain in active cab seat at all times while vehicle is in motion.

2.10 Medical Issues

2.10.1 Prescribed medicine - Operators taking any prescribed medicine that may affect their judgment or faculties or cause dizziness or any other abnormal reaction must not operate Railway equipment. If there are any questions, operator must contact supervisor and advise of medication and its effects.

2.10.2 Color blindness - Operators must be able to clearly distinguish the colors used in the signage and signal systems.

2.10.3 Corrective lenses - Operators required to wear corrective lenses by their California Driver License must wear the required lenses while operating Railway vehicles.

2.11 Drugs and Alcohol

2.11.1 All Safety-Sensitive employees are subject to the provisions of the Railway's Substance Abuse Policy and Procedures Handbook and must adhere strictly to its provisions.

2.11.2 All employees are subject to the provisions of the Drug-Free Workplace Act of 1988, which prohibits the manufacture, distribution, dispensing, possession, or use of controlled substances in the workplace. Pursuant to Railway policy, any employee engaging in the manufacture, distribution, dispensing, possession or use of a controlled substance on Railway premises, in transit vehicles, in uniform, or while on Railway business will be subject to disciplinary action, up to and including termination, and/or will be required to complete a drug abuse assistance or rehabilitation program.

2.11.3 Every employee shall notify his or her supervisor of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to do so shall subject the employee to disciplinary action, up to and including termination, or satisfactory participation in a rehabilitation program.

2.11.4 No employee shall indulge in the use of, or be under the influence of intoxicants, or have open container(s) of intoxicants in their possession when reporting for or while on duty or at any time on Railway premises.

2.11.5 Employees shall not enter places where intoxicants are sold while on duty, except in case of necessity (i.e., emergency situation, use of restroom).

2.11.6 Employees in uniform, while off duty, must respect their uniform and refrain from the use of intoxicants or show evidence of the use of alcoholic liquor. Frequenting bars or taverns when in uniform is to be avoided.

2.12 Training

2.12.1 Employees must attend training sessions as directed by their supervisors.

2.13 Discipline

2.13.1 Violation of any of the following rules will be sufficient cause for charges for disciplinary action involving suspension or, if appropriate, dismissal.

- A. Inattention to duties;
- B. Incompetence;
- C. Substance Abuse;
- D. Immoral Conduct;
- E. Insubordination;
- F. Discourteous treatment of the public or other employees of the SF MUNI Railway;
- G. Fighting;
- H. Mishandling fares;
- I. Dishonesty;
- J. Abandonment of vehicle;
- K. Willful abuse of railway property.

2.14 Traffic Laws

2.14.1 Employees must comply with the laws, ordinances, and regulations of the state of California and the city and county of San Francisco.

2.14.2 Employees shall be familiar with and obey all such laws, ordinances, and regulations applicable to their responsibilities, including the signing of traffic citations.

2.15 Schedules

2.15.1 Operators shall not operate ahead of schedule.

2.15.2 Operators must leave terminals as scheduled unless authorized adjustments to their schedule have been made by authorized Railway personnel.

2.15.3 Operators working 'owl' runs must wait up to three (3) minutes past the scheduled connection time. If the connection is not made, employees are to radio OCC for instructions.

2.15.4 Operators must wait for passengers transferring from other lines when visible during early and late hours.

2.15.5 Operators must operate equipment in accordance with the timetables in effect. Schedules must be maintained with respect to leaving times, destinations, time points and transfer connections.

2.15.6 Turning in car or coach ahead of schedule, whether or not relief is involved, is prohibited without proper authorization.

2.16 Limitation on Driving Hours

2.16.1 No operator shall knowingly request additional work that would cause the operator to exceed the maximum time on the vehicle of 10 hours.

2.16.2 The only exception, other than a declared emergency, is that the operator shall be allowed to drive to the relief point or pull in to the appropriate garage after notifying OCC.

2.17 Routes

2.17.1 Deviating from established routes, or turning back before reaching the scheduled terminal, is prohibited, except when directed by emergency services personnel, proper authority, or OCC.

2.17.2 Employees must not deviate from authorized pull in and pull out routes.

2.18 Relief

2.18.1 Relief must be made only at relief points indicated by schedules. Failure to make a relief on time may result in absence without leave. Employees who miss scheduled reliefs are to contact OCC immediately for instructions.

2.18.2 In the event an employee fails to report for a relief on time, the employee who is to be relieved must call OCC for instructions and proceed in service. If an employee is not immediately available to make the relief, OCC, the Inspector, or other person in authority may order the employee to continue in service to the regularly scheduled terminal in the direction of travel. After completing the trip, the employee working may pull in after again calling OCC by radio or telephone.

2.19 Free List

2.19.1 Employees must conform to the regulations governing free transportation. The following persons, when presenting the proper identification are entitled to free transportation:

- A. Police;
- B. Office of Citizen Complaints;
- C. Patrol Special Police (when in full uniform);
- D. Auxiliary Police Reserve (when in full uniform);
- E. Deputy Sheriffs;
- F. Other Peace Officers (when in full uniform);
- G. Firefighters (when in full uniform);

- H. Parking Control Officers (when in full uniform);
- I. Guide, Signal, and Service animals;
- J. Municipal Railway Employees;
- K. Municipal Railway Dependents;
- L. Sisters of Charity;
- M. Special Service.

2.20 Arrests

2.20.1 An employee shall not request the arrest of any person, unless authorized by an Inspector or proper authority, except when employee is robbed, assaulted or in immediate personal danger.

2.20.2 If an arrest is made, immediately report it to OCC. An Accident Report must be made during, or immediately following completion of tour of duty, giving name and star number of arresting officer, and names and addresses of witnesses and person(s) arrested.

2.21 Safety

2.21.1 Operator shall never operate a MUNI vehicle at a speed that is greater than that which is reasonable or prudent, and in no event at a speed that would endanger the safety of persons or property.

2.21.2 While vehicles are in motion, operators are to devote his/her attention to pedestrians, tracks, traffic, and signals.

2.21.3 Operators, when approaching intersections where right or left turns are to be made, must operate slowly and ensure the right or left signal is activated one hundred feet before commencing the turn and remain in continuous operation while completing the turn.

- 2.21.4** Operators of rail vehicles or Cable Cars, when operating in double track areas, shall not pass when pedestrians are standing between the tracks.
- 2.21.5** When approaching passenger stops including boarding islands, bus zones, or any place where pedestrians are standing or walking in the street, operators are to sound the gong or horn to warn of the approaching coach or rail vehicle.
- 2.21.6** Operators must follow the directions of authorized personnel when passing any warning device. Operators are to operate slowly when approaching and passing flags or other warning devices.
- 2.21.7** Operators shall not close the front doors of the vehicle until all boarding and alighting passengers are entirely clear of the travel path of the doors.
- 2.21.8** Operators of PCCs must have interlock bypass switch in 'off' position while in service.
- 2.21.9** Operators are to set the interlock control switch to the 'on' position whenever coaches, electric coaches, and electric cars are in service.
- 2.21.10** Coaches and electric cars are to be brought to a complete stop before activating the door open handle or door open switches.
- 2.21.11** Operators are not to allow anyone, other than employees of the Railway, to ride or operate their vehicle when it is entering or leaving the car house or garage.
- 2.21.12** Operators are not to attempt to adjust seats, curtains, mirrors, or signs while the vehicle is in motion.

- 2.21.13** The controller emergency braking position, the deadman handle, the rear door interlock and hill holder, the rollback prevention, or the red emergency stop button must not be used for normal stops. Operators of vehicles that have a deadman handle shall not disable it (this device) in any way.
- 2.21.14** Operators shall not wear colored eyeglasses between the hours of sunset and sunrise while operating any Railway equipment or at any time while in the MUNI Metro subway (including the MUNI Metro switchback) or the Sunset Tunnel.
- 2.21.15** Employees must be careful to avoid any act or situation that could cause injury to themselves or others.
- 2.21.16** Employees must protect their own personal safety, the safety of others, and the safety of equipment and property.
- 2.21.17** Employees shall immediately report to proper authorities any emergency or conditions that might create a hazard.
- 2.21.18** Smoking is prohibited in areas where flammable materials are stored or where batteries are being stored or charged.
- 2.21.19** Employees shall take every precaution to eliminate possible fire hazards.
- 2.21.20** Employees must not introduce into or allow open flames or sparks in areas where there are or may be flammable vapors or concentrations of explosive dust.
- 2.21.21** Employees must become familiar with the location and use of fire alarms and fire devices in all areas and shall keep access to these areas free at all times.
- 2.21.22** Employees must wear safety vests when working on or about the track area.

2.22 Smoking – Eating – Personal Items – Radios

- 2.22.1** It is unlawful for anyone to smoke or carry lighted cigars, cigarettes, or pipes onboard any Railway revenue, non-revenue equipment, or inside a facility.
- 2.22.2** Employees may smoke only when taking layover at terminals, provided they smoke off the vehicle, and smoking does not interfere with their duties relating to safety, schedules and the collection of fares.
- 2.22.3** Drinking or eating in the cab area is prohibited.
- 2.22.4** Operators must not read newspapers or other materials while vehicle is enroute.
- 2.22.5** Items and apparel which limit or restrict hearing must not be used.
- 2.22.6** Personal items may be stored on board vehicles in designated areas only.
- 2.22.7** Employees are not to display or play personal radios, use headphones, or cellular telephones at any time while operating a vehicle.
- 2.22.8** Operators are to politely request passengers to keep 'radios silent'.

2.23 Rear Door

- 2.23.1** No person, in uniform or otherwise, except on lines where Proof of Payment is in effect, is to be allowed to enter the rear exit door of a motor coach, trolley coach, or electric car except where loaders/collectors are present.

2.24 Lost Articles

- 2.24.1** Recovered lost articles must be turned in.
- 2.24.2** Employees who come into the possession of recovered lost property will properly tag articles, and if not scheduled to 'pull-in', will turn articles over to the relief employee, and

each succeeding relief employee will take possession of the articles until the vehicle is 'pulled in'. The employee on the 'pull-in' trip will be responsible for turning all recovered lost property over to the Dispatcher. The employee on such trip will hand his or her time card to the Dispatcher for approval of the negotiated time allowed from the respective yard or garage to the office.

2.24.3 On two-operator vehicles, the conductor will be responsible for turning in recovered lost property at the Dispatcher's Office on or before completion of runs. Conductor will make out a Lost Property tag describing the article and showing the name of the crewmember coming into possession of the lost article.

2.24.4 If recovered articles are turned over to an employee by a passenger, the name and address of the finder is to be written on the reverse side of the Lost Property tag.

2.24.5 After recovered lost property has come into possession of an employee, they must not deliver such property to any person, except when authorized to do so by the proper authority and in that person's presence. The individual shall sign a receipt for return of property.

2.24.6 Employees coming into possession of articles valued greater than \$10.00 are to keep them in their possession and radio or telephone OCC for instructions as soon as possible.

2.24.7 Articles recovered and turned in will, if not claimed, be returned to the finder at the end of thirty (30) days. Note that articles of value may be held for longer periods.

2.25 Solicitors

2.25.1 Unauthorized persons will not be allowed to offer for sale any article or place

advertisements on any vehicle or premise of the Railway.

2.25.2 Employees must report unauthorized selling of merchandise to a supervisor.

2.25.3 Employees must engage only in Railway business while on duty and in accordance with Railway policy.

2.25.4 Panhandling on city property is forbidden.

2.26 Trespassers

2.26.1 Employees must immediately report to OCC any trespassers on MUNI property including trespassers on or near the right of way.

2.27 Emergency Equipment

2.27.1 Any emergency equipment that is used, defective, damaged, or missing must be reported to the proper authority so it can be replaced or repaired.

2.27.2 Rail employees shall be familiar with the location and proper use of the Blue Light phone system, utilized in subways and tunnels.

2.28 Tools or Equipment

2.28.1 Tools or equipment must only be used in a proper manner and for the purpose intended.

2.28.2 Tools, equipment, or materials must not be placed where they may present a hazard to personnel.

2.28.3 Employees must have the proper tools, equipment, and supplies before starting work.

2.28.4 Tools, equipment, or machinery that is found unsafe or defective must not be used and must be reported to the proper authority.

2.28.5 Unauthorized use of MUNI vehicles or other equipment is prohibited.

2.28.6 Employees are to acquaint themselves with the mechanical and/or electrical equipment

which they operate. They are to familiarize themselves with the printed instructions and special rules relating to each type of equipment.

2.28.7 Operators are not to operate defective equipment but are to report the defective equipment to OCC when in operation and to maintenance personnel when pulling out or in.

2.28.8 Employees must, when personal protective clothing or equipment is furnished, use it as directed.

2.28.9 Operators not qualified to operate the equipment used on their new assignments are to inform the Division Dispatcher and request that the Training Department be informed so that training may be scheduled.

2.28.10 Employees must not operate equipment they have not been qualified to operate.

2.28.11 All employee lockers and toolboxes should have MUNI-provided padlocks. Personal locks will be broken in case of a search.

2.28.12 All employee lockers and toolboxes are subject to search without notice. Searches will be conducted whether or not the affected employee is present. All searches of an employee's locker or toolbox will be conducted in the presence of that employee's immediate supervisor as well as the superintendent or a delegee of the superintendent of that employee's shop or station.

2.29 Convenience Stations

2.29.1 Employees are not to deface or damage convenience stations.

2.29.2 Employees are to cooperate in keeping these stations in a clean and sanitary condition.

- 2.29.3** Where locks are provided, operators are to ensure that doors are locked when leaving the convenience station.
- 2.29.4** When convenience stations are rented from private owners, employees are to be extremely careful to avoid committing any nuisance that may result in employees being denied the use of the facilities.

3. COMMUNICATIONS

3.1 Federal Communication Commission Rules

3.1.1 All radio communication systems are under the jurisdiction of, and regulated by, the Federal Communications Commission (FCC).

3.1.2 The MUNI radio system and the employees using the system are governed by the following FCC rules:

- A. Employees must not transmit any unnecessary or personal messages nor utter any obscene, indecent, or profane language by radio.
- B. No employee, except those specifically authorized by the FCC to do so, shall make any adjustment to a MUNI radio set.
- C. No employee must willfully damage or permit others to damage radio equipment.

Violation of the above rules is a Federal offense for which severe penalties are provided by law and for which employees may be disciplined up to and including discharge.

3.2 Establish Communications

3.2.1 Cable Car operators must be sure the channel is clear before establishing communications.

3.2.2 Operators must identify themselves by run number, line number, vehicle number, direction, operator ID and current location.

3.3 Radio Usage

3.3.1 Radio transmissions are to be kept to a minimum.

- 3.3.2** Authorized radio codes must be used whenever possible.
- 3.3.3** In radio transmissions, the following key words will be used:
- A. Over – End of each transmission, to which a response is expected;
 - B. Out – End of transmission, response is not necessary;
 - C. Roger – Signify a transmission was received and understood.
- 3.3.4** Any radio failure in service must be reported to OCC immediately.
- 3.4** **Monitoring and Testing**
- 3.4.1** Employees assigned radios must make a radio test for proper operation.
- 3.4.2** Employees must make sure that radios used during their shift are continuously turned on and set at an adequate volume to receive transmissions clearly.
- 3.5** **Emergency Priority – Code 33**
- 3.5.1** Communications pertaining to emergencies take priority over all others. Falsely labeling a communication as an emergency is prohibited. Upon hearing code 33 from OCC, employees will refrain from using the radio unless called by OCC or making an emergency call.
- 3.6** **Assigned Channels**
- 3.6.1** All radio communications will be conducted on the assigned channels(s) unless otherwise directed by OCC or in the event of an emergency.

3.7 Communication Codes

700	In service	720	Abandoned vehicle
701	Out of service	721	Stolen vehicle
702	Personal necessity	722	Fire or fire equipment
703	Out of service at home	723	Line delay
704	Receiving poorly	724	Pedestrian collision
705	Not out	725	Fall on board
706	Late pull out	726	Fall alighting/ boarding (specify)
707	Rendezvous	727	Wheelchair
708	Media on scene	728	Wheelchair with physically challenged
709	Repeat last transmission	729	Terrorist threat
710	Telephone number given	730	Bomb threat
711	Proceed or proceeding to location given	731	Disabled vehicle
712	Arrived on scene	732	Derailed LRV, streetcar, or Cable Car
713	All clear	733	Evacuate train(s)
714	Return to last assignment	734	Close subway station or subway
715	Cancel last assignment	735	Notification to passengers of service delays
716	Request for shuttles	736	Interview citizen
717	Recovered vehicle, specify (stolen or abandoned)	740	Police
718	Vehicle accident (property damage only)	741	Ambulance
719	Vehicle accident (personal injury)	742	Claims enroute

Communication Codes (Cont.)

743	Fight on board	764	Doors (specify)
744	Intoxicated operator/ passenger	765	Low air
745	Altercation operator/passenger (verbal or physical)	766	Interlock
746	Juvenile disturbance	767	Mirrors (specify)
747	Operator assaulted	768	Flat tire (specify)
748	Vandalism MUNI property	769	Hot engine
749	Open feeder (specify feeder #)	770	No start
750	Overhead problem	771	Slot blade
751	Propulsion/no forward motion	772	Stuck in curve/ crown (specify)
752	Coupler	773	Grip change
753	Pantograph	774	Strand alarm specify location and number)
754	Seiman breaker	775	Bumper bar (specify location and number)
755	Dead tow/push	776	Pick pocket or purse snatch
756	No power	777	Armed robbery or hold up
757	Trolley pole (specify problem)	787	Cite(ing) illegally parked vehicle
758	Retriever	788	Traffic congestion
759	Trolley rope	790	Fare evasion (single)
760	Trolley shoes	791	Fare evasion (group)
761	Hot body	792	Difficult or hostile situation
762	Transmission	799	Drug test transport
763	Brakes		

Communication Codes (Cont.)

- Code 33 Clear communications-emergency in progress
- Code 100 Silent alarm
- Code 800 Alleged insane person
- Code 802 Coroner's case
- Code 900 Stop the cable-emergency
- Code 903 Request for vehicle inspection by police

4. OPERATING RULES

4.1 Reporting For Duty

- 4.1.1** Operators must report for duty to a designated location before their scheduled start time; failure to do so will be considered absence without leave.
- 4.1.2** The daily register must be signed in the proper place by all operators who report at their division headquarters before going on duty. In addition, 'report operators' must report in person to the Dispatcher when going on and off 'report'.
- 4.1.3** Operators reporting sick by telephone or otherwise must notify their Division Dispatcher at least 45 minutes ahead of their scheduled reporting time. Employees who report to the Dispatcher in person and request to be placed on the sick list must report at least fifteen minutes before their scheduled reporting time and must be in full uniform. Employees who do not comply with this rule may be charged with absence without leave.
- 4.1.4** Operators reporting for duty must have the assigned equipment to perform their jobs. Operators reporting for duty without the minimum regulation uniform, Rule Book, all LRV keys and pins, current Class B-P driver's license, medical and VTT in their immediate possession are not prepared for work and will not be paid. Pay will resume when the operator presents him/herself to the Dispatcher with all required equipment. Failure to present themselves to the dispatcher on the same day with all required equipment will result in the individual being considered AWOL.

4.1.5 Operators on sick leave must notify their Division Dispatcher before 12:30 P.M. on the day preceding the day on which they wish to resume work.

4.1.6 Operators will not be excused by the Night Dispatcher except in case of sickness or extreme necessity.

4.2 Operator's Documents

4.2.1 A current California Class B-P License, Medical and VTT card is required to operate a vehicle and must be in the operator's possession while on duty.

4.2.2 Operators are required to maintain a valid California license and report any changes/conditions to their driver's status.

4.2.3 A current medical certificate and a valid California Class C license are required for all non-revenue rail operators.

4.3 Absent Without Leave (AWOL)

4.3.1 A regular employee who is AWOL will be charged with an additional AWOL on each succeeding day (except on regular days off) the operator fails to notify the Division Dispatcher at least one hour before the reporting time of their regular assignment on such days.

4.3.2 An extra list employee who is AWOL and who fails to report to the Division Dispatcher at least one hour before the scheduled reporting time, or before 12:30 P. M., whichever is earlier on their next working day, will be charged with an additional AWOL. Furthermore, an AWOL will be charged each time the operator fails to report before 12:30 P.M. on each succeeding workday.

4.3.3 Transit operators must report for duty not later than the times indicated on schedules or detail list, unless absent with proper authorization. Failure to report as required will be considered AWOL.

4.4 Timepieces

4.4.1 While on duty, every uniformed employee must carry a reliable watch.

4.4.2 Employees, whose duties are affected by the timetable, must use an approved watch and prior to start of duty, must synchronize their time with official Railway time.

4.4.3 Employees not having access to official Railway time must obtain the correct time from OCC.

4.5 Preparatory Duties – Operators

4.5.1 Operators scheduled to pull out vehicles are to sign the daily register, check bulletin board, pick up outfit, and check location of vehicle assigned to their run. No car or coach may be taken from car house or garage unless assigned by proper authority.

4.5.2 Before taking cars or coaches out of the car house or garage, operators must make a careful inspection of both the interior and exterior of the vehicle.

4.5.3 Immediately notify the shop of defects affecting proper operation of the vehicle.

4.5.4 Check farebox for proper operation and program the farebox to ensure proper acceptance of fares.

4.5.5 Before starting coaches, operators are to make sure that no one is working on or under the vehicle that the shift lever(s) are in neutral position, and that the hand brake (parking brake) is properly applied.

- 4.5.6** Vehicles must not be moved until required air pressure is indicated. Operators are not to 'race' engines while building up air pressure.
- 4.5.7** All revenue vehicles must be pulled out in accordance with schedules.
- 4.5.8** Materials in outfits required for relief operators are to be placed in outfit boxes or other location that will ensure that information is properly passed on to relief personnel.
- 4.5.9** Before pulling MUNI equipment out of the carhouse, yard, or garages, the operator must complete the required pre-operational inspection for the vehicle. Immediately notify maintenance personnel or yard starter of defects affecting the proper operation of the vehicle and notify OCC if the vehicle will be late pulling out.
- 4.5.10** Operators are to place all material necessary for relief operators into the outfit/transfer box.
- 4.5.11** All electric cars and Cable Cars are required to operate in service from the time of pullout of the yard until the time of pull-in to the yard.
- 4.6 Pre-Operational Check**
- 4.6.1** When preparing a vehicle for service, operators assigned to pull out must make certain that the train is in safe and proper condition to operate. They must at a minimum:
- A. Report on time;
 - B. All notices or Bulletins in the outfit must be read and noted and placed in the outfit box;
 - C. Vehicles must not be moved or taken from the yard or shop unless authorized by the proper authority;

- D. When taking charge of a vehicle, as soon as speed permits, brakes must be applied and the effectiveness of the brakes noted;
- E. Operators are to make sure that no one is working on or under the vehicle before it is moved;
- F. Before moving the vehicle, the pre-operational check list must be completed. Notify maintenance personnel of defects affecting proper operation of the vehicle.

4.7 Noise

4.7.1 Motor coach operators are to shut off engines immediately upon arrival at terminals and are not to restart motors until ready to move up or depart the terminal.

4.7.2 Articulated trolley coach operators must place the master controller into the night park position immediately upon arrival at terminals and are not to restart motors until ready to move up or depart the terminal.

4.8 Lights

4.8.1 All revenue vehicles, except Cable Cars, are to be operated with headlights 'on' at all times.

4.8.2 Operators must operate with interior lights on at all times except Cable Cars.

4.9 Changing Equipment Functions

4.9.1 Operators must not alter, nullify, change design of, or in any manner restrict or interfere with the normal intended function of any device or Railway equipment on Railway property without proper authority, except in an emergency, in which case the change must be immediately reported to OCC.

4.9.2 Car or train systems and safety devices must not be cut out, bypassed, or

circumvented without proper authority from OCC.

4.9.3 Operators must report broken seals to OCC.

4.9.4 Operators must not cut-out or bypass any vehicle function, or change operating modes without approval from OCC.

4.10 Student Employees

4.10.1 Student employees are not to operate any of the equipment of the Railway for the purpose of study, or otherwise, unless authorized to do so by the proper authority. This rule applies to cars and coaches in car houses, garages and in revenue and non-revenue service.

4.11 Defect Cards

4.11.1 Defect cards are to be completed by employees for each vehicle assigned.

4.11.2 Defect cards will be included in outfits of all pullout runs. Operators must sign the card when pulling out or making reliefs and make note of defects and/or any damage to vehicle.

4.11.3 All operators, including those making reliefs or receiving cut-out vehicles, are to properly complete a defect card.

4.11.4 When pulling into the division, operators are to turn in the defect card to the shop person at the pull-in gate. If no shop person is available the operator is to turn in the defect card at the meet and greet location.

4.11.5 The operator must note any damage to the vehicle at the time of relief on the defect report.

4.11.6 Coaches must not pull out without wheel blocks.

4.12 Operations Control Center Notification

4.12.1 Operators are to immediately notify OCC when any difficulty occurs which might disrupt the operators' schedule or cause a delay.

4.12.2 Operators must notify OCC immediately of a broken down vehicle failing to move.

4.13 Reports

4.13.1 Operators are to make out Miscellaneous Report forms to report all unusual occurrences, except accidents.

4.14 Required Information

4.14.1 An operator operating more than one car must know the number of cars being operated, the car number, their designation, and their location in the train.

4.15 Stopping For Passengers

4.15.1 Cars and coaches shall stop at all designated stops where passengers are waiting to board or alight between the hours of 6:30 A.M. and 8:30 P.M.

4.15.2 Operators must pull into any properly marked vacant and clear bus zone to allow passengers to board or alight.

4.15.3 If unable to comply with Rule 4.15.1, then the operator is to stop at a safe boarding location and must wait for any intending passengers.

4.15.4 Coaches must be stopped in box zones so that:

- A. Front and rear doors are within one foot of the curb, if not;
- B. Both the front and rear doors are beyond three feet of the curb when other vehicles are parked at curb legally or illegally.

4.15.5 At multiple coach loading stops, operators whose coaches are in the third or greater position must stop in the first or second position before proceeding. When a disabled person is observed in any position of a multiple coach zone all operators are to stop, open doors, and announce the line and destination of the vehicle. No pass up of a disabled person is permitted.

4.16 Designated Stops

4.16.1 Cars and coaches will stop at all designated stops where passengers are waiting to board or alight between the hours of 6:30 A.M. and 8:30 P.M. At other hours, in addition to the above, stops will be made for boarding passengers and on verbal request of alighting passengers at the nearside of streets between designated stops.

4.16.2 Whenever a request is made in advance for a particular stop, operator and/or conductor must acknowledge the request of the passenger and announce same.

4.16.3 Between 8:30 P.M. and 6:30 A.M., stops will be made for boarding passengers and on verbal requests from alighting passengers at the nearside of streets between designated stops, except on Market Street or Ocean Avenue, Judah, West Portal, and Lincoln Lane (North side only).

4.17 Passing Up Passengers

4.17.1 Operators on Cable Cars, coaches, and electric cars, in revenue service, or on pull-out and pull-in trips, are to stop for intending passengers, when there is room enough to board, except as follows:

- A. When a number of coaches or electric cars having the same destination are bunched due to an unusual delay. In such instances, the operator on the first coach or electric car may pass up every

other stopping point where persons are waiting to board;

- B. When coach or electric car is loaded to capacity;
- C. When coach or electric car is disabled;
- D. When transferring motor coaches between garages;
- E. When motor coaches are operating during out of service trips;
- F. When operating Limited Stop and Express trips in areas where stops are not required;
- G. When directed by authorized official.

4.18 Standing Load Line

4.18.1 Operator is prohibited from moving a coach or electric car when passengers are standing in front of the designated standing load line.

4.19 Stops

4.19.1 All cars and coaches must be brought to a full stop at all places where traffic regulations or safety rules require stops be made.

4.20 Federal Law Requires Compliance with the Americans with Disabilities Act

4.20.1 Operators must **always** announce stops, at least at transfer points with other fixed routes, major intersections and destination points, all MUNI Metro stations in the subway, and at intervals along a route sufficient to permit individuals to be oriented to their location.

4.20.2 Operators must announce their route and destination to blind or vision impaired passengers at all stops served by multiple lines or destinations.

4.20.3 Operators must announce any stops at the request of any passenger.

- 4.20.4 Operators must lower the kneeler on kneeler-equipped vehicles at any time requested and at stops where the kneelers use would aid passengers in boarding.
- 4.20.5 Operators must make the wheelchair lift available to anyone requesting it, wheelchair user or standing passenger, on vehicles so equipped.
- 4.20.6 Operator must aid passengers in wheelchairs with lifting seats and the securement systems upon the request of the passenger.
- 4.20.7 Operator must ask passengers to yield seats in the securement area for wheelchair users.
- 4.20.8 Operators must request passengers to yield the forward seats to persons with disabilities and seniors.
- 4.20.9 Operators must allow persons traveling with respiratory or portable oxygen supply to board and ride any revenue vehicle.
- 4.21 **Unauthorized Stops**
- 4.21.1 Operator must not stop for passengers or employees at any station, platform, or bus stop location(s) unless authorized by OCC.
- 4.22 **Speed**
- 4.22.1 Operators, in or out of service, shall at all times operate at a safe speed that is consistent with weather, visibility, road or track conditions, traffic, traffic signal indications, and the indications of ATP system where used.
- 4.22.2 Operators must be prepared to stop short of any person, object, or obstruction within range of their vision.
- 4.22.3 Operators must have their train under control at all times and must not exceed the prescribed speed in either surface or subway operations. Operators must be aware of

elevations, curves, weather, visibility, track conditions, etc. and adjust their speed accordingly.

- 4.22.4** Speed must be regulated on the surface so that the operator's range of vision is greater than the stopping distance of the train.
- 4.22.5** If two speed limits are in effect because of a speed restriction placed on a train or vehicle, the operator must comply with the lower speed.
- 4.22.6** In manual operation, the speed must be regulated in the subway and tunnel so that the operator's range of vision is greater than the stopping distance of the train.
- 4.22.7** Electric cars and trolley coaches are to be operated at a reduced speed when entering or proceeding through intersections, curves, or when entering/leaving or operating within any MUNI yard or garage.
- 4.22.8** The maximum speed shall be restricted over track with opposing traffic when train movements are not governed by block signals, CAB signals, timetable, train order, current of traffic, or manual block system. In the absence of such control systems train operators shall operate with caution at an on sight speed.
- 4.22.9** A train must not exceed 5 mph in an intersection curve until the rear-most axle of the trailing truck has cleared the curve, until the number mark painted between the rails indicating the number of cars being operated, passes under the operator's cab.
- 4.22.10** Trains passing over entry or exit loops must not exceed 10 mph until the entire train has passed over them.
- 4.22.11** Employees must be alert to any rollbacks and must immediately apply brakes.

4.22.12 Operators are responsible for safe operation during and after the train has exited ATCS territory.

4.22.13 Maximum Authorized Speeds (MAS) – Unless otherwise posted with a more restrictive speed, maximum authorized speed in mph are as follows:

Light Rail Vehicles

Location	Maximum Authorized Speed (mph)
Curves	5
Shop	3
Yard Straight Track	5
Switches:	
• Surfaces	5
• Subway (Castro crossover move)	27
• Yard	3
Restricted Speed (subway & tunnel)	10
Subway Crossover Move:	
• Van Ness and West Portal	3
Pushing or Towing:	
• Surface	10
• Subway	27

Light Rail Vehicles (Cont.)

Location	Maximum Authorized Speed (mph)
Station Run Through Manually:	
• Surface	10
• Subway	10

Carwash	1
With Caution (on-sight)	27
Special Overhead	5

PCC and Historic (Air Cars)

Location	Maximum Authorized Speed (mph)
Yard Switches	3
Surface Tracks	25
Surface Curves	5
Surface Switches	5
Shop	3
Inbound San Jose from Tingley to entrance of right of way	
Between 18 th St. and 22 nd St.	10
Right of way on Embarcadero	35
Jefferson Street	20
Jones Street	15
Beach Street	20

Electric Cars – Surface Operation

Location	Maximum Authorized Speed (mph)
Metro Yard Revenue Loop	3
Bubble Pit	5
Entering Metro Yard at Ocean Ave.	2
Exiting Metro Yard at Ocean Ave.	5

Entering or Exiting Metro Yard: San Jose Ave. (Seneca Gate)	5
Entering or Exiting Geneva Yard	5
Surface Curves	5
Surface Switches	5
Right of Way on Junipero Serra	35
Right of Way on 19 th Ave.	35
Right of Way from St. Francis Circle to Ocean Ave.	25
Right of Way from Ocean Ave. to 19 th Ave.	10
San Jose from Tingley to Right of Way Entrance	15
Right of Way on San Jose to Randall	35
Right of Way on Church St. between 18 th St. and 22 nd St.	10
Right of Way on Embarcadero	35

Electric Cars – Surface Operation (Cont.)

Location	Maximum Authorized Speed (mph)
Enter or Exit West Portal Station to or from West Portal Ave.	5
Enter or Exit West Portal Station to or from Ulloa Ave.	5
Church and Duboce to D-4	5

Enter or Exit ATCS or ATC	10
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4.23 Boarding, Riding or Leaving Trains or Vehicles

4.23.1 Employees shall maintain a handhold and use proper means of access when boarding or leaving trains or other vehicles.

4.23.2 Employees shall not lean against standing vehicles.

4.23.3 Employees must not occupy seats to the exclusion of passengers.

4.23.4 Employees shall not board or leave any train or vehicle that is in motion and shall make every effort to prevent passengers from getting on or off moving vehicles.

4.24 Yard and Shop Movement, Storage

4.24.1 Employees must be prepared to stop not less than 10 feet from trains, persons, obstructions, improperly aligned switches, overhead problems, or track defects.

4.24.2 Cars being stored must be secured with brakes applied, auxiliaries off, Emergency Brake button depressed, lights off, and doors/windows locked.

4.24.3 Cars operating within the yard area must operate on sight, not to exceed posted speed and be prepared to stop short of switches not properly aligned or personnel on or about the track.

4.25 Switches and Crossovers

4.25.1 When operating on the surface over facing point switches and crossovers, the speed of the train must not exceed 5 mph until the rear of train has cleared the switch points and/or exit signal. Operators must stop before the front wheels go over a point on

switch and check for proper switch alignment.

4.25.2 Operator must not reverse direction of the train over a spring or lever-set switch unless the car is fully passed the switch.

4.25.3 Operator must maintain total awareness of their train's progress through the switch. Use the mirrors. Trailing car operators must be alert and prepared to stop the train if the switch splits or a derailment occurs.

4.25.4 Do not pass over a facing point on switch when a train is going the opposite direction.

4.25.5 Do not couple over a switch, except inbound at Church/Duboce after ascertaining that the switch is correctly aligned.

4.25.6 Cars or trains must not be reversed from the normal direction of travel when any portion of the train is located on a switch.

4.25.7 Any move or emergency maneuver that is not encountered in regular operation must be made with consent of and instructions from OCC or the proper authority.

4.25.8 Unless otherwise ordered in an emergency, operators must not close in behind a preceding train when such a movement would block an intervening switch.

4.26 Train Spacing – Electric Cars

4.26.1 In ATCS territory, when operating manually (NCT, CAB signal), trains must maintain a distance of at least 150 feet from the train ahead, except with permission of proper authority or to berth the train at an authorized location at a station.

4.26.2 Train movements that involve closing the distance between electric cars must involve a safety stop.

4.26.3 Trains operating on surface tracks must maintain a distance of at least 250 feet from

the preceding train when operating over the sections of lines listed below except at terminals or switchback locations where a train is switching back:

- A. Line J – between Market and Metro;
- B. Line K – between Ulloa and Lee, except during ‘pre-peak’ and ‘post-peak’ periods when cars are pulling out or pulling in;
- C. Line L – between West Portal and 34th Avenue and between 35th and 47th Avenue;
- D. Line M – between Ulloa and Capitol;
- E. Line N – between Market and 29th Avenue and between 30th and 48th Avenue.

4.26.4 Unless authorized, trains must be stopped no less than 5 feet from other trains, roadways, persons, obstructions, downed wires, improperly aligned switches or track defect.

4.27 Spacing Coaches

4.27.1 When stopping in traffic, a minimum five foot space must be maintained between the coach and the rear end of any vehicle.

4.27.2 When stopping at passenger stops that are on level or downgrade streets, a minimum of two feet space must be maintained between each coach and the rear of the coach in front of it.

4.27.3 When stopped in multiple coach zones that are on an upgrade street, allow at least five feet between coaches to compensate for possible rollback of preceding coaches.

4.27.4 Operators on trolley coaches, when operating on steep hills or grades, are not to approach closer than 250 feet of the

preceding coach, e.g., Union Street between Polk and Van Ness, etc.

4.27.5 Operators must not, when a loss of power has occurred, move their coach until the preceding coach has moved away from them a distance of one full block.

4.27.6 Operator must not approach closer than one block from the coach in front of them except:

A. On Mission Street between Ocean Avenue and the Ferry Terminal;

B. On Market Street from 8th Street to the Ferry Terminal;

C. When approaching terminals, within two blocks of the terminal.

4.28 Leaving Vehicles

4.28.1 Operators are not to leave Light Rail Vehicles, PCCs, Historical Vehicles, motor, or trolley coaches unattended. However, if it is necessary to leave vehicle enroute, employees are to follow proper procedures.

4.28.2 All operators of motor and trolley coaches, upon arriving at their terminal, must apply the parking brake and the wheelblock must be used (blocked against the grade) whenever the operator leaves the driver's seat.

4.28.3 Operators scheduled to be relieved must not leave their assigned vehicle until properly relieved.

4.28.4 When leaving any vehicle unattended, the operator must close all doors and windows after all passengers have alighted.

4.29 Railroad Crossings

4.29.1 Operators approaching railroad crossings shall bring their vehicles to a complete stop at a point from which the operator can see the tracks from his/her direction of travel and the opposite direction of travel.

4.29.2 Stops must be made not less than 15 feet nor more than fifty feet from the nearest rail of such crossing. After making the required stop, employees must look in both directions along the tracks for any approaching train(s).

4.29.3 Exceptions:

- A. Where police officers on duty direct are to proceed;
- B. Where a flag person directs employees to proceed;
- C. Where traffic controls 'stop' and 'go' signals (not red, railroad crossing, flashing signals) indicate that traffic may proceed;
- D. Where 'exempt grade crossing' signs are displayed;
- E. Employees are not to proceed at any crossing while any train is moving toward the crossing and is close enough to constitute an immediate hazard.

4.30 Right of Way

4.30.1 At traffic signal controlled locations, operation of electric cars, trolley and motor coaches will be governed by the traffic signals except at Sutter and Powell, Union and Mason, and Union and Hyde, where descending Cable Cars will have the right of way over coaches.

4.30.2 Electric car operators are not to pass at any intersection. Electric cars making the outer or longer turn have the right of way over the railed vehicle making the inner or shorter turn. The car on the inner turn must not proceed until the turning car has completely passed.

4.31 Train Doors

4.31.1 Trains must be stopped at stations, passenger safety islands, accessible locations, or passenger stops so that the doors are safely positioned for boarding or alighting passengers and clear of any defect in the platform, island, or pavement.

4.31.2 Doors must be opened only when at a complete stop.

4.32 Train Steps

4.32.1 Operator must ensure that the steps are at the proper level and the correct doors are activated for each passenger stop.

4.32.2 Operators must announce step movements over the Public Address (PA) system.

4.33 Cab Occupancy and Security

4.33.1 Operators must not allow an unauthorized person or persons to operate a vehicle or ride in any cab.

4.33.2 Non-operating cabs must:

- A. Not be occupied;
- B. Have windows closed and locked;
- C. Have the door closed and locked;
- D. Have curtains in fully open position.

4.33.3 Mirrors in the active cab must be adjusted properly.

4.33.4 Operators must not leave their operating cab enroute without notifying OCC.

4.34 Stopped on an Incline

4.34.1 Trains must not be held on an incline with the controller in power position.

4.35 Emergency Stop Buttons and Switches

4.35.1 Operator must report all emergency stops to OCC.

4.35.2 An operator must find out the reason for any passenger emergency stop application before resetting the button or switch.

4.35.3 Following an unsolicited emergency brake application, the operator must notify OCC to clear the emergency brake.

4.35.4 When power is off for any period exceeding 5 minutes, operators are to set the emergency brakes.

4.36 Leaving Vehicle Unattended

4.36.1 Operators are not to leave vehicles unattended enroute, except in personal necessity or to report an emergency. If it is necessary to leave the vehicle enroute on the surface then (for rail only) the train must be properly secured as follows:

- A. Set controller to full service brake;
- B. Key LRV 2 to neutral on; or
- C. Key SLRV to neutral/standby;
- D. Depress red emergency stop button on control panel;
- E. Close and lock all cab window, cab doors, and passenger doors.

4.36.2 In the subway, when necessary to exit single or multi-car trains, contact OCC and/or inspectors for instructions.

4.37 Coupling/Uncoupling

4.37.1 Cars must not be coupled or uncoupled in the subway/tunnel without permission from OCC. Operators within ATCS territory must contact the OCC for permission before coupling or uncoupling in the subway/tunnel.

4.37.2 Vehicle speed must be reduced to 5 mph or below for a distance of 50 feet prior to this safety stop. A full stop must be made prior to coupling within two feet between the couplers.

- 4.37.3 Employees must not climb on, over or under couplers.
- 4.37.4 Employees must never stand between cars to be coupled or uncoupled.
- 4.37.5 Coupler heads must be aligned before coupling and avoid coupling on a curve.
- 4.37.6 Only qualified employees may couple/uncouple cars.

4.38 Trainline Operations

- 4.38.1 The operator in charge of a lead and trailing car must remain in the active cab seat for the direction of travel and be ready to stop the train.
- 4.38.2 Operators in trailing cars must be alert.

4.39 Sand

- 4.39.1 Operators shall not use sand when over switches.
- 4.39.2 Operators shall not use sand in the subway.

4.40 Gong/Bell

- 4.40.1 Train operators are to sound the gong/bell on the surface when approaching an occupied high level platform and passenger island, making eye contact with occupants.

4.41 Horn Signal

- 4.41.1 An electric car horn is not to be used in surface operation except in an emergency.
- 4.41.2 Continuous short sounding of the train horn or other vehicle horn is the signal of an emergency.
- 4.41.3 Any employee hearing the emergency horn signal must respond to the scene and render any assistance necessary.

4.42 SLRV Automatic Speed Control (ASC) or CAB Signals

- 4.42.1 SLRVs in NCT mode must not exceed CAB signal indications.

- 4.42.2** In case of a failure of the automatic speed control or a CAB signal failure, OCC must be notified immediately and the operator will be governed by OCC's instructions.
- 4.42.3** Operators of vehicles with automatic speed control by-passed or CAB signals cut-out, and vehicles without CAB signals must not exceed the speed issued by OCC and signal indications. An operator of a vehicle in any of the aforementioned conditions will operate on sight, not to exceed 27 mph or exceed 3 mph while any part of the train is in a turnout or crossover at Van Ness, West Portal, or on the curve at the west end of Sunset Tunnel.
- 4.42.4** In ATC territory, operators must be alert for hazards or obstructions and must take the action necessary to avoid them, regardless of CAB signal indication.
- 4.43** **SLRV & LRV Automatic Speed Control (ASC) or CAB Signals**
- 4.43.1** Operator of an ATCS vehicle in cut-out mode, or unequipped vehicles, must not exceed the speed issued by OCC and obey signal indications (if applicable). Under no conditions will an operator of an ATCS vehicle in cut-out, or an unequipped vehicle, exceed the following speeds:
- A. Speeds governed by civil constraints;
 - B. Posted speed warnings or cautions;
 - C. On sight speed.
- 4.43.2** Any moves at Embarcadero, inbound and out bound at Duboce junction and straight moves at Van Ness, Castro and West Portal switches not authorized by wayside and/or CAB signals must be made at restricted speed or less and only upon order of OCC or proper authority.

4.43.3 Operators must monitor all cab warning and indicator systems and in the event of abnormal operating conditions or indications, OCC must be immediately notified and appropriate action taken.

4.44 Rail Operations Mandatory Stops

4.44.1 Mandatory stops must be made:

- A. When faced with a solid yellow bar between rails with a XX on the near side;
- B. At the next passenger stop when the bell is sounded;
- C. At a passenger stop verbally requested by a passenger;
- D. At a passenger stop where someone wants to board;
- E. At applicable signs and signals.

4.44.2 Mandatory stops at high level platforms: All manually operated trains in service must make mandatory stops at all high level platforms whether there are passengers intending to board. The high level platforms are in the subway along the Embarcadero and on King Street, at Stonestown, and at San Francisco State University.

4.44.3 Stops need not be made when operating an out of service train. The maximum speed through stations must not exceed 10 mph, paying attention to the tracks, pedestrians, traffic, and signals.

4.45 Station Movements

4.45.1 Full stops must be made at all stations, unless otherwise authorized by proper authority.

4.45.2 All manually operated trains and other rail equipment in service must make mandatory stops at all high level platforms whether there are intending passengers or not. The

high level platforms are in the subway, along the Embarcadero, Caltrain, Stonestown and San Francisco State University. An operating out-of-service train need not make stops, but must operate at a speed not to exceed 10 mph, paying attention to the tracks, pedestrians, traffic and signals.

4.45.3 Trains passing through a station without lighting must travel at 'restricted speed'.

4.45.4 Passengers must not be discharged into a station that is not lit.

4.45.5 When approaching occupied passenger stops on the surface, occupied passenger safety islands or any place where people are standing or walking on or near the track, the operator must sound the gong and operate according to conditions, alert for unexpected movements.

4.45.6 When approaching a passenger stop and station, the operator must sound the horn only when safety requires it.

4.45.7 Operator must immediately report any unauthorized passenger egress from a train.

4.46 Manual Operation of Subway Switches

4.46.1 Operator must verify the correct alignment before proceeding over switches.

4.46.2 When moving over switches in the subway, cranks or disabling rods must be left in the switch machines until the crossover move is completed.

4.46.3 All moves through switches and the crossovers, not governed by cleared signals, must be made at restricted speed (except at Van Ness crossover; no more than 3 mph) and all switches used in the crossover move must be returned to normal position after completion of the move(s).

4.46.4 All switches in an area not governed by the signal system must have a disabling rod or

switch crank inserted into them before making any moves over them. All switch cranks or rods must be removed before leaving the area of clearance and OCC must be notified of their removal as part of releasing the clearance.

4.47 Passing Another Train

4.47.1 Trains must not exceed 5 mph in an intersection curve. Special attention must be paid to the street markings adjacent to the left rail which indicate when a train has passed the end of the curved section.

4.47.2 When two trains approach an intersection curve from different directions, the train on the outer curve has the right of way. It is a violation to proceed when another train has started its move through the curve. Operator to wait until the rear of the passing train has cleared the back of your train before proceeding at the following locations:

- A. Church and Duboce;
- B. 30th Street and Church;
- C. 30th Street and San Jose Avenue;
- D. San Jose Avenue and Ocean.

4.48 Sweep/Inspection Train

4.48.1 Operators on a sweep/inspection train must ensure that there are no obstructions or conditions that would interfere with the safe conduct of revenue service.

4.48.2 Operators of sweep/inspection trains must obtain permission from OCC before entering the subway and tunnel. Operators must operate according to conditions. Particular care taken to ensure that: all tracks, overhead wires, wayside structure or equipment, and switches are clear and aligned.

4.49 Operating Trains from Other than

Forward Cab

4.49.1 Operators must not operate trains from other than the forward cab of the lead car.

4.50 Bumping Post

4.50.1 Trains must be stopped or parked no closer than 5 feet from a bumping post.

4.51 Brakes

4.51.1 Brakes must not be released unless a car is coupled to another car in good operating condition.

4.52 Deadman Feature

4.52.1 Deadman feature must not be used as a service brake.

4.52.2 Deadman feature must not be circumvented or disabled in any manner.

4.53 Slow Order

4.53.1 OCC shall issue a slow order identifying a speed that is less than the posted speed limit whenever necessary due to safety or operational conditions.

4.54 Wayside Locator

4.54.1 The wayside locator marker numbers are to be used to identify the location of a train in the subway other than at stations.

4.55 Signal Pushbutton

4.55.1 Inbound prior to the Van Ness crossover, operators must not use the signal pushbutton to clear the signal V4 until they have contacted OCC.

4.56 Freeways

4.56.1 Should a coach become disabled on the freeway, employees are to:

- A. Pull to the right as far as possible;
- B. Turn on the "4" way hazard warning lights;

C. Immediately notify OCC using the Priority Request to Talk button.

4.56.2 Inform passengers of the situation and instruct them to remain on the coach until a replacement vehicle arrives.

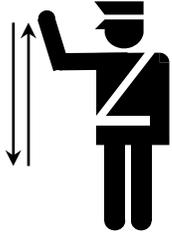
4.56.3 Assist passengers in transferring to the replacement coach(s).

5. SIGNALS AND SIGNS

5.1 Hand Signals

- 5.1.1** Hand signals may be given by a hand-held flag, hand motion and/or light of the prescribed color.
- 5.1.2** Signals must be clearly given in the prescribed manner while facing the operator of the vehicle.
- 5.1.3** Any object or hands waved violently by a person on or near the track ahead is a signal to stop.
- 5.1.4** An unclear hand signal is an instruction to stop.
- 5.1.5** An LRV or vehicle must not proceed on any signal given by a red flag, light or object.
- 5.1.6** Operators must acknowledge receiving a hand signal by sounding a gong or bell and perform the action indicated by the hand signal.
- 5.1.7** The following illustrate proper hand signals:

Rule	Signal	Aspect	Indication
5.1.8		Swing horizontally across the body.	STOP
5.1.9		Slight vertical movement at arm's length at right angle to whom signal is being given.	REDUCE SPEED

Rule	Signal	Aspect	Indication
5.1.10		Raised and lowered vertically, in the direction of the vehicle operator.	PROCEED FORWARD
5.1.11		Swing vertically in a circle at half arm's length across the body, below the shoulder.	MOVE BACKWARD

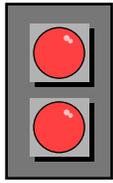
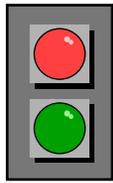
5.2 Wayside Signals

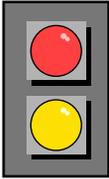
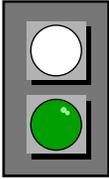
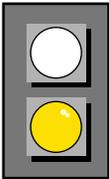
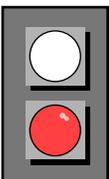
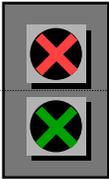
5.2.1 Multi-aspect signals, single-aspect signals, sequential signals, station entering signs, and crossbucks govern all routes and must be obeyed.

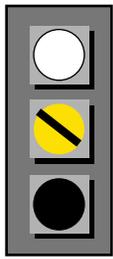
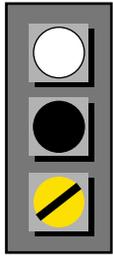
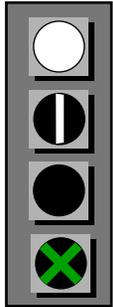
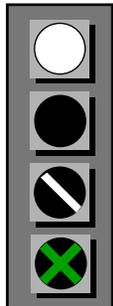
5.2.2 A signal improperly displayed, absence of a signal at a location where a signal should be shown, absence of a signal light, or white light showing where a colored light should be in a signal, must be regarded as the most restrictive indication that can be given at that signal.

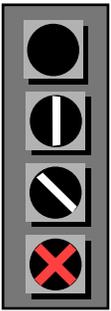
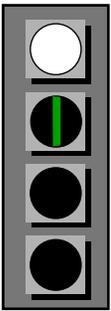
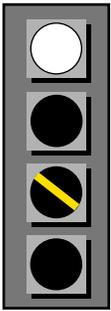
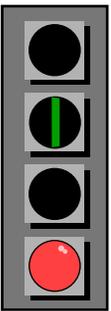
5.2.3 When a wayside signal is out of order, missing, improperly displayed, working improperly, or has a light out and the operator has no prior notification, the operator must immediately notify OCC and be governed by their instructions.

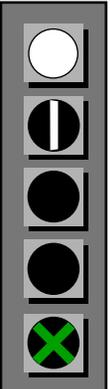
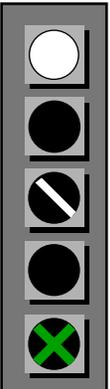
- 5.2.4 Signals must be obeyed if in conflict with station entering signs.
- 5.2.5 Wayside signals do not set forth permissible speeds.
- 5.2.6 Unless otherwise defined, speed limits are established by an operator prepared to stop within range of vision.
- 5.2.7 Speeds are prescribed by CAB signal indications, ATCS controlled Auto or CAB signal mode operation.
- 5.2.8 Upon a failed entry, and in the absence of CAB signals, speed limits are established by operate on sight rules.
- 5.2.9 All false proceed incidents must be immediately reported to OCC.
- 5.3 **Automatic Train Control – Wayside Signals**

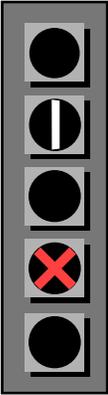
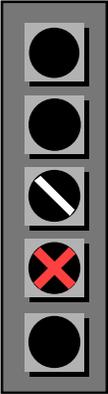
Rule	Signal	Aspect	Indication
5.3.1		Stop Aspect	STOP If signal does not change with the use of the wayside MPB, notify OCC and be governed by their instructions.
5.3.2		Restricting Aspect (Call on) Straight Track	DO NOT EXCEED RESTRICTED SPEED Proceed on straight track route at restricted speed prepared to stop short of train or obstruction.

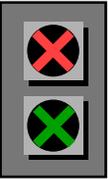
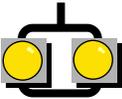
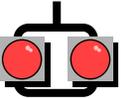
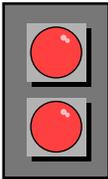
Rule	Signal	Aspect	Indication
5.3.3		Restricting Aspect (Call on) Turnout or Crossover	DO NOT EXCEED RESTRICTED SPEED Proceed on turnout or crossover route at restricted speed.
5.3.4		Permissive Aspect Straight Track	Proceed on straight track route in accordance with CAB signal indications.
5.3.5		Permissive Aspect Turnout or Crossover	Proceed on turnout or crossover route in accordance with CAB signal indication.
5.3.6		Permissive Aspect Reverse Run	Clear to proceed with OCC authorization, on mainline in the reverse running direction in accordance with CAB signals or at line of sight speed.
5.3.7		Cross Buck Red Green	STOP DO NOT PROCEED PROCEED

Rule	Signal	Aspect	Indication
5.3.8		Confirmation Light Lunar White Directional bar	Proceed on turnout or crossover route by directional indication in accordance with CAB signal indications or at line of sight speed.
5.3.9		Confirmation Light Lunar White Directional bar	Proceed on turnout or crossover route by directional indication in accordance with CAB signal indications or at line of sight speed.
5.3.10		Sequential Switch Lunar White White Bar Green	CLEAR TO PROCEED WITH STRAIGHT MOVE Sequential switch at junction points with cross buck governing opposing move.
5.3.11		Sequential Switch Lunar White White Bar Green	CLEAR TO PROCEED WITH DIVERGING MOVE Sequential switch at junction points with cross buck governing opposing move.

Rule	Signal	Aspect	Indication
5.3.12		<p>Sequential Switch</p> <p>White Bar</p> <p>White Bar</p> <p>Red</p>	<p>STOP DO NOT PROCEED</p> <p>Sequential switch at junction points with cross buck governing opposing move.</p>
5.3.13		<p>West Portal Lunar White</p> <p>Green Bar</p>	<p>PROCEED WITH STRAIGHT MOVE</p>
5.3.14		<p>West Portal Lunar White</p> <p>Yellow Bar</p>	<p>PROCEED WITH DIVERGING MOVE</p>
5.3.15		<p>West Portal</p> <p>Green Bar</p> <p>Red</p>	<p>STOP</p>

Rule	Signal	Aspect	Indication
5.3.16		<p>West Portal</p> <p>Yellow Bar</p> <p>Red</p>	<p>STOP</p>
5.3.17		<p>Geneva Yard</p> <p>Lunar White</p> <p>White Bar</p> <p>Green</p>	<p>CLEAR TO PROCEED WITH STRAIGHT MOVE</p> <p>Sequential Switch with cross buck governing opposing move.</p>
5.3.18		<p>Geneva Yard</p> <p>Lunar White</p> <p>White Bar</p> <p>Green</p>	<p>CLEAR TO PROCEED WITH DIVERGING MOVE</p> <p>Sequential Switch with cross buck governing opposing move.</p>

Rule	Signal	Aspect	Indication
5.3.19		<p>Geneva Yard</p> <p>White Bar</p> <p>Red</p>	<p>DO NOT PROCEED</p> <p>Sequential Switch with cross buck governing opposing move.</p>
5.3.20		<p>Geneva Yard</p> <p>White Bar</p> <p>Red</p>	<p>DO NOT PROCEED</p> <p>Sequential Switch with cross buck governing opposing move.</p>
5.3.21	 <p>Lunar A</p>	<p>Permissive ATCS Aspect</p>	<p>ATCS Auto or CAB mode trains are clear to proceed on a mainline, turnout, or crossover route, with ATCS in vital control of the interlocking. Also governs reverse running in ATCS Auto or CAB.</p>

Rule	Signal	Aspect	Indication
5.3.22		Steady "T"	STOP
		Flashing "T"	PROCEED WITH CAUTION: Prepare to stop.
5.3.23		Vetag Control	DO NOT PROCEED
		Red Green	Vetag Traffic Control pre-emptive signal. PROCEED
5.3.24		Street Traffic Flashing Yellow	CAUTION: PREPARE TO STOP Governs regular traffic movement.
5.3.25		Street Traffic Red	DO NOT PROCEED Governs regular traffic movement.
5.3.26		Yard Movements Red	DO NOT PROCEED Governs movement into revenue loop at the yard.

5.4 Red Over Red – Unclear Signal

5.4.1 A signal displaying a Red over Red indication or an unclear signal supersedes CAB signal indications and requires the train to stop and not move until a ‘Proceed’ indication is displayed by that signal or permission to pass the Red over Red or unclear signal is given by OCC. If the OCC gives permission to go past the Red over Red signal, the operator must proceed in accordance with the rules.

5.5 SLRV Car-Borne CAB Signals

Rule	Aspect	Name	Indication
5.5.1	 Green	Green CAB Signal Aspect	PROCEED Not exceeding 50 mph.
5.5.2	 Yellow	Yellow CAB Signal Aspect	PROCEED Not exceeding 27 mph.
5.5.3	 Red	Red CAB Signal Aspect	PROCEED Not exceeding 10 mph, being prepared to stop short of a train, obstruction, switch not properly aligned or wayside signal requiring a STOP.

Rule	Aspect	Name	Indication
5.5.4	 Dark	Dark CAB Signal	A dark CAB signal or CAB signal with more than one aspect illuminated must be taken as a RED CAB signal. If this condition exists, notify OCC and be governed by their instructions.

5.6 Lunar White Signal

5.6.1 In ATCS territory, which is all interlockings from West and Duboce Portal to the Ferry Portal, the ATCS system provides control of trains in Auto or CAB mode operation with a special ATCS aspect – a Lunar White letter ‘A’.

5.7 Stop Here on Red Sign

5.7.1 When the wayside signal ahead displays the Red over Red aspect, stop the train before the coupler crosses the ‘Stop Here on Red’ sign.

5.8 ‘E’ Marker

5.8.1 Trains entering ATCS territory must not exceed 10 mph until the train entry process is complete. An ‘E’ marker identifies an entry point for ATCS operation. Prior to moving past the ‘E’ marker and in Full Service Brake, the operator must ensure that the train’s VOBC is active when it is reset. The Driver Display Unit (DDU) message sequence will be “Street Mode, ATCS failed, Dotted Line..., Cutout Mode, and then return to Street Mode”.

5.9 Wait Lights

5.9.1 Wayside signals W-4 at West Portal and D-4 at Duboce Portal inbound are equipped with 'Wait' lights. When flashing, these are lunar white in color and are located on the lower portion of these two wayside signals. OCC activates the 'Wait' lights at West Portal and Duboce Portal when there is a subway blockage. If the 'Wait' light is flashing at signals W-4 and D-4, operator must not enter the subway. Operator is to enter the subway only when you have a clear signal and the 'Wait' light has gone out.

5.9.2 A train should not leave the platform at all stations when the 'Wait' lights are activated.

5.10 Subway Signal Diverging Moves

5.10.1 Diverge moves over Van Ness and West Portal crossovers must be made at no more than 3 mph under any conditions.

5.10.2 Any moves made in the MMT, and Embarcadero, inbound and outbound at Duboce junction, and main moves at Van Ness, Castro, and West Portal switches not authorized by wayside and/or CAB signals or ATCS control, must be made at restricted speed or less, and only on orders from OCC or proper authority.

5.10.3 The operator must be prepared in any of these moves to stop short of any train, obstruction, or misaligned switch.

5.10.4 Any moves made when there is an ATCS, CAB signal, switch, or wayside signal malfunction must be under the instructions of and with permission from OCC or proper authority.

5.11 Subway Signal Failures

5.11.1 When a signal is out of order or has one or both lights out, or if the ATCS aspect is not visible, the operator must immediately notify OCC.

5.11.2 The operator at the controls has full responsibility for the safe operation of the train.

5.12 Other Movements in Tunnels not Governed by ATCS, CAB Signals, or Wayside Signals.

5.12.1 Certain main moves in the tunnel which are not governed by ATCS, CAB signals, or wayside signals may be authorized by OCC to be made at an on sight speed. Diverge moves made without ATCS, CAB signals, or wayside signals are governed by subway signal diverging moves rule 5.10.

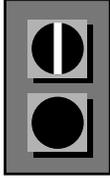
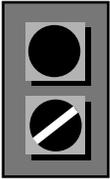
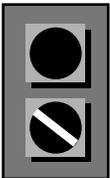
5.12.2 Operators of trains making movements in the subway not authorized by wayside signals must first determine that all switches in the route are properly aligned and that disabling rods (cranks) are fully inserted in the switch machines.

5.12.3 Movements over the switches must be made at no more than the speeds outlines in Subway Signal Diverging Moves Section.

5.12.4 Authorization must be given by OCC or proper authority before any abnormal subway move can be initiated.

5.12.5 On electric cars not equipped with ATCS or CAB signals, or operating in cutout mode, all movements in the subway, Twin Peaks or Sunset Tunnels must be authorized by OCC. Movements will be made under these conditions in accordance with orders from OCC or proper authority.

5.13 Trolley Coach Signals

Rule	Signal	Aspect	Indication
5.13.1		Trolley Overhead Aspect White Bar	Proceed on a straight route by directional indication.
5.13.2		Trolley Overhead Aspect White Bar	Proceed on a right diverging route.
5.13.3		Trolley Overhead Aspect White Bar	Proceed on a left diverging route.

5.14 Signs

- 5.14.1** All Railway signs must be obeyed.
- 5.14.2** Employees will be responsible for the proper display of all signs.
- 5.14.3** All destination signs, train or run numbers, thumbwheels, and radio display must be properly set.
- 5.14.4** Employees on trolley coaches, Light Rail Vehicles, PCCs, and historical vehicles shall not display the 'Not in Service' sign except when directed by a Railway official.
- 5.14.5** Employees shall not change destination signs for the opposite direction until they are within two blocks of the terminal.

5.14.6 Employees operating motor coaches may display the 'Not in Service' sign when on scheduled deadhead trips or when instructed by a Railway official.

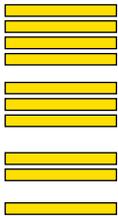
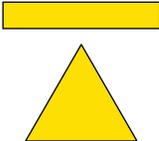
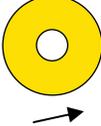
5.14.7 Sign controls must not be manipulated while the vehicle is moving, except on a trailing car.

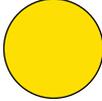
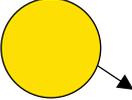
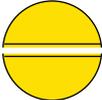
5.14.8 Signs must be properly set before loading at terminals.

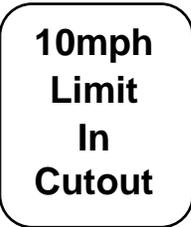
5.15 Signs, Aspects, and Indications

Rule	Sign	Aspect	Indication
5.15.1		Begin Automatic Train Control Sign	All rules and instructions pertaining to ATC are in effect beyond this sign. Trains without CAB signals, trains with ASC bypassed, and trains with CAB signals cut out, must notify OCC before proceeding.
5.15.2		End Automatic Train Control Sign	Proceed with caution. After passing END ATC sign, surface rules apply.

Rule	Sign	Aspect	Indication
5.15.3	Light On 	Illuminated Curve Clear Sign	When sign is illuminated proceed through curve cautiously.
5.15.4	Light Off 	Dark Curve Clear Sign	STOP Assume curve is occupied. If sign fails to illuminate within 30 seconds, notify OCC.
5.15.5		Begin Advanced Train Control System	All rules and instructions pertaining to ATCS are in effect. Trains with an ATCS failure or ATCS cut out must notify OCC before proceeding.
5.15.6		End Advanced Train Control System	Driver display unit (DDU) message is 'Exit ATCS.' Proceed cautiously at no more than 10 mph. When 'Street Mode' is displayed, surface rules apply.

Rule	Sign	Aspect	Indication
5.15.7		Spotting Position	Position train in street running and subway.
5.15.8		Control Stop	Position electric car stop in street running.
5.15.9		Setting Square	Position electric car to set a sequential switch.
5.15.10		Mandatory Stop	Mandatory electric car stop in street and yard.
5.15.11	Power On 	Contact Mark	Power-on/ Power-off overhead switch.
5.15.12		Contact Mark	Traffic signal pre-empt activated from overhead trolley wires.
5.15.13		Breaker Mark	LRV breaker at junction of two overhead wire sections.

Rule	Sign	Aspect	Indication
5.15.14		Breaker Mark	Trolley Coach & PCC breaker.
5.15.15		Breaker Mark	Trolley Coach & PCC breaker at junction of two overhead wire sections.
5.15.16		Breaker Mark	60 foot Trolley Coach breaker.
5.15.17		40 Foot Trolley Coach	Stopping at sign indicates that trolley pole is in contact with the overhead wire.
5.15.18		60 Foot Articulated Trolley Coach	Stopping at sign indicates that trolley pole is in contact with the overhead wire.
5.15.19		ATCS Entry Point	
5.15.20		Wayside Locator Marker	Identifies tunnel location in the subway other than at stations.

Rule	Sign	Aspect	Indication
5.15.21		Speed Limit In Cut-Out Operation	Blind curve speed sign.
5.15.22		Control Stop	Control stopping points for ADA ramps.
5.15.23		Vetag Loop	Control location for activation of switch or traffic light.
5.15.24		Caution	Curve clearance warning.

6. COORDINATING WITH PASSENGERS

6.1 Passenger Restrictions

6.1.1 Passengers must not be allowed to ride vehicles into the yard or other non-revenue track areas or during pullouts of yard unless authorized by OCC.

6.1.2 Passengers must not be allowed to engage in activities prohibited by law.

6.1.3 Passengers must not be allowed to interfere with the operation of vehicles.

6.1.4 Passengers must not be allowed to engage in loud, offensive, and unruly conduct.

6.2 Disruptive Behavior, Vandalism, and Assaults

6.2.1 Employees are required to immediately notify OCC if they observe passenger being assaulted.

6.2.2 Pleas and requests for assistance from passengers must be acknowledged and immediately reported to OCC.

6.2.3 While waiting for the police and/or Inspector to arrive, employees must attempt to obtain the names and addresses of all victims and witnesses.

6.2.4 Employees are to attempt to provide a complete description of any person committing disruptive behavior, vandalism, or assault.

6.2.5 In addition to notifying OCC operators of the 'strobe lighted coach' shall activate the lights immediately upon becoming aware of a situation that requires a police response.

6.3 Request to Leave Vehicle

6.3.1 Operators must stop at a regular stopping place before requesting a person to leave the vehicle.

6.3.2 Employees may request passengers to leave vehicle for quarreling, fighting, indecent actions or profane language. However, employee must first ask the passenger to discontinue the offending conduct. If the passenger refuses to stop the offending conduct the employee is to notify OCC.

6.3.3 Conductors, grip person, and operators must not forcibly eject a passenger from a vehicle.

6.3.4 Employees observing a disturbance on a train, station area, or other MUNI property, must immediately notify OCC. In cases of passengers being assaulted, the police should also be notified.

6.4 Passenger Notification

6.4.1 If a train is stopped at a station for more than 5 minutes, passengers must be advised of the delay.

6.4.2 If a train is between tunnel stations and can not be moved, passengers must be advised to remain on the train, the doors must remain closed, and OCC notified.

6.4.3 If passengers evacuate train between tunnel stations or along the right of way, notify OCC immediately.

6.5 Information

6.5.1 Information shall be courteously given to passengers.

6.5.2 Employees are not to talk to the press.

6.6 Cleanliness of Railway Equipment

6.6.1 Employees are required to inform passengers regarding the 'No Smoking, No Drinking, No Radio' rules. Operators are to request that passengers not bring any open containers on to the vehicle.

6.7 Baggage, Animals, Guide, Signal, and Service Animals, Bicycles, Etc.

6.7.1 Articles which, in the discretion of the employee, are improperly protected or which are likely to cause accidents, soil clothing or injure passengers must not be carried on cars or coaches.

6.7.2 Employees must warn passengers not to put any object in the aisle or other place where it could cause injury or inconvenience.

6.7.3 Operators must allow, without limiting the number on a single revenue vehicle, Guide, Signal, and Service animals for the disabled to ride free on all equipment all hours. All guide and signal dogs and service animals must be on a leash but are not required to be muzzled.

6.7.4 Between the hours of 9 A.M. and 3 P.M. and between 7 P.M. and 5 A.M., a fare, equal to that of the person carrying the animal, is to be collected. Dogs, other than Guide, Signal, and Service animals, must be muzzled and on short leash or carried in enclosed containers.

6.7.5 Dogs, with the exception of Guide, Signal, and Service animals, shall be limited to one per vehicle.

6.7.6 No other animals are to be allowed on board revenue vehicles unless they are in enclosed containers that do not exceed hand baggage size. However, even though the animals are in enclosed containers, a fare equal to that of the person carrying the animal is to be collected for each such animal.

6.7.7 Bicycles may only be carried on vehicles equipped with bicycle racks.

6.8 Fare Collection

- 6.8.1** Operators are responsible for requesting the appropriate fare from every passenger in accordance with the existing fare structure.
- 6.8.2** Persons who claim to have paid their fares must be given the benefit of the doubt, unless the employee is absolutely certain the person did not pay a fare.
- 6.8.3** If the passenger refuses to pay the fare, continue in service and notify OCC.
- 6.8.4** Employees shall request passengers to deposit exact fare into the fare box.
- 6.8.5** Employees may deposit fare in the fare box for a passenger who is disabled and unable to deposit the fare.
- 6.8.6** Tickets, transfers or foreign material must not be allowed to be inserted into the farebox.
- 6.8.7** If a passenger places a coin or paper money on the fare box top, which will not pass through to the inspection plate, the employee shall politely request the passenger to remove the coin and deposit the exact fare. If the employee is unable to determine who placed the money on the fare box, he/she shall contact OCC immediately.
- 6.8.8** It is the responsibility of operators to check the operation of the fare box during pre-operation.
- 6.8.9** In the event that the fare box is not working properly, employees are to continue in service and notify OCC immediately.
- 6.8.10** Operators must report a defective fare box on the Defect Card.
- 6.8.11** Full visibility of the farebox insertion plate & receptacle must not be impeded.

6.8.12 Fare boxes must be closed off when the vehicle is parked at Metro Center or relief point.

6.8.13 Violation of rules governing the proper collection and registration of fares, tampering or any abuse which would in any manner interfere with the normal operation of a fare box will be considered cause for charges for dismissal.

6.9 Fare Registering – Portable Registers

6.9.1 Portable registers must be worn in front of the body, outside of the outer garment, in plain view.

6.9.2 Every fare collected must be immediately accounted for by registering it at the time of collection. If transaction involves making change fare must be immediately registered before change is handed to the patron.

6.9.3 Register cash and token fares only.

6.9.4 The collection of fares from more than one person, and registering them in a bunch, is prohibited.

6.9.5 Should register become out of order, employee shall call OCC immediately.

6.9.6 Violation of rules governing the proper collection and registration of fares, tampering, or any abuse which would, in any manner, interfere with the normal operation of the portable register, will be considered sufficient cause for charges for dismissal.

6.10 Transfer – Misuse

6.10.1 Selling or trading transfers in any manner, by any employee, will be considered sufficient cause for charges for dismissal.

6.10.2 Transfers are not to be issued to anyone who is entitled to, and is receiving, free transportation.

- 6.10.3 Employees are to properly cut transfers for the correct amount of time.
- 6.10.4 Transfers must be handled in accordance with MUNI procedures.
- 6.11 **Change (Cable Car Only)**
- 6.11.1 Collectors and Cable Car conductors are to make change up to twenty dollars (\$20.00).
- 6.12 **Proof of Payment Lines**
- 6.12.1 Operators working on Proof of Payment lines are not to take transfers from passengers.
- 6.13 **Refunds**
- 6.13.1 In the event a passenger deposits too much money in the fare box, the employee shall politely refer the passenger to the Passenger Service Department.
- 6.13.2 Employees are not to make refunds by using fares of other passengers.
- 6.14 **Passenger Assistance**
- 6.14.1 Operators must provide ample time for passengers to board and de-board vehicles. Seniors and persons with disabilities may require additional time.
- 6.14.2 Employees are required to give information to passengers but must avoid any unnecessary conversation that would interfere with safety.

7. SPECIAL OPERATIONS

7.1 ATCS Territory

7.1.1 Upon failed portal entry, the operator must notify OCC, obtain permission to operate in cut-out mode. The operator is responsible for the safe manual operation of the train. Trains in cut-out mode are not under ATCS control, and are to be governed by speed restrictions.

7.1.2 Trains entering in ATCS cut-out mode must notify OCC when about to make a portal entry. The train must not proceed without an authorized route from OCC.

7.1.3 SLRV trains with CAB signals cut-out or trains without CAB signals must not be operated in ATC territory without permission from OCC.

7.1.4 Trains entering ATCS territory must stop in the Train Makeup Verification (TMV) block to allow the ATCS system the opportunity to acquire the train in CAB/street mode.

7.1.5 OCC may authorize movement over a switch/interlocking without use of switch cranks if ATCS is active and the appropriate cleared signal for the requested move is displayed.

7.1.6 If an ATCS train fails enroute, the train shall not be moved without authorization from OCC.

7.1.7 Non ATCS equipped trains are not under ATCS control and are to be governed by speed restrictions.

7.2 Reverse Running on Street and in ATCS Territory

7.2.1 Reverse running is prohibited unless authorized by the OCC.

7.3 Pushing or Towing of Disabled Electric Cars

7.3.1 The maximum speed of pushing or towing is 27mph in the subway.

7.3.2 If necessary to tow or push a disabled electric car, the electric car must not have its brakes released until it is properly secured to the rescue vehicle. LRVs must be securely attached and strapped to the tow vehicle.

7.3.3 Passengers must be off-loaded at the most convenient and safe location, as directed by OCC or the supervisor on site.

7.3.4 Authorization to tow or push a vehicle must be given by OCC or the supervisor on site.

7.4 Sick or Injured Passenger

7.4.1 Employees must immediately notify OCC of any passenger on board the vehicle who appears to be or is reporting to be sick or injured.

7.5 Accidents, Incidents, & Unsafe Conditions

7.5.1 Employees shall report all injuries, no matter how slight, to his or her immediate supervisor. Employees must not leave ill or injured passengers unattended.

7.5.2 In the event of any accident involving a vehicle resulting in injury to a person or damage to property the operator are to be guided by the instructions that follow:

- A. Employees must immediately report all accidents, incidents, personal injuries and/or unsafe conditions that may affect the safety of passengers, employees, equipment, or property to OCC or a supervisor;

- B. In case of personal injuries or possible personal injuries, employees shall report the name, address, and disposition made of the person(s) concerned to a dispatcher or supervisor and OCC;
- C. An Accident Report must be made when a person falls on board, getting on or off a vehicle, or falls or is struck down in the immediate vicinity of any Municipal Railway vehicles, even though they may be stopped;
- D. Employee must not discuss, comment, or give any information about an accident to anyone other than an authorized agent of the Railway or City, except peace officers with proper credentials in performance of official duties;
- E. Employees must not visit injured persons;
- F. Employee is required to display their Driver's license, Medical Certificate, and VTT to police officers after an accident upon request. Also, employees shall state their name, address, location of the accident, direction of travel, cap number, time, line, run number, and vehicle number if requested by a police officer after an accident;
 - 1. Information is only to be given to an authorized representative of MUNI or a police officer after proper identification has been tendered.
- G. If more than one Municipal Railway vehicle is involved in an accident, employees on each vehicle must make out an Accident Report;

- H. Witness cards must be carried at all times while on duty. After an accident, endeavor to secure as many witnesses as possible. Other employees in the vicinity who are not otherwise engaged should assist in securing witnesses;
- I. Operators shall complete an accident report (including names of witnesses) before or on completion of a tour of duty on the occurrence of any of the following:
 - 1. Any accident, or alleged accident, no matter how slight;
 - 2. Damage to equipment or property;
 - 3. Injury or possible injury to any person;
 - 4. Any physical encounter between employees and other persons;
 - 5. The removal of or arrest of passengers.
- J. Operators shall stop and call OCC immediately if their Municipal Railway vehicle strikes an animal;
- K. Any operator, who is served with legal papers of any kind in connection with the Railway, shall present such papers to Division Dispatcher and the City Attorney at the earliest possible moment. The operator must first consult with the division dispatcher when required to appear in court in connection with a Municipal Railway accident;
- L. Any operator who is issued a citation for a traffic violation in connection with an accident, must present the citation to the division dispatcher;

- M. Any attempt to conceal or misrepresent the facts of an accident will be considered sufficient cause for charges for dismissal;
- N. Accidents involving employees while on duty are to be reported promptly to the supervisor in an Industrial Accident Report or on a First Aid Report form;
- O. Employees are not authorized to speak with the press.

7.6 General - Fires

7.6.1 In the event of a fire on a Municipal Railway passenger vehicle, the operator shall stop as soon as possible at a place where passengers can alight safely. The operator shall open all doors and request passengers to leave the vehicle. The operator shall set the parking brake and properly secure the vehicle.

7.6.2 In the event of a fire on a Municipal Railway passenger vehicle, the operator shall immediately notify OCC. If the operator is driving a motor coach, the operator shall turn off the motor of the coach. If the operator is driving a trolley coach, the operator shall lower the trolley poles on the trolley coach. If the operator is driving a LRV, the operator shall lower the pantograph on the LRV. If the operator is driving a Historical vehicle or PCC, the operator shall lower the trolley pole.

7.6.3 In the event of a fire on a Municipal Railway passenger vehicle, the operator shall report the fire immediately by use of the nearest fire alarm box or telephone, if the operator is not able to report the fire by radio to OCC.

7.7 Door Malfunctions

7.7.1 Failure of the doors to operate properly must be reported immediately to the OCC immediately after detecting or being notified of the malfunction. The operator must cut door out of operation in an authorized manner and report the status of door to OCC.

7.7.2 Trains must not be moved in passenger service with an exit door or doors open. If a door opens while a train is moving, the operator must bring the train to a full service stop immediately. The operator must then check if anyone has fallen from the vehicle, secure door, and advise OCC.

7.7.3 If, because of a door problem the door interlock by-pass switch is placed in the by-pass position, passengers must be off-loaded from the train at the first passenger stop and the train removed from service.

7.7.4 Operators must put door pins in place after isolating doors on Breda cars.

7.8 Pantograph Malfunctions

7.8.1 LRVs with pantograph malfunctions are not permitted to enter subway.

7.9 Trolley Coasting

7.9.1 Trolley coach operators must not exceed 15mph when coasting.

7.10 Single Tracking

7.10.1 Whenever it is necessary to run a trolley or electric car against the normal direction of traffic or to give exclusive right of way within a section of wire or track between specific locations, OCC or a supervisor must protect the section by a special order.

7.11 Fire on a Train (In Subway or Tunnel)

7.11.1 If a fire or smoke condition occurs on a train, the operator must notify OCC immediately

and provide the exact train location and nature of the fire.

- 7.11.2 The operator should attempt to stop within a station if possible, but should not enter the subway if the incident occurs on the surface.
- 7.11.3 If safe to do so, the operator must lower the pantograph and for the SLRV, operator is to key down to neutral standby.
- 7.11.4 The operator must assist the passengers in the evacuation to the nearest safe exit.
- 7.11.5 If safe to do so, the operator should attempt to extinguish the fire. All employees present must assist the operator in handling the emergency.

7.12 Fire on or Near the Track

- 7.12.1 An operator observing a track fire or a minor fire or smoke condition in the subway must stop the train short of the fire, notify OCC immediately, and give the exact location and nature of the smoke or fire.
- 7.12.2 An operator observing fire or smoke condition adjacent to the track must notify OCC immediately, giving the exact train location and nature of the fire, if known. OCC will advise the operator if the train is to pass the incident.
- 7.12.3 Employees observing a fire or smoke condition on or near track or in a station must notify OCC immediately, giving exact location of and the condition and nature of the smoke or fire, if known.

7.13 Flood

- 7.13.1 Employees observing a flooding condition on or near the track or in a station must notify OCC immediately and specify exact location.
- 7.13.2 Operators must not operate trains over a flooded track if the water level is above the head of the rail.

7.14 Bomb Threats (Subway)

7.14.1 An employee upon receiving a bomb threat, must obtain as much information as possible and immediately notify OCC, giving all information received.

7.15 Civil Disorder

7.15.1 Any Civil disorder or indication of a potential Civil disorder must be reported immediately to OCC.

7.16 Earthquake (Subway and Tunnel)

7.16.1 Upon notification of an earthquake by OCC, operators and employees will be governed by procedures.

8. TRACTION POWER OPERATION

8.1 Overhead Wires

8.1.1 The catenary must be considered to be **'live at all times'**.

8.1.2 Employees must keep at least 10 feet away from all dangling wires or any object in contact with any electrical conductor.

8.1.3 If trolley or span wires are broken, employees are to direct traffic and pedestrians away from the wire because the fallen wire may be electrified. OCC is to be notified immediately.

8.2 Electric Power Operation

8.2.1 Employees must not turn the power on or off unless they are authorized to do so.

8.3 Power Removal

8.3.1 Except in an emergency, employees must request OCC to contact Power Control Center to de-energize any feeder and provide the following information:

- A. Name of person calling;
- B. Location and description of problem;
- C. The nature of the problem.

8.3.2 Employee requesting that the power be turned off (power removal) must maintain communication with OCC until advised that the section is de-energized and being held de-energized.

8.4 Power Restoration

8.4.1 Power Control Center must not restore power without first obtaining permission from OCC and provide notification that all persons are clear.

8.4.2 Requests to restore power must be made by the same employee who requested that power be removed or that employee's designee. An employee requesting power

off (removal) is responsible for identifying all designees to OCC.

8.4.3 Employee requesting restoration of power must first be certain that everyone is in the clear and power is not restored until it is safe to do so.

8.4.4 When power is returned to the overhead line after having been off, employees shall not start electric vehicles until the vehicle immediately ahead has moved at least one block away.

8.5 Power Failure

8.5.1 Whenever power is off for any period exceeding five minutes, operators of Light Rail Vehicles, PCCs, and Historical Vehicles shall properly secure their vehicles. Trolley coach operators must block their wheels against the grade.

8.5.2 Operators shall pull down and secure the trolley poles of PCCs, Historical Vehicles, and trolley coaches until power is restored. Operators are to contact OCC and follow their direction.

8.5.3 Employees operating trolley coaches shall wait for the assistance of MUNI officers or other authorized MUNI employees before attempting to move vehicle backwards down a grade.

8.6 Power Interruptions

8.6.1 Employees, who have information about a power interruption, or about a condition that may affect power, must notify OCC as soon as possible.

8.7 Electrical Equipment and Wires

8.7.1 Employees must consider all electrical wires, pantographs, and electrical apparatus to be in an electrified (live) condition at all times.

- 8.7.2** Cars with the pantograph or pole in contact with the catenary must be considered to be energized and capable of movement.
- 8.7.3** Employees must not come in contact with electrical equipment and must attempt to prevent passengers or others from doing so.
- 8.7.4** An operator must immediately lower the pantograph of his/her LRV if another vehicle strikes either side of the LRV while the LRV is operating on the street.
- 8.7.5** Operators observing broken or hanging wires must immediately notify the OCC and must not pass the wires without direction from OCC.
- 8.7.6** Operators must not operate electric cars and trolley coaches into sections of the Railway system where power has been turned off unless authorized to do so by OCC.
- 8.7.7** Employees must not enter electrical power enclosures or operate switches unless properly trained and authorized to do so.
- 8.7.8** Metallic tapes or metallic rulers must not be used near exposed electrical equipment. Cloth tapes with metal reinforcing must not be used at any time.
- 8.7.9** Employees must not close any electrical switch to which is attached a red tag and lock.
- 8.7.10** Employee must notify OCC and be provided authorization to place a red tag and lock over any electrical switch.
- 8.7.11** Employee who attaches a red tag and lock to any electrical switch is the only one authorized by OCC to remove it.
- 8.8 Sectionalizing**
- 8.8.1** Employees must not operate sectionalizing switches unless they are qualified to do so.

8.8.2 Employees must notify OCC before operating any sectionalizing switch or when any sectionalizing switch is operating.

8.9 Trolley Poles

8.9.1 Employees must not back through any overhead frogs, switches, crossings, or around curves, except upon instructions from proper authority.

8.9.2 When operating through overhead special work, including switches, operators shall reduce the speed of their electric car below 5 mph.

8.9.3 When operating near the limit of trolley coach maneuverability range, operators shall reduce the speed of their vehicle below 2 mph.

8.9.4 To avoid overhead damage, whenever a dewirement occurs, operators shall bring their electric car to a smooth stop immediately.

8.9.5 Employees shall not climb to the roof of trolley coaches, Light Rail Vehicles, PCCs, or Historical Vehicles unless properly trained.

8.9.6 Operators must never climb onto the roof of an electric car or coach.

8.9.7 Employees will be responsible for properly positioning trolleys on their respective electric cars and coaches.

8.9.8 Cars with trolley poles at opposite ends of the car must not have both trolley poles up at the same time.

8.9.9 Trolley coaches are not to be backed through overhead frogs, switches, crossings, or around curves, except at wyes (Ys) or authorized to do so by OCC.

9. STRUCTURES AND WAYS

9.1 Employees on Track

- 9.1.1** Employees must obtain permission from OCC before going into or working in or near the track area.
- 9.1.2** Employees performing any maintenance within 10 feet of any mainline track which requires that train speeds be reduced, must notify OCC before entering into the trackway.
- 9.1.3** Employees in the track area must face approaching trains, place themselves, their tools, and equipment in safe positions and then signal the train operator to proceed.
- 9.1.4** Employees must stay alert and in a safe location until the entire train has passed.
- 9.1.5** Employees must not delay a train unnecessarily.

9.2 Subway or Tunnel Access

- 9.2.1** Other than when operating revenue vehicles, employees must contact OCC for authorization before entering any subway or tunnel.
- 9.2.2** Other than when operating revenue vehicles, employee must contact OCC for authorization before leaving any subway or tunnel
- 9.2.3** No employee may activate, modify, or disable an emergency ventilation fan without authorization from OCC.
- 9.2.4** No employee may enter a subway emergency ventilation fan room without authorization from OCC.

9.3 Crossing Tracks

- 9.3.1** Employees must expect trains to run on any track, in either direction, at any time, and must not walk between rails at switches and crossings.
- 9.3.2** Employees must not step, stand, or walk on rail, other track or switch components.
- 9.3.3** Employees must never cross train tracks if a train is approaching from either direction
- 9.3.4** Employees may not cross tracks immediately after a vehicle or on-track maintenance equipment has passed but must wait until adjacent tracks can be observed for a safe distance in both directions.
- 9.3.5** Employees must not walk around the front or rear of a standing train without first determining if the train is about to move.

9.4 Employees on or About the Right of Way

- 9.4.1** Employees must not enter on or about the Right of Way either on foot or by any conveyance without proper authorization from OCC.
- 9.4.2** Employees must not use or wear apparel or items which limit or restrict hearing while on or about the Right of Way.
- 9.4.3** Employees must not enter areas without adequate walkways unless flagging protection has been established.
- 9.4.4** Employees must use only authorized paths or routes when they are provided.
- 9.4.5** Employees must expect the movement of trains to run at any time on any track and in any direction. Employees must look in both directions before entering upon or standing close to the track.
- 9.4.6** Employees must exercise extreme caution when working near track switches. Warning:

All switches within the subway system may move without warning at any time.

- 9.4.7** Employees must immediately report all accidents, defects in track, structures, and signals, or any unusual conditions which may affect the safe movement of trains or vehicles to OCC.
- 9.4.8** Employees shall wear reflective safety vests whenever walking or working in any portion of the track area.
- 9.4.9** Employees must become familiar with the location of all exits from the stations and tunnels.
- 9.4.10** When any person is observed in the vicinity of tracks or within stations and these persons appear to be intoxicated, ill, or under any other condition making them seemingly unfit to care for themselves, personnel making the observation must protect the person from injury and must notify OCC as soon as possible.
- 9.4.11** Do not leave tools between the running rails or place tools, equipment, or materials where they may present a hazard.
- 9.4.12** Employees must, whenever possible, observe passing trains and equipment closely for abnormal conditions and shall report any irregularities immediately to OCC.
- 9.4.13** When persons are on the tracks, the operator shall reduce train speed, approach the area cautiously and sound the horn. If the person(s) fail to move to safety, the operator must bring the train to a stop and notify OCC.
- 9.4.14** Employees observing person(s) or equipment within 10 feet of catenary must notify OCC immediately.

9.5 On Track Maintenance Equipment

- 9.5.1** Operators must reduce speed to 10 mph when passing track equipment on or near the track.
- 9.5.2** The operator of an on track maintenance vehicle must immediately report all missing, improperly displayed, improperly working of defective fixed signals to OCC and be governed by their instructions.
- 9.5.3** Employees must not park any vehicle, or leave equipment, tools, etc., in a position that would interfere with the safe operation of any other vehicles in the area.
- 9.5.4** On track maintenance equipment, must operate at a speed authorized by OCC on a main track.
- 9.5.5** On track maintenance equipment, must not exceed 5 mph when operating over turnouts, crossings, or other special track work.

9.6 Employees – Personal Protection

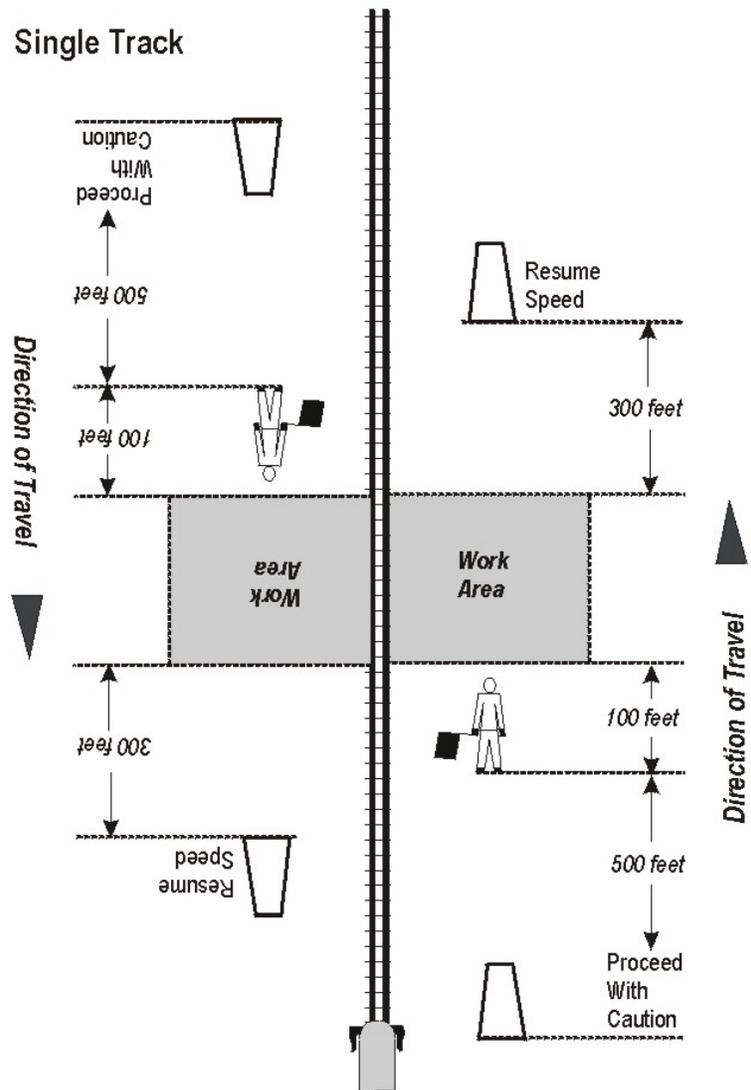
- 9.6.1** Employees are required to wear the prescribed personal protective equipment when working at locations or performing duties where there is the possibility of injury or health hazard to the body.
- 9.6.2** Proper hand protection must be used while performing tasks where there is a likely possibility of injury or health hazard exposure to the hands.
- 9.6.3** Do not use electrical protection gloves if inspection shows them to be defective.
- 9.6.4** Wear an appropriate and approved respirator when working in areas where dust, gas fumes, or vapors are present or being generated.
- 9.6.5** When working in confined spaces, wear appropriate protective clothing and respirator.

- 9.6.6** Do not look in the direction of cutting or welding operations unless wearing proper eye protection.
- 9.6.7** Wear the safety harness at all times when working in the bucket of a bucket truck.
- 9.6.8** Do not enter any confined space until it has been ventilated and an air quality test confirms the presence of breathable air and the absence of potentially harmful contaminants.
- 9.7** **Wayside Protection of Work Crews**
- 9.7.1** Employees flagging trains for the protection of work crews must report to their Supervisor for instructions when reporting to duty and notify OCC when work is to start.
- 9.7.2** Flagperson must check their work area to assure it is setup properly and take-up a position 100 feet from the work area.
- 9.7.3** A red cone must be placed 500 feet from the flagperson's location where it can be seen by the operator of an approaching train. The distance shall be increased if the view is obstructed by curvature or obstacle.
- 9.7.4** Flagperson will remain in full view of approaching trains and give signals established by Rule 5.1. The distance shall be increased if the view is obstructed by curvature or obstacle.
- 9.7.5** Upon receiving a proceed signal from the flagperson, operator may proceed with caution and according to prevailing conditions. After passing the red cone, operator must acknowledge presence of flagperson by sounding gong or bell and performing proper hand signal.
- 9.7.6** Flagperson must warn work crew when train approaches and assure work crew, tools, and equipment are clear of the track before giving the signal to an operator to proceed

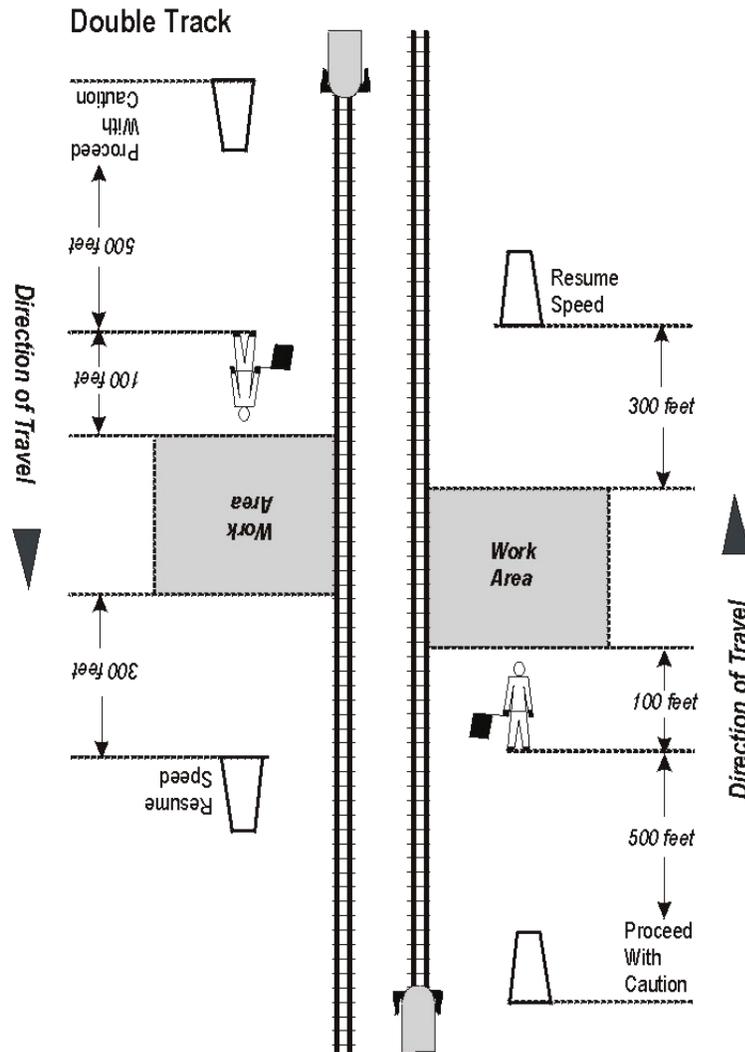
through the work area. If work crew or equipment are not clear of track, flagperson must give a stop signal established by Rule 5.1.8.

- 9.7.7 A resume speed indication shall be placed 300 feet past the work area.

Protection of Work Crews



Protection of Work Crews



9.7.8 When work is completed and the work area is secured or when it appears work will extend beyond the established time, notify OCC.

9.8 Track Inspection

9.8.1 Each section of track placed back into operation must be inspected at no more than restricted speed by a train equipped with CAB signals.

9.8.2 Any test, construction, or maintenance crew entering an area for the first time must operate at no more than restricted speed.

10. CABLE CAR OPERATION

10.1 Preparatory Duties – Conductors

- 10.1.1** Conductors must report to Dispatcher's office for outfits and radios.
- 10.1.2** Conductors are responsible for display of proper front and rear destination signs before leaving car house terminals.
- 10.1.3** Conductors must assist grip person in getting cars out of the yard on schedule.
- 10.1.4** Conductors must check rear brake and make any necessary adjustments.
- 10.1.5** Before the conductor lifts the derail lever he/she must check that:
 - A. No Cable Car is at Washington/Jones or descending Washington Street from Jones;
 - B. No Cable Car is at Washington/Mason;
 - C. There is no steady red traffic signal on Washington at Mason, indicating the approach of Cable Car from Mason Street.

10.2 Preparatory Duties – Grip Person

- 10.2.1** When preparing a Cable Car for service, the grip person must make certain that the following items are on the Cable Car:
 - A. Grip(s);
 - B. 'T' wrench;
 - C. Horn keys;
 - D. Hook;
 - E. Washers;
 - F. Cotter keys.
- 10.2.2** The grip person must test the grip to assure there are sufficient horn key washers to prevent rough operation.

- 10.2.3** The grip person must test foot and track brakes and make any necessary adjustments.
- 10.2.4** The grip person must make sure sand boxes are full, in proper working order, and are covered and free of debris.
- 10.2.5** The grip person must make sure proper roof signs and run numbers are displayed before leaving car house or terminals.
- 10.2.6** When leaving the car house and proceeding to cable pick-up, the grip person must not leave the Cable Car after it has passed derail at the exit of yard.
- 10.2.7** When pulling out, the grip person must make a full stop at the XX-Bar.
- 10.2.8** When leaving car house and descending grade to cable pickup, grip person must operate car slower than cable speed and with grip lever forward to full open grip (let go) position.
- 10.2.9** Before leaving car house with double-ended Cable Cars, grip person must secure the inactive grip on double-ended Cable Cars as follows:
- A. Bring the grip handle forward, as far as it will go;
 - B. Insert the securement hook into the quadrant hole to the grip;
 - C. If necessary, put turns on the grip adjusting lever (clockwise) to bring the grip handle beyond the farthest possible securement hole on the grip quadrant;
 - D. Take turns off the grip-adjusting lever (counter clockwise) until the grip handle is snug against the securement hook.

Note: These instructions also apply to the front grip on double-ended Cable Cars when it is necessary to clear the line by use of the rear grip.

10.3 Responsibility

10.3.1 The conductor and the grip person are equally responsible for the proper compliance with operating rules and are individually responsible for complying with operating rules which govern their respective duties.

10.4 Starting Car

10.4.1 Grip person must ensure that the front steps are clear of boarding and alighting passengers before starting car.

10.4.2 Grip person must apply grip gradually until car has attained full cable speed.

10.4.3 Grip person must tighten grip adjustment sufficiently to prevent cable slipping.

10.4.4 Grip person must not allow car to roll backwards.

10.5 Exceeding Cable Speed

10.5.1 Grip person must not operate the Cable Car faster than cable speed, with cable in or out of grip, except when a strand has become entangled in the grip.

10.6 Stopping Car

10.6.1 When stopping car, grip person must manipulate grip and brakes to avoid rough stops.

10.6.2 Grip person must not apply the track brake when passing over the crown of a hill, except in an emergency.

10.6.3 Grip person must stop the Cable Car at the stop bars for passengers boarding and/or alighting.

- 10.6.4** Grip person must not stop car at the following locations, except when necessary: when ascending steep grades, at crown of a hill, depression beams or offsets, in 'pull curves', or when pulling car in.
- 10.6.5** Grip person must descend grades slowly, applying sand as needed.
- 10.6.6** Grip person must not hold Cable Car with grip partially applied at passenger stops, but must hold the Cable Car with brakes applied.
- 10.7 Skinning Cable**
 - 10.7.1** Exceeding cable speed with cable in grip is prohibited.
 - 10.7.2** Exceeding cable speed with cable in grip and then pulling back on grip lever to slow car is prohibited.
- 10.8 Backing Up**
 - 10.8.1** When grip person stops on a severe grade, Cable Car must be backed down to a level surface before restarting the Cable Car.
 - 10.8.2** If cable is dropped out of the grip when Cable Car is being backed downgrade, grip person must bring car to a stop and contact OCC.
 - 10.8.3** Conductors must immediately apply rear brake and leave it applied when Cable Car is being backed up.
 - 10.8.4** Grip person must give a back-up bell signal to the conductor when ready to back up.
 - 10.8.5** The conductor will respond with the back-up bell signal to the grip person when all traffic in the rear of the Cable Car is clear.
 - 10.8.6** On Line 61 Cable Cars, the conductor must assist the grip person to back up slowly by use of the rear brakes.

- 10.8.7** The conductor must be prepared to give the appropriate signal to stop in case of traffic or an emergency.
- A. Traffic Stop – 1 Bell;
 - B. Emergency Stop – 3 Bells.
- 10.8.8** After receiving a back-up signal from the conductor, the grip person will vigorously ring gong and then back-up slowly. The grip may be used to control the Cable Car if needed. The Grip person is to hold down the latch and be prepared to immediately release the cable, should a splice come through the grip.
- 10.8.9** The grip person must not back the Cable Car over any switch, except Line 61 Cable Cars on California between Hyde and Leavenworth. Also, two crossover switches, one at Hyde between Filbert and Greenwich and Mason between Broadway and Vallejo.
- 10.9 Cable Stoppage**
- 10.9.1** When cable stops, the grip person must release grip, set brakes, and signal the conductor to set rear brake(s).
- 10.9.2** Grip person must not move the Cable Car until the cable attains full cable speed and the Cable Car ahead meets the spacing requirements of Rule 10.20.
- 10.9.3** Conductor or grip person must not back up a Cable Car on a stopped cable.
- 10.9.4** If cable is stopped due to a strand, the grip person must throw the cable out of grip and not move the Cable Car except in an emergency or as directed by proper authority.

10.10 Bell Signal

10.10.1 Bell signals given by the conductor to the grip person:

- A. One Bell – Cable Car running; stop at next regular stop;
- B. One Bell – Cable Car starting; stop immediately;
- C. Two Bells – Cable Car stopped; rear steps are clear;
- D. Three Bells – Cable Car running; stop immediately; smoothly without use of slot brake;
- E. Four Bells – Back up slowly.

10.10.2 Bell signals given by the grip person to the conductor:

- A. One Bell – Apply rear brake;
- B. Two Bells – Conductor to come forward;
- C. Three Bells – Conductor apply slot brake (Line 61);
- D. Four Bells – Ready to back up.

10.10.3 Grip person will only start Cable Car on bell signal from conductor or starter's whistle.

10.10.4 The Cable Car must be at a full stop before the conductor gives the signal to proceed.

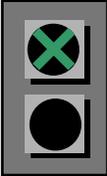
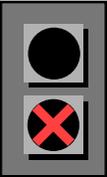
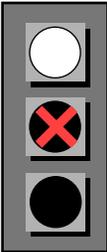
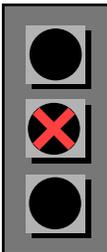
10.10.5 The conductor must verify that the rear stop is clear of boarding and alighting passengers before giving the signal to proceed.

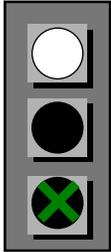
10.10.6 The bells or ropes must never be altered in any manner that could interfere with their function.

10.11 Gong Signal

10.11.1 Grip person will sound the gong twice and wait for the proper signal whenever receiving a signal whose meaning is unclear.

10.12 Signals

Rule	Signal	Aspect	Indication
10.12.1		Cable Car & Control Tower Signal Green Crossbuck Dark	PROCEED
10.12.2		Cable Car & Control Tower Signal Dark Red Crossbuck	STOP DO NOT PROCEED
10.12.3		Cable Car Pre-Empt Signal Lunar White Red – Flashing Dark	STOP DO NOT PROCEED
10.12.4		Cable Car Pre-Empt Signal Dark Red – Flashing Dark	PROCEED TO ACTIVATION MARKER

Rule	Signal	Aspect	Indication
10.12.5		Cable Car Pre-Empt Signal Lunar White Dark Green	PROCEED

10.13 Cable Car Signal Lights

10.13.1 The grip person will be governed by signal lights located at crossings, junctions, and turntables.

10.13.2 If an intersection signal light does not change from red to green after one minute, the conductor is to proceed to the intersection and flag the Cable Car through, if it is safe to do so.

10.13.3 The conductor must notify OCC in the event of a signal light malfunction.

10.13.4 When a signal changes from green to red at a turntable, the grip person must stop and check for track and grip slot alignment.

10.13.5 When a signal changes from green to red southbound on Mason at Jackson, the grip person must stop immediately and drop the cable out of the grip to prevent the grip of northbound cars from damaging the Mason cable.

10.13.6 When a signal changes from green to red southbound on Mason at Washington, the grip person must stop before reaching southbound Washington track.

- 10.13.7** When a signal changes from green to red on California, westbound at Powell, the grip person must stop immediately and back down to level in accordance with backing up rules.
- 10.13.8** When a signal changes from green to red on Powell, northbound, between Pine and California.
- 10.13.9** The tower signal operator must set the crossbuck signals to 'flashing' red and green before leaving the tower unattended.
- 10.13.10** The grip person, on all lines, must be prepared to stop immediately in an emergency when approaching Powell and California.
- 10.13.11** The grip person on the Powell Line Cable Car must yield the right of way to outbound Line 61 Cable Cars. The grip person must stop before reaching the nearest Line 61 Cable Car tracks and drop the cable if a Line 61 Cable Car is near the crown of the grade on the east side of Powell.
- 10.14 Schedules**
- 10.14.1** Cars waiting to enter turntables must immediately go onto the turntable after Cable Car ahead has left the loading area.
- 10.14.2** The conductor and grip person will be held equally accountable for leaving terminals exactly on time unless adjustments to their schedule have been made by proper authority.
- 10.14.3** The conductor is responsible for giving bell signal to start the Cable Car at terminals in accordance with the schedule.
- 10.14.4** The conductor must assist the grip person in keeping the Cable Car on time throughout the trip.

10.14.5 The grip person is to arrive at time points as scheduled unless otherwise ordered by proper authority.

10.15 Fares

10.15.1 The conductor must collect fares from all passengers.

10.15.2 The conductor must remain on rear platform of moving Cable Car in all locations specified by assigned duties.

10.15.3 The conductor must issue a numbered receipt for each cash and token fare collected.

10.15.4 The conductor, at time of collection, must provide the passenger with a numbered receipt before any change is returned to the passenger.

10.15.5 The transaction with a passenger must be completed before collecting a fare from another passenger. Bunching of fares is prohibited.

10.15.6 The conductor must begin collecting fares at the front of the Cable Car upon leaving terminals and at heavy loading points.

10.15.7 All cash, tokens, tickets, and receipts must be turned in immediately at completion of run, collect, or tour of duty.

10.15.8 Violation of rules governing the proper collection of fares will be considered cause for charges for dismissal.

10.16 Accounts

10.16.1 Employees must remain available until the turn-in process is fully complete.

10.17 Reverse Grip Locations

10.17.1 The grip person must reverse grip before turning any Cable Car into the car house.

10.17.2 The grip person must reverse the grip at the following locations:

- A. On Line 61, both inner and outer terminals, immediately after stopping;
- B. On Line 61, southbound on Hyde at California until around curve where stop is to be made;
- C. On Line 61, northbound on Hyde at Washington until stop is made on Line 60 track for switchbacks;
- D. On Line 61, eastbound between Hyde and Leavenworth, before using crossover to switchback or pull in;
- E. On Line 61, westbound when scheduled to Van Ness, immediately after making let go between Leavenworth and Hyde until Cable Car has crossed Hyde;
- F. On Line 61, when Cable Car is to turn in on westbound trip, leave grip in reverse position until car arrives at the gypsy on the near side of Hyde;
- G. All Lines, westbound on Jackson approaching Hyde.

10.18 Securing Inactive Grip on Double-Ended Cable Car

- 10.18.1** The grip person must secure the inactive grip on a double-ended Cable Car by bringing the grip handle forward as far as it will go.
- 10.18.2** Insert the securement hook into the quadrant hole to the grip.
- 10.18.3** If necessary, put turns on the grip adjusting lever (clockwise) to bring the grip handle beyond the farthest possible securement hole on the grip quadrant.
- 10.18.4** Take turns off the grip adjusting lever (counter clockwise) until the grip handle is snug against the securement hook.

10.19 Grades

10.19.1 Before ascending or descending grades, the grip person must assure that grip is properly adjusted to prevent slipping the cable.

10.19.2 The Cable Car is to be stopped by use of the slot blade if cable is dropped while ascending or descending a severe grade.

10.20 Spacing

10.20.1 The grip person must keep the Cable Cars spaced at least two blocks apart when ascending or descending severe grades.

10.20.2 The grip person is not to ascend or descend a grade until the Cable Car ahead has actually passed the second street intersection ahead; except that northbound Line 60 Cable Cars on Hyde must not leave Chestnut when two or more Cable Cars are at Beach Street and southbound Line 60 Cable Cars are not to leave Hyde and Beach until the Cable Car ahead has left Lombard.

10.20.3 Westbound Line 61 Cable Cars are not to leave the stop at Kearny until the Cable Car ahead has reached Powell.

10.20.4 The grip person must keep the Cable Cars spaced at least one block apart when on level or near-level streets.

10.21 Curves

10.21.1 The grip person and the conductor must warn all passengers to 'hold on' when approaching a curve.

10.21.2 The conductor must stand on the rear platform when approaching a curve and give a hand signal to warn motorists.

10.21.3 The grip person must operate the Cable Car with caution at one-half the cable speed while approaching and entering all curves, except southbound Line 59 Cable Cars from

Columbus to Mason, where cable speed is permissible.

10.21.4 The grip person must not allow Cable Car to pass other Cable Cars in curves.

10.21.5 Cable Cars on upgrades will always have the right of way.

10.21.6 Cable Cars on level or downgrade must stop at the stop mark and remain standing until the Cable Car on the upgrade has cleared the curve.

10.21.7 The conductor must warn following motor vehicles when a Cable Car is stopped on a curve.

10.22 Disabled Grip Person – Emergency

10.22.1 The conductor must remain at the grip person's position to prevent any tampering with controls whenever the grip person leaves the Cable Car.

10.22.2 The conductor must not manipulate the grip person's control levers unless the grip person becomes incapacitated. In such case, the conductor must proceed immediately to the grip person's position, stop the Cable Car, notify OCC, and remain on the Cable Car at the grip person's position.

10.23 Cable Strand – Emergency

10.23.1 The conductor and the grip person must direct passengers to move towards the rear of the car immediately in the event that the grip becomes entangled by a strand.

10.23.2 The conductor must use the radio to notify OCC of a code 900. If radio is not working, conductor must use telephone or notify passing Cable Car crew of a code 900.

10.23.3 On the grades, the grip person must release the grip and coast faster than cable speed, just fast enough to run slightly ahead of the

strand. If the strand is released, the grip person is to take a firm hold on the cable and proceed to the first crown or grade where the cable can be dropped safely by fully opening the grip and Cable Car brought to a stop.

10.23.4 When the strand becomes entangled in the grip on the level, the grip person must fully open the grip and shake the grip lever vigorously.

10.23.5 On an upgrade, the grip person must sink the grip so as not to slip back against the strand and bunch it. Upon arriving at the crown, the grip person must fully open and shake the grip lever to disengage the strand. When the cable is dropped out of the grip, the grip person must bring the Cable Car to a stop.

10.23.6 When approaching a regular let-go, the grip person must make a normal let-go.

10.24 Cable Pick Up

10.24.1 The grip person must make a full stop at all cable pick ups and dips.

10.24.2 The grip person must assure that the cable is securely in the grip and adjusted to the proper tension before proceeding.

10.25 Let-Go

10.25.1 At all let-go locations, the grip person must drop the cable in ample time to avoid carrying the cable into the bumper bar.

10.25.2 The grip person must assure the latch is released and the grip is completely opened when the front of the car reaches the let-go pavement markers.

10.25.3 The grip person must not make foot let-goes, except southbound, Sutter to Market, and in cases of emergency.

10.25.4 Let-go locations:

- A. Powell at turntable, Lines 59-60, southbound;
- B. Powell at California, Lines 59-60, southbound and northbound;
- C. Jackson at Mason, Line 60, westbound;
- D. Hyde at Beach, Line 60, northbound;
- E. Washington at Mason, Line 60, eastbound;
- F. Taylor at turntable, Line 59, northbound;
- G. Mason at Washington, Line 59, southbound;
- H. California at Van Ness, Line 61, westbound;
- I. Hyde at California, Line 61, southbound;
- J. California at Drumm, Line 61, eastbound;
- K. California at Mason, Line 61, westbound;
- L. California west at Leavenworth, Line 61, westbound;
- M. Hyde at Washington, Line 61, northbound.

10.26 Switches and Special Track Work

- 10.26.1** The grip person must be sure that switches and grip slot guides are properly set before proceeding.
- 10.26.2** The grip person must not allow the Cable Car to exceed one-half the cable speed when passing through point on switches and special track work, except when backing through pull-in switch on Jackson between Mason and Taylor.
- 10.26.3** The conductor must not allow anyone to manipulate lever switches.

10.26.4 The conductor must make sure rear trucks have passed through switch before dropping lever.

10.26.5 The grip person, after passing through the switch, will bring the Cable Car to a stop and wait for the conductor to board at any place where the conductor is required to step off car and lift switch lever.

10.27 Turntables

10.27.1 Crew must not permit passengers to ride onto turntables.

10.27.2 The grip person must make sure that the track and slots are properly lined up and signal is green before going on turntables.

10.27.3 The grip person must be positioned at right front of the Cable Car and the conductor at left rear of the Cable Car while it is being turned.

10.27.4 The conductor must set the rear brake after the Cable Car has stopped on the turntable and release the brake after the Cable Car has been turned.

10.27.5 The grip person must assist the conductor in resetting the turntable.

10.27.6 The conductor is responsible for the proper resetting of the turntable for a following Cable Car and verifying the track and slots are properly lined up and the signal is green except that starter will be responsible when on duty.

10.28 Gypsy

10.28.1 The conductor must operate gypsies to lift the cable into the grip. The grip person must make sure the cable is in the grip before proceeding.

10.29 Emergency Vehicles – Stopping

10.29.1 The grip person must yield the right-of-way and bring the Cable Car to a stop at a safe

position upon the immediate approach of an authorized emergency vehicle sounding a siren or having at least one illuminated red lamp.

10.29.2 In the event of blockade cause by fire, the grip person must stop the Cable Car at least one block from any hose, hydrant, or other apparatus he/she approaches, unless directed otherwise by proper authority.

10.29.3 The crew must remain on the Cable Car and be ready to move.

10.30 Disabled Cable Car

10.30.1 In the event a Cable Car becomes disabled, the conductor must notify OCC immediately.

10.30.2 When being towed down a grade, the crew must assist the rescue vehicle by use of the Cable Car brakes.

10.30.3 The crew must remain aboard the Cable Car and at their controls when a Cable Car is being pushed or towed.

10.31 Obstructions

10.31.1 The grip person must watch for pulley hatches, open grip take-out hatches, loose slot joints, and objects in the slot, on the street, or rail and be prepared to stop and warn passengers, if possible, of impending rough stops.

10.31.2 If the depression beam cover is found to be open, the grip person must stop the Cable Car clear of the depression beam cover. The conductor must contact OCC.

10.31.3 The grip person or conductor, either on or off duty, must not open any access covers located in the system.

10.31.4 If the grip strikes an object in the slot which causes any unusual noise or jolt of the Cable Car, the grip person must stop immediately and advise the conductor of the situation

who must notify OCC. The crew must not proceed until authorized by the Railway authority.

10.32 Safety Latches

10.32.1 The crew must not move the Cable Car and the conductor must immediately notify OCC if the Cable Car is stopped after passing a safety latch and before reaching the crown of a grade.

10.32.2 Safety latch locations:

- A. California at Stockton, westbound;
- B. California at Powell, westbound;
- C. California at Mason, westbound;
- D. Hyde at Lombard, westbound;
- E. Hyde at Chestnut, southbound;
- F. Mason at Green, southbound;
- G. Powell at California, southbound;
- H. Jackson St. at Pull-in gate.

10.33 Turning Cars In

10.33.1 The crew must not allow any passenger to ride the Cable Car into the car barn.

10.33.2 Upon arrival at the stop marker on Jackson, between Mason and Taylor, after passing through the switch, the grip person must stop the car, drop the cable and fully reverse the grip handle, making sure that the cable is out of the grip. The crew will then follow these steps:

- A. Conductor is to assist the grip person in stopping and holding the car;
- B. Shop person, or authorized Railway official, will tell the conductor what position to stop the Cable Car in the car house;
- C. Conductor will relay this position, verbally, to the grip person, who will

repeat it back to the conductor for clarification;

- D. Conductor will watch the shop person, or authorized Railway official, lift the switch lever, check for green cross-buck, visually check the switch for the proper diverge alignment and then give the grip person the four bell back down signal;
- E. Grip person, when ready to back up, will give the conductor a four bell signal;
- F. Grip person and conductor will release their brake(s) enough to allow a slow controlled speed into the car house, stopping at the given position.

10.34 Bumper Bars

10.34.1 In the event the grip person carried the cable into a bumper bar, he/she must stop and inform the conductor. The conductor must immediately notify OCC.

10.35 Conductor's Brake

10.35.1 The conductor must remain on the rear platform to operate the rear brake(s) on downgrades.

10.35.2 When ascending any severe grade, the conductor must be on the rear platform and have ready access to the rear brakes.

10.35.3 The conductor must be alert to use the rear brakes at any time.

10.36 Mandatory Stops

10.36.1 Cable Cars must be brought to a full stop at all \overline{XX} locations.

10.37 Coasting Areas

10.37.1 The Cable Cars may be coasted without the cable only in the following areas:

- A. Powell, California to Jackson;
- B. From stop, Jackson and Hyde to Pacific;

- C. From 'let-go', Hyde and Beach to turntable;
- D. One-half block, on Washington between Mason and Powell;
- E. From Sutter to Ellis on Powell, use cable to cross intersections only;
- F. From 'let-go', on Hyde between Sacramento and California to stop around curve on California west of Hyde;
- G. From 'let-go', on California and Drumm into terminal;
- H. From 'let-go', on California between Leavenworth on Hyde to stop on west side of Hyde;
- I. From 'let-go', Hyde and Washington to stop bar on inbound tracks near Jackson;
- J. On Taylor, the last 100 feet before going onto the turntable;
- K. Powell and Market, last 100 feet before going onto the turntable;
- L. On Jackson between Mason and Taylor, Cable Car pulling in;
- M. Pull out gate to Washington between Mason and Powell to cable pick up.

10.38 Stopping For Passengers

10.38.1 The grip person must stop the Cable Car for passengers at all passenger stops.

10.38.2 The grip person must stop an 'out of service' Cable Car at all passenger stops and the crew must inform waiting passengers to board the following Cable Car.

10.38.3 On a pull-out and pull-in trip, the Cable Car is in service and will carry passengers.

10.39 Right of Way

10.39.1 Cable cars have the right of way over motor and trolley coaches.

10.39.2 Cable Cars descending at Sutter and Powell, Union and Mason, and Union and Hyde will have the right of way over coaches.

10.40 Lights

10.40.1 Crew is required to turn on interior lights early enough in the evening and leave them on into the morning to provide a well-lighted car interior.

10.40.2 The conductor and grip person are equally responsible for the proper compliance with operating rules and are individually responsible for complying with operating rules which govern their respective duties.

10.41 Safety Practices – General

10.41.1 The grip person must operate the Cable Car at a safe rate of speed and must be in the proper position to reach the levers at all times.

10.41.2 The grip person must have one hand on the grip lever at all times when ever cable is in grip and both hands on the lever when ascending severe grades.

- 10.41.3** If a Cable Car is derailed while ascending or descending a severe grade, the grip person must hold the cable securely in grip until reaching an intersection or let-go location.
- 10.41.4** When passing a stationary Cable Car, the grip person must operate the Cable Car at less than one-half the cable speed and be ready to stop unless ascending a severe grade.
- 10.41.5** The grip person must not stop the Cable Car closer than fifteen feet from the rear of any vehicle that is on the track, except at terminal locations.
- 10.41.6** While waiting for scheduled leaving time at terminals, cable must not be held in grip.
- 10.41.7** Employees must not board or alight from a moving Cable Car.
- 10.41.8** In the event it becomes necessary to clear the line by use of the rear grip on Line 61, the front grip must be secured as stated in Rule 10.18. The conductor will position themselves at the front controls so as to assist the grip person.
- 10.41.9** Both members of the Cable Car crew must never be absent from the car at the same time.
- 10.41.10** Passengers are not allowed on Cable Car pulling out of the car house unless specifically directed by proper authority.
- 10.42** **Passenger Notification**
- 10.42.1** If a Cable Car is delayed by more than five minutes, passengers must be advised of the delay.

11. OPERATIONS CONTROL CENTER

12. STATIONS

NOTES

NOTES