Foreword

This rule book, entitled “Rail Operations Rule Book,” has been written for the following purpose:

Safety

1. To identify the accepted operating practices and standards of the San Francisco Municipal Transportation Agency Rail Operations Division during revenue operations
2. To aid in the instruction and compliance of operating practices
3. To provide employees a reference source whenever conditions or questions arise as to the safe, correct course of action

Executive Director/CEO’s Safety Policy

The San Francisco Municipal Transportation Agency (SFMTA) manages a ground-transportation system encompassing pedestrians, bicycles, transit, taxis, parking and traffic. As the steward of the City’s Transit First policy, the SFMTA is proud that for a city of its size, San Francisco has the highest percentage per capita of walkers, bicyclists and transit customers in the nation. Our Agency vision states that “by providing a timely, convenient, safe and environmentally friendly transportation alternative…the SFMTA enhances the quality of life in San Francisco.” Hence, it is imperative that all employees embrace safety and incorporate it into the Agency’s culture.

It is the policy of the SFMTA that all employees and contractors of the Agency are expected to conduct their duties safely, aimed at preventing, controlling and minimizing undesired events, such as customer or employee injury, equipment or property damage, protection of the environment or degradation to system safety in any SFMTA function. Employees and customers are the SFMTA’s most important assets and their safety is among the SFMTA’s greatest responsibilities.

While the minimizing of unsafe conditions and the prevention of accidents within the SFMTA’s transportation network and its facilities are the responsibility of each employee, they are first and foremost the responsibility of SFMTA management. SFMTA management is responsible for developing programs to promote the safety of all employees and customers. We are fully committed to providing a safe work environment, vehicles, systems and facilities. To that end, the SFMTA Chief Safety Officer/Director, Transportation Safety (CSO) is empowered and authorized to administer the comprehensive, integrated and coordinated System Safety Program Plan (SSPP). This includes suspending service due to accidents/incidents and unacceptable hazardous conditions.
The CSO is responsible for overseeing all safety issues for the SFMTA, including developing and implementing the SSPP; developing occupational safety policies; developing construction safety procedures; conducting safety related training programs; and auditing the System Safety Program and Standard Operating Procedures (SOPs) for compliance.

ALL SFMTA EMPLOYEES ARE RESPONSIBLE FOR ENSURING ADHERENCE TO THE SAFETY POLICY.

Introduction

The Rail Rule Book contains rules which govern the safe performance and conduct of all rail employees and personnel responsible for revenue service and maintenance of SFMTA’s Rail Operations. The intent is to assist rail employees to perform their duties safely and effectively. Rail employees shall learn, understand and practice these rules and maintain a thorough familiarity with these rules as they apply to their individual work assignments.

SFMTA shall conduct training in these rules and shall provide additional training upon future revisions and additions to the Rail Rule Book. Rail employees shall direct questions concerning the rules contained herein to their immediate supervisor. Suggestions to improve, clarify or enhance safety are always encouraged.

SFMTA employees, contractors and consultants are required to strictly comply with the rules in this book. Ignorance of the rules does not excuse negligence or failure to properly perform all required duties. Failure to comply with the rules contained in this book, or any violation of the rules, shall be considered sufficient cause for discipline of employees and, when justified, shall be sufficient cause for removal of contractors and consultants and their respective employees.

Safety shall always be the first consideration. The result of unsafe practices within the SFMTA rail system can be extremely serious. When in doubt of any situation, employees and contract personnel shall take the safe course of action and contact the proper authority for assistance. All employees and contract personnel are required to exercise care to prevent injury to persons or damage to property.

Additions and deletions to this rule book shall only be authorized in accordance with established rules.
SAN FRANCISCO MUNICIPAL RAILWAY
RAIL OPERATIONS RULE BOOK

Revised: September 2009  No. ____________________

This rule book is the property of the San Francisco Municipal Trans-
portation Agency (SFMTA). It must be returned upon request or
when the employee leaves the service of the SFMTA.

Issued to: ______________________________________

Rulebook Serial Number: ____________________________

Unit/Division: ______________________________________

Receipt

I acknowledge receipt of the Rules and Instructions Handbook for
employees.

Name: ____________________________________________

Date Issued: ____________________________

Unit/Division: ____________________________

This Rule Book #______ is issued to ________________________

Place all revised rules (pages) in this book when issued and record
the following information –

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1. DEFINITIONS

Absence Without Leave (AWOL) – Failure to report for duty or notify Division Dispatcher at time indicated on schedules or detail list.

Accident – An unforeseen event or occurrence which results in injury or property damage.

Active Cab – Operating compartment of a rail vehicle from which control of the vehicle is achieved.

Aspect – The appearance or sound of a signal that conveys an indication.

Aspect, Clear – The aspect of a signal that conveys an indication that the train is cleared to proceed.

Automatic Speed Control (ASC) – A train control system that prevents trains from exceeding permissible speeds.

Automatic Train Control System (ATCS) – A moving block signal system that allows the maximum number of trains to operate safely by controlling train separation, speed regulation and programmed stopping.

ATCS Territory – Area of mainline track controlled by ATCS, inclusive from West Portal or Duboce Portal to Ferry Portal in the subway.

Automatic Train Protection (ATP) – A train control system sub-system which maintains safe train operation through a combination of train detection, separation, speed regulation and signals.

Authorization Time – Time issued by proper authority whenever instruction or authorization is given for appropriate rail operations.

Ballast – Selected material placed on railway track for the purpose of holding the track in line and used to facilitate drainage of water, to distribute the load from the railroad ties and also keep down vegetation that might interfere with the track structure.

Backing Up – Reverse movement of a train from the operating cab.

Berth – Space designated for a train of given length to occupy when it is stopped at a station platform, in a terminal or at some other designated location.

Block – A length of mainline track of defined limits, the use of which is controlled by fixed signals, ATCS or OCC Authorization.

Block, Disturbed – A status of block that prevents automatic train operation in the area of the disturbed block.

Blue Flag – Blue Flag/Blue Light displayed on both ends of a rail vehicle, vehicle master controller or on a track, which is an indication that employees are on or about the vehicle engaged in maintenance activities.

Blue Light Phone – An emergency communication telephone located in tunnels or subways and designated by a blue light, which provides direct communication to Operations Control Center (OCC) or any local emergency number.

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

Brake – Electric or pneumatic device which slows or stops a train.

Brake, Dynamic – Primary braking system where the electric current, produced by motors, acts as a generator, providing controlled braking.
Brake, Emergency – Maximum braking effort that can be obtained which includes Friction and Track Brake. Once activated, Emergency Brakes cannot be released until the train has come to a complete stop.

Brake, Foot – When depressed, applied friction braking to front wheels of cable car vehicles.

Brake, Friction – Controlled braking system that applies stopping forces to brake on each axle.

Brake, Full Service – Combination of dynamic and friction braking used for normal stopping without the emergency brake.

Brake, Rear – Conductor controlled brake on cable car.

Brake, Track – Electromagnetic device located between the wheels of each truck which operates through direct contact with the running rail.

Bulletin – Written instructions, rules, procedures, notices and orders that 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.

Bulletin, Divisional – 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.

Bulletin, General – Written instruction issued by the Chief Operating Officer or Deputy Chief Operating Officer, which contains a permanent change or addition to the rail rules and instructions for operation.

Bulletin Boards – Specific location where employees reporting for duty will examine bulletins, General Orders, Special Orders and notices affecting the operation of the rail system.

Bumper Bar – Mechanical device set over cable to ensure cable is released from grip in the event a let-go is not performed by the Gripman.

Bumping Post – A structure located on tracks to prevent trains from rolling off the end of track.

Cab – Compartment from which the Train Operator controls the vehicle, located at each end of an LRV.

Cab Pass – A card, when properly completed, authorizes the individual whose name appears on the card to be in the operating cab with the Train Operator. OCC shall be promptly notified.

Cable Strand – A single wire or group of wires that separates from the cable.

Call Sign – An alpha-numeric radio designation assigned to SFMTA employees.

Certification Card – A certificate which authorizes an employee to engage in specific activities for which he/she has been trained.

Clearance – An official authorization issued by OCC which transfers control of an area or equipment to an authorized requestor to perform activity subject to clearance rules.

Clearance Line – Lines defining the operating dynamic envelope of the track way for unobstructed safe clearance.
Clearance NO – Locations within the rail system where no clearance exists between fixed wayside structures and moving vehicles operating on the tracks.

Conductor – Part of a two-person cable car or vintage crew, assigned to collect fares and assist with the safe operation of the vehicle.

Communicating Cut-Out Train (CCT) – A train being operated manually in ATCS Territory under positive tracking.

Consist – The number and specific identity of rail vehicles that make up a train.

Console – The control panel in the cab.

Contact Wire – The electrical conductor, which provides 600 volts DC power to the rail vehicle through contact with the pantograph.

Couple – Connecting rail vehicles together in order to permit the resulting consist to be operated from one cab.

Coupler – A device at each end of a light rail vehicle used for making mechanical, electrical and pneumatic connections between rail vehicles.

Crew – A Motorman and Conductor of a vintage streetcar or a Gripman and Conductor of a cable car.

Crossover – Arrangement of tracks and switches providing a route from one track to another.

Deadman Control – A device incorporated into the Master Controller while under manual operation which must be held in the operating position before movement of the rail vehicle can occur and if released, will initiate an irretrievable brake application.

De-energize – To remove electrical power to the overhead line.

Derailment – The condition of rolling equipment leaving the rails.

De-Rail Device – Track device designed to cause track equipment to derail.

Direction, Inbound – All trips from outer terminals to Embarcadero.

Direction, Outbound – All trips from Embarcadero to outer terminals.

Dispatcher – The person at the division-level responsible for scheduling work assignments for Operators, filling open runs and ensuring that Operators report for work per the schedule.

Driver Display Unit (DDU) – Provides a visual indication of the train’s operating performance and/or commands to the Train Operator.

Dwell Time – Period of time measured from the instant the doors are commanded open at a station/terminal zone until the doors are closed.

Emergency – Any condition that may result in injury or death to persons, employees and/or damage to equipment or property.

Emergency Door Release – Located on the header of each LRV Door, a red lever which causes full service brake application and allows for manual opening of the door when activated.

Emergency Vehicle – Vehicle used for official response to an emergency by SFMTA Response Vehicles, Fire Fighters, Police or Paramedics.

Employee, Rail – Any person employed by the San Francisco Municipal Transportation Agency and assigned to Rail Operations.
Entry Point – A location in ATCS Territory that can be used to re-initialize the Vehicle On-Board Controller (VOBC) positioning system and enter the vehicle in the Vehicle Control Center database.

Failed Train – A train in the subway where all VOBC function has failed.

Flag – A device for conveying an aspect to the rail Operator indicating a condition affecting rail operation. A flag may be made of cloth, metal or other suitable material and may be a light during hours of reduced visibility, darkness or in underground track locations.

Flagger – Certified personnel assigned to assist in the control of train movements and vehicle traffic by the display of hand signals, flags or lights.

Flag Protected Area (Work Zone) - An area defined by flags, lights and/or flagger used by work crews for protection when track is to be worked upon or obstructed as determined by proper authority.

Fouling Point – Location on the track beyond which movement or storage of a rail vehicle will interfere with adjacent movement on a roadway or adjacent track.

Fouling Point Marker – Yellow lines beyond which vehicle movement or storage of a rail vehicle will interfere with vehicle movement on an adjacent track or roadway grade crossing.

Frog – Special track work used at the intersection of two running rails to provide passageway for two wheel flanges.

Grade Crossing – Crossing over tracks by a road, footpath or another track.

Grip – Device on Cable Car which extends under the street to engage the cable.

Grip Person (Gripman) – Part of a two-person cable car crew, assigned to operate the cable car safely through the use of a grip.

Grounding Strap – Used by overhead lines to ground an overhead power section to the track.

Guard Rail – A rail mounted to the inside of the running rail designed to keep the wheels in line with the track at frogs and on curves.

Gypsy – Mechanical lever used to lift up cable into the grip.

Hazard – Any real or potential condition that may cause injury, death, damage or loss of equipment and/or property.

Headway – The time separation between two scheduled trains travelling in the same direction on the same track.

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

Immediate Supervisor – Designated Transit Supervisor and/or management personnel.

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

Incident Commander – The designated individual responsible for coordinating SFMTA activities at accident/incident scenes and as liaison with emergency agencies and OCC.
Incident Command Post – Designated location where emergency response personnel gather to coordinate emergency response efforts.

Indication – Information conveyed by the aspect of a signal.

Interlocking – Arrangement of signals and switches so interconnected that functions must succeed each other in a predetermined sequence, which permits train movements over routes only when non-conflicting conditions exist.

Interlocking, Controls – Systems or devices located at designated wayside locations, capable of controlling the functions of interlockings from Local Control Panels or Wayside Push Buttons.

Interlocking, Limits – Area controlled by the interlocking signals and track circuits.

Isolator – A device or configuration of the overhead wire that isolates traction power source within a defined overhead section.

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

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

Local Control Panel – Interlocking controls at designated wayside locations.

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

Mainlines – Track under operating jurisdiction of OCC including leads into yard areas.

Master Controller – Control device that allows Operator to control the movement of a train.

Maximum Authorized Speed – The maximum operating speed authorized for a particular section of track.

Muni Metro Turnaround (MMT) – Designated location east of Embarcadero Station where special track work and pocket tracks are utilized for turn back purposes.

Muni Metro Extension (MMX) – Area of mainline tracks located between the Ferry Portal to King/6th Street.

Non-Communicating Tracked Train (NCT) - A train being manually operated in ATCS Territory without positive control and being tracked by axle counters.

Official Railway Time – The official time for all transit employees, maintained by OCC.

Operate on Sight – Operate and prepare to stop within the range of vision.

Operations Control Center (OCC) – Authority for monitoring, dispatching and controlling Muni Rail Operations. Also known as Central Control or Central.

Outfit – Information issued to Operators at report/relief time that contains transfers, paddles, bulletins, notices or any other information pertaining to operations.

Overhead Wires – Electrified overhead wire system for distribution of traction and auxiliary power to rail vehicles.

Pantograph – Roof mounted device located over the “A” section of a LRV for collection of 600V DC from the overhead wire system.
Passenger Stop/Stations – Designated locations for boarding and alighting passengers.

Pick-up (Take Rope) – Point where a cable car grip mechanism picks up the cable.

Pilot Flag – A specific object designated by OCC that provides authorization for movement through a designated area of track.

Platform – Elevated structure, adjacent to the trackway which passengers use to board or disembark a rail vehicle.

Portal – Location where trains enter/exit underground sections of track.

Posted Speed – Maximum allowable speed over a section of track by fixed signals, temporary signals or rules.

Proper Authority – Authorized authority governing SFMTA mainline and shop areas.

Propulsion – Electrical forces produced for train acceleration.

Pull-In Time – Scheduled time a rail vehicle returns to barn or yard.

Pull-Out Time – Scheduled time a rail vehicle leaves the yard or barn.

Rail Vehicle – Self-propelled or manually operated vehicles operating on tracks that could be a passenger vehicle, hi-rail vehicle, truck or hi-rail equipment.

Rear Platform – Entry/exit boarding area at the rear of Powell Cable Cars which also contains the rear brake control.

Restricted Speed – The operating speed that will permit stopping within one-half (1/2) the range of vision, short of another train, improperly aligned switch, track defect or obstruction, but never exceeding 10 MPH.

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

Right of Way (ROW) – Designated area of mainline and yard within fences, median or clearance lines.

Route – The path a train follows through crossovers or interlockings.

Route, Diverging – A route which changes a train’s directional movement over a diverge track switch allowing for a crossover movement.

Route, Straight – A route set for straight movement of an LRV over a set of switchpoints.

Rule – Rail Operation written directives governing conduct and behavior of rail employees.

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

Schedule – Prescribes direction, number, frequency and times of movement of designated trains.

Sectionalization - A specified section of overhead wire or feeder that can be locally de-energized.

Shops – Those tracks designated between shop limit signs.

Shop Limit Signs – Those signs on the outer limit of the Shop area.

Signal – Method or device, in which the aspect of which conveys information affecting movement of vehicles.
Signal, Aspect – The display or presentation of a signal that provides an indication.

Signal, Audible – Aspect conveyed by a sound producing device used for audible indications.

Signal, Bag – Cover placed over signals indicating signal is out of service and is to be ignored. Switches associated with the signal shall be plugged.

Signal, Fixed – Signals at specific locations along the right of way including interlocking signals, switch indicators or other devices for governing hand operation and movement of rail vehicles.

Signal, Hand – Aspect conveying an indication given by the motion or position of a person’s hand/arm or light.

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.

Skinning Cable – When the cable is held by grip in partial release position, (12 o’clock) and car is moving faster than cable speed.

Simple Approval – A short-term approval for maintenance not requiring a work zone.

Single Track Operation – The bi-directional movement of rail vehicles over a single track while operating within defined limits on the main track. Control of this track may be by block signals, pilot flag or OCC instructions.

Slot Blade – cable car emergency brake application.

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 for wayside conditions requiring reduced operating speeds.

Speed Limit – Authorized maximum allowable speed a rail vehicle may operate.

Spin/Slide – Vehicle system for detecting and preventing excessive wheel spins and slides.

Standard Operating Procedures (SOPs) – Information, procedural instructions and operation performance for rail employees.

Station Run Through – Passing a station platform without stopping.

Stop, Mandatory – Locations where signs or signal aspects convey a stop indication.

Street Running Territory – Mainline tracks outside of the ATCS territory and dedicated right of way.

Substation – Facilities for converting high voltage AC into 600V DC for the overhead wire system for traction power.

Switch – Special track work for routing from one track to another.

Switch, Automatic – Electrically powered switch that is controlled remotely.

Switch, Dual-Control – Track switch controlled remotely or operated manually.

Switch, Facing Point – A switch aligned such that the switch points face toward the approaching train movement.
Switch, Manual – Track switch operated manually.
Switch, Plug – Device inserted into a switch point to prevent movement.
Switch, Point – That portion of the special trackwork that moves in the open or closed position.
Switch, Diverge Position – Switch position aligned for diverging movement over a track switch.
Switch, Straight Position – Switch position aligned for normal movement over a track switch.
Switch, Spring – Switch equipped with a spring arranged to restore its points to their original position after having been trailed through by each wheel.
Switch, Trailing Point – A switch aligned such that the switch points face away from the approaching train movement.
Switch, Variable (Slap and Stay) – Track switches not requiring alignment for trailing movements and once moved, switch points remain aligned in the trailed position. Variable switches shall be properly aligned for facing movements.
Switchback – To change train and track direction.
Terminals – Station where scheduled trips begin and end.
Track – Adjacent running rails over which rail vehicles operate.
Track, Auxiliary – Designated track auxiliary to mainline used for rail vehicle storage.
Track, Designation – Track Right (Inbound), Track Left (Outbound)
Track, Mainline – Territory controlled by OCC consisting of main track, interlockings, turnbacks, tail tracks and yard lead tracks.
Track, Out of Service – A track designated as out of service or not in use.
Track, Pocket – Designated tracks between mainline tracks for storing rail vehicles and other rail activities.
Track, Tail – Designated tracks auxiliary to the mainline located behind terminal stations and used for storage and turnbacks.
Track, Yard – Tracks within designated yard limit signs used for storage of rail vehicles, repairs or other operations.
Traffic – Direction of traffic over mainline tracks.
Traffic, Normal – Movement of trains over mainline tracks in the direction defined by the rules.
Train – One or more rail vehicles operating as a single consist.
Train, Non-Scheduled – special event trains, charter trains and other trains that may be inserted into revenue service as needed.
Train, Rescue – Rail vehicle used to transport rescue personnel, passengers or retrieve disabled trains.
Train, Sweeper – First train to operate over any section of mainline track each day. Train Operators shall operate at restricted speed in manual mode.
Train, Test – Train used to verify the safe operational status of mainline track or other systems.
Train Controller – Designated employee on-duty at OCC having authority over train movements and other activities affecting main-line operations.

Trainline – Electric and pneumatic coupling between rail vehicles allowing signal transmission to all vehicles in a consist.

Train Operator – Employee responsible for direct control and safe operation of a rail vehicle.

Train Orders – Set of instructions given by OCC or proper authority which authorizes non-scheduled train movement.

Truck – Light rail vehicle component consisting of wheels, traction motors and braking systems that supports the car body.

Turntables – Manual and power-operated platforms that change cable car direction.

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 vehicle tagging (identification) system that operates rail vehicle track switches and signal priority, remotely activated by the Rail Operator.

VTT – Verification of Transit Training as required for all Transit Operators as certification to provide passenger service.

Wayside Push Button – Manually operated device for selecting route.

Wayside Restriction – Operating instructions given to rail personnel advising of conditions on mainline tracks affecting rail operations.

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

Wheel Chock – A device placed between the top of the rail and the rail vehicle wheel to prevent vehicle movement.

Work Zone – A static location clearly defined by location markers, stations or interlocking(s) and appropriate flagging protection.

Work Crews – Crews authorized within work areas.

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

Yard - Facility for maintenance and storage of vehicles (Geneva, Metro Green and MME).

Yard Limit – Designated location between shop limit and mainline.

2. GENERAL RULES

2.1 Compliance with Rule Book

2.1.1 Employees shall have a copy of this rule book in their immediate possession for reference at all times while on duty.

2.1.2 Employees shall be held accountable for compliance with all rules contained within the Rail Rule Book.

2.1.3 Violation of any rule in the Rail Rule Book shall be sufficient cause for disciplinary action, up to and including dismissal.

2.1.4 Compliance with these rules is essential to safety in the performance of duties.

2.1.5 When in doubt as to the meaning of any rule, bulletin, instruction, order or Notice, employees shall ask the proper authority.
2.1.6 Employees shall engage in only SFMTA business while on duty and perform their duties thoroughly, efficiently and in compliance with the rules and instructions.

2.1.7 Applicable rules in the Bus Operators’ Rule Book and standard operating procedures shall be adhered to by all rail employees qualified in bus operations.

2.1.8 Employees must comply with instructions issued by proper authority during situations constituting an emergency or a major disruption of service regardless of job classification.

2.1.9 Employees shall comply with Civil Service Commission and SFMTA rules prior to engaging in additional employment outside the SFMTA.

2.2 Bulletins, Orders, and Notices

2.2.6 Divisional Bulletins: Written directives issued and signed by a Division Superintendent and contains information that affects the operations and/or procedure of that division.

2.2.7 Notices: Written directives issued by the Superintendent of Special Events to provide information about specific events, construction projects, reroutes and general information.

2.2.8 Special Orders: Written directives issued by the Division Superintendent.

2.2.9 Employees reporting to a division shall check the division bulletin board daily for new bulletins, orders or notices prior to operating a rail vehicle.

2.2.10 Employees returning from a period of absence are responsible for compliance with bulletins, orders or notices posted during their absence.

2.2.11 Employees receiving bulletins or orders from the proper authority must formally acknowledge their receipt and understanding of the document.

2.2.12 Employees shall sign for all divisional mail issued by the Superintendent or Assistant Superintendent.

2.3 Duties

2.3.1 Employees shall examine the bulletin board each working day prior to operating a rail vehicle.

2.3.2 Employees may not allow anyone, unless properly authorized, to perform any part of their assigned duties.

2.3.3 Participation in any unauthorized activity, while on duty or on the property, that may interfere with the primary function of the proper work performance of a rail employee or in any
way compromises safety for another employee or the public is prohibited.

2.4 Record of Employees

2.4.1 Employees shall keep their immediate supervisor/Division Dispatcher advised of their current home address and telephone number(s).

2.4.2 Changes to home address or telephone number(s) shall be reported to the division within five (5) working days.

2.4.3 Employees shall immediately notify the Division Dispatcher and/or proper authority if any change in their 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 the Return to Work Unit with all the necessary documentation.

A. If the completed Return to Work documents are received by the Division Dispatcher before 12:30 p.m., the employee will be assigned to his/her regular run on the next scheduled work day.

B. If the completed return to work documents are received by the Division Dispatcher after 12:30 p.m., the employee 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 injury, regardless of the length of the absence, are to report to the Worker’s Compensation Unit with a medical clearance before returning to work.

2.5.5 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 Employees shall be dressed appropriately for assigned duties. Employees who are required to wear a uniform shall be in proper full uniform and approved footwear while on duty. Clothing worn while on duty shall be kept clean, pressed and in good condition. Employees shall maintain a high standard of personal cleanliness and neatness. Any style, type of clothing, footwear or accessories that creates a hazard are prohibited.

2.6.2 Rail Operator ID Number (Cap Number) shall remain in designated place on the uniform, in plain view, at all times while on duty.

2.6.3 Only SFMTA and approved Union emblems shall be worn on the uniform.
2.6.4 Only those articles of clothing, headgear and issued equipment specified by the uniform policy shall be worn while on duty. No substitutions allowed.

2.7 **SFMTA Property**

2.7.1 Employees are responsible for SFMTA property issued and shall return such property when scheduled or requested. Employees shall not take or convert SFMTA property for personal use and shall immediately report lost or defective equipment to the proper authority.

2.7.2 Unauthorized material shall not be posted or allowed to be posted on SFMTA property or vehicles.

2.7.3 Employees shall not duplicate or give away SFMTA keys to anyone.

2.7.4 All keys will be signed for and remain property of the SFMTA and must be surrendered upon request. Items not returned will be charged to the employee.

2.8 **Conduct**

2.8.1 Employees shall not commit any act which will bring discredit upon the SFMTA.

2.8.2 Employees shall conduct themselves in a respectful, courteous and civil manner. Boisterous actions and profane language are prohibited while on SFMTA property or while wearing the SFMTA uniform.

2.8.3 Employees shall 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, issue them a valid transfer and then refer the passenger to the Customer Service Department.

2.8.5 Employees shall not provide any information regarding SFMTA operations or personnel, except what is normally required by the riding public or as part of normal operations. Requests for confidential information, interviews, records or requests of similar nature shall be referred to management.

2.8.6 Employees who are:

A. Careless regarding the safety of themselves;
B. Careless regarding the safety of others;
C. Indifferent in the performance of their duties

Or commit acts of:

D. Inattention to duties;
E. Discourtesy to the public or other employees of the SFMTA
F. Incompetence;
G. Dishonesty;
H. Intemperance;
I. Insubordination;
J. Vandalism to SFMTA property;
K. Fighting;
L. Misconduct;
M. Conduct unbecoming of an SFMTA employee;
N. Rule violations;
O. Excessive absenteeism;
P. Negligence;
Q. Interfering with revenue service operations;
R. Profanity and vulgarity;
S. Substance abuse;
T. Mishandling fares;
U. Theft;
V. Abandonment of vehicles;
W. Willful abuse of SFMTA Property

Or Who:
X. Commit acts of unsafe operation;
Y. Do not properly account for passengers;
Z. Knowingly make false reports or statements
AA. Knowingly conceal facts concerning matters under inves-
tigation;
BB. Fail to report an accident, incident or injury;
CC. Fail to make proper efforts to procure witnesses

Are subject to disciplinary action up to, and including, termination

2.8.7 Employees, on or off-duty, are not to engage in unnecessary
conversation with the Operator in charge of the rail vehicle.

2.8.8 Rail Operators, upon request, are to give their identification
number and vehicle number.

2.8.9 Employees, other than Operators, are required to give their
name and division upon request.

2.8.10 Employees are prohibited from fighting, horseplay or any
form of practical joking on or about SFMTA property.

2.8.11 Employees while on SFMTA property or in vehicles, on or
off-duty, shall not use, carry or have in their possession, any
device or classified object under the laws of this state as a
deadly weapon or any self-defense device capable of inflict-
ing bodily harm.

2.8.12 Employees shall not gamble while on duty, in uniform or on
SFMTA property.

2.8.13 Employees, without authorization from OCC, shall not stop
trains, in or out of service, enroute between yards, terminals
and any other unauthorized location to enter an establish-
ment except to report an emergency.

2.8.14 Employees shall not falsify or knowingly omit information
from any official report or intentionally cause inaccurate, false
or improper information to be entered onto any document.

2.8.15 Employees shall not wear sunglasses, prescription sun-
glasses or colored glasses during hours of darkness, while
in underground sections or in other circumstances where
visibility is reduced.

2.8.16 Employees are not authorized to eat, drink, smoke or read
non-agency materials in any cab of a train or other SFMTA
vehicle while the vehicle is in service. Food and beverages
carried by the employee shall be kept packaged and out of
sight at all times.
2.8.17 Employees who are served with any legal papers regarding the SFMTA shall present such papers to the Division Dispatcher or Superintendent the next business day.

2.9 Safety – Safety First!

2.9.1 Employees shall devote full attention to the proper performance of duties. The Train Operator is ultimately the person responsible for safe train operation.

2.9.2 Employees in doubt or uncertain in any situation shall take the “safest course of action” and then contact OCC, their Supervisor or proper authority.

2.9.3 Employees shall be fully alert at all times while operating a vehicle. Sleeping or assuming the appearance of sleeping while on duty is prohibited.

2.9.4 Employees shall be physically able to perform assigned duties at all times. Employees whose health becomes impaired to the extent that safety is compromised shall immediately notify OCC or the proper authority.

2.9.5 Employees shall not engage in unnecessary conversation or allow themselves to be distracted while operating an SFMTA vehicle.

2.9.6 Employees shall be alert for hazards or obstructions and avoid them regardless of the mode of operation.

2.9.7 Employees shall remain in the operator seat at all times while vehicle is in motion, except on cable cars and vintage cars.

2.9.8 While the vehicle is in motion, Operators shall devote their attention to pedestrians, tracks, traffic and signals.

2.9.9 When operating in double track areas, Rail Vehicle Operators shall not pass another train on adjacent track when pedestrians are standing between the tracks.

2.9.10 When operating in flag protected area, employees shall follow the directions of the flagger. If unsure of the flagger’s instructions, STOP, do not move the train and contact OCC for further instructions.

2.9.11 When operating PCC Rail Vehicles, employees shall have interlock bypass switch in the “off” position while in service.

2.9.12 Employees shall set the interlock control switch to the “operational” position when rail vehicles are in service.

2.9.13 Rail vehicles are to be brought to a complete stop before activating the door open handle or door open switches.

2.9.14 Employees shall not adjust seats, mirrors or signs while the rail vehicle is in motion.

2.9.15 Employees shall attempt to ensure their personal safety, the safety of others and the safety of equipment and property.

2.9.16 Employees shall immediately inform OCC or the proper authority of any emergency, unsafe condition or defective equipment and shall take reasonable action if an immediate or potential safety hazard exists.

2.9.17 Smoking is prohibited in any SFMTA vehicle or property. Smoking is only permitted in designated areas.

2.9.18 Employees shall take every precaution to eliminate fire hazards.

2.9.19 Employees shall become familiar with location and use of fire alarms, fire suppression devices and shall keep the area around these devices clear at all times.
2.9.20 Rail employees shall wear approved safety vests when working on or about the tracks or within fifteen (15) feet of the right of way.

2.9.21 No items shall be placed or hung in cab windows.

2.9.22 Employees shall use proper means of access/egress when boarding or leaving vehicles.

2.9.23 Employees shall not lean against any standing vehicle.

2.9.24 Employees shall not occupy seats when there are no seats available for passengers.

2.9.25 Employees shall not access or egress any train that is in motion.

2.9.26 Employees shall make reasonable efforts to prohibit passengers from getting on or off moving vehicles.

2.9.27 Employees shall not operate trains from other than the forward cab of the lead car while performing normal operations.

2.9.28 Employees shall not stop or store trains closer than five (5) feet from a bumping post.

2.9.29 Brakes on disabled vehicles shall not be released until the disabled train is coupled to another car in good operating condition.

2.9.30 Deadman feature shall not be used as a service brake.

2.9.31 Deadman feature shall not be circumvented, modified or disabled in any manner.

2.9.32 Employees shall adhere to all slow orders issued by OCC.

2.9.33 Employees shall identify their locations and direction while in the subway by using the wayside signs/markers or stations.

2.9.34 Employees involved in a situation not covered by the rules, procedures, instructions, bulletins or notices shall use good judgment in selecting the best/safest course of action. Employees shall contact OCC as soon as possible.

2.9.35 Employees shall activate gong on approach and through all at-grade crossings.

2.9.36 Employees observing an unauthorized person(s) on the right of way or underground sections of the track shall:
   A. STOP;
   B. Sound audible signal;
   C. Contact OCC with the following information:
      1. Description of person(s)
      2. Location of person(s)
      3. Direction of travel
   D. When possible, inform trespasser(s) of hazard and ask them to safely vacate the right of way or board the train.

2.10 Emergency Equipment

2.10.1 Employees shall be familiar with the locations and proper use of Blue Light Telephone System in subways and tunnels.

2.10.2 Upon discovery of defective, damaged or missing emergency equipment, employees shall immediately notify OCC.

2.11 Medical Issues

2.11.1 Employees taking any prescribed medication that may impair judgment or ability to perform their duties shall not operate a rail vehicle or other SFMTA equipment.
2.11.2 Employees that operate rail vehicles shall maintain a valid California Class B Commercial Driver’s License with a “Passenger (P)” and a valid medical card.

2.12 Drugs and Alcohol

2.12.1 All safety-sensitive employees are subject to the provisions of the SFMTA’s Substance Abuse Policy and Procedures Handbook and must adhere strictly to its provisions.

2.12.2 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.

2.12.3 An Employee taking prescription and or over the counter medication that has a warning label that indicates the use of the drug may cause drowsiness or physical impairment, must obtain a signed note from a physician that the use of this drug(s) at the prescribed or authorized dosage is consistent with the safe performance of the employee’s safety sensitive duties. The employee must present this note to Division Dispatch or proper authority before performing safety-sensitive duties.

2.12.4 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.

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

2.12.6 Employees shall not enter places where intoxicants are sold while on duty, except in case of necessity or an emergency situation.

2.12.7 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 not permitted.

2.13 Training

2.13.1 An Employee shall not operate any equipment that he or she has not been trained and certified to operate.

2.13.2 Employees are required to attend training sessions as directed by their Immediate Supervisor or Superintendent.

2.14 Traffic Laws and Regulations

2.14.1 Employees must comply with the applicable rules and procedures related to rail operation, as well as applicable traffic ordinances and regulatory requirements of the State of California and the City and County of San Francisco.

2.15 Schedules

2.15.1 Operators shall not operate ahead of schedule except when authorized by proper authority.
2.15.2 Operators shall leave terminals as scheduled, unless authorized by proper authority.

2.15.3 Operators shall operate their trains in accordance with the current schedule except as necessary to address safety concerns.

2.15.4 Returning to the yard ahead of schedule is prohibited without authorization from proper authority.

2.15.5 Employees departing any yard or terminals late shall contact OCC.

2.15.6 Employees shall not leave any terminal or yard early, unless authorized by proper authority.

2.15.7 While on duty, all uniformed employees must carry a reliable watch that displays hours, minutes and seconds and is synchronized to official railway time.

2.16 Hours of Service

2.16.1 Safety-Sensitive Employees shall not be on duty more than twelve (12) consecutive hours nor shall a rail Operator be on duty more than twelve (12) aggregate hours over a period of sixteen (16) consecutive hours, except in the event of a declared emergency.

2.16.2 Any hours worked by safety-sensitive employees outside of the SFMTA must be logged against the hours of service for that day.

2.17 Routes

2.17.1 Deviating from established routes, or switching back before reaching the scheduled terminal, is prohibited, except when directed by emergency services personnel, proper authority or OCC. In all cases, OCC shall be notified.

2.17.2 Employees must not deviate from authorized pull in and pull out routes unless authorized by OCC or proper authority.

2.18 Relief

2.18.1 Relief shall be made only at designated locations per the schedule. Employees who miss scheduled relief shall contact Division Dispatcher or OCC immediately for instructions.

2.18.2 Rail Operators not relieved shall contact OCC immediately for further instructions.

2.19 Free Transportation List

2.19.1 Employees shall allow for free transportation as governed by the regulations for free transportation as follows:

A. Law Enforcement Officers (when in full uniform);
B. Office of Citizen Complaints (with valid ID);
C. Firefighters (when in full uniform);
D. Guide, signal and service Animals;
E. SFMTA employees and dependents (with valid ID);
F. Sisters of Charity

2.20 Smoking – Eating – Personal Items – Radios

2.20.1 Eating, drinking or smoking is not permitted at any time on the train, in stations or in SFMTA facilities or vehicles.

2.20.2 Reading material shall be kept packaged and out of sight at all times while vehicle is in motion.

2.20.3 Food, beverages and personal items shall be kept packaged and out of sight at all times.
2.20.4 Employees shall politely ask passengers to lower volume on sound devices.

2.20.5 Employees are not to use, text or read any electronic devices, or display or play personal radios, use headphones, cellular telephones or PDA devices including Bluetooth or wireless electronic devices at any time while operating a vehicle. All such devices must be turned off and out of sight at all times while operating a vehicle.

2.21 Fares
2.21.1 Employees shall make reasonable efforts to collect proper fare from each passenger.

2.22 Lost Articles
2.22.1 Employees shall properly tag all lost articles.
2.22.2 Tagged articles will be turned over to relief Operators until the vehicle is pulled in.
2.22.3 Pull-in Operators with lost articles shall immediately turn lost property over to the Dispatcher.
2.22.4 On vehicles with two-Operator crews, the Conductor will be responsible for turning in recovered lost property to the Dispatcher.
2.22.5 Recovered articles turned into an employee by a passenger shall have the name and address of the finder on the lost property tag.
2.22.6 After recovered lost property has come into possession of an employee, that employee shall not deliver the property to any person, other than another rail employee, except when authorized to do so by proper authority.
2.22.7 Employees recovering property valued at greater than $10 shall retain possession and radio or telephone OCC for instructions as soon as possible.

2.23 Tools or Equipment
2.23.1 Prescribed tools and equipment shall be used in a proper manner and for the intended purpose only.
2.23.2 All tools, equipment and materials shall not be placed where they present a hazard.
2.23.3 Employees shall have proper tools, equipment and supplies before starting work.
2.23.4 Upon the discovery of defective tools or equipment, employee shall not use the tools or equipment and shall report the defects to the proper authority.
2.23.5 Unauthorized use of any SFMTA tools, equipment and/or vehicles is prohibited.
2.23.6 Employees shall have knowledge of and be qualified to operate trains and other equipment as their duties may require.
2.23.7 All employee lockers and toolboxes shall have SFMTA approved padlocks only.
2.23.8 All employee lockers and toolboxes are subject to search without notice.

2.24 Restrooms
2.24.1 Employees shall not deface or damage any restroom facility.
2.24.2 Employees shall cooperate in keeping all restrooms clean and sanitary.
3. COMMUNICATIONS

3.1 SFMTA Radio System

3.1.1 Employees shall ensure radios are on at all times; volume is adjusted and set to the proper channel.

3.1.2 Employees shall ensure the channel is clear prior to transmitting.

3.1.3 Employees shall identify themselves by train number and location.

3.1.4 Unnecessary radio communication is prohibited. Communication shall be brief, businesslike and to the point.

3.1.5 Proper radio codes and phonetic alphabet shall be used at all times. Use of personal names is prohibited while transmitting over radio channels.

3.1.6 If radio communications are lost or equipment disabled, employees shall report promptly to the proper authority by alternate means as soon as possible.

3.1.7 Tampering with communication equipment is prohibited.

3.1.8 Employees shall not transmit obscene, profane false or deceptive messages.

3.1.9 Employees shall perform a radio check prior to starting their duties to ensure proper operation.

3.1.10 An Operator shall conduct radio communication on his or her assigned channel, unless otherwise directed by OCC or in the event of an emergency.

3.2 Emergency Priority – Code 33

3.2.1 Emergency conditions should be immediately reported to OCC.

3.2.2 On handheld radios, emergency radio transmission should be in the following manner: “Emergency!” followed by identification, location and reason for transmission.

3.2.3 In the event of an emergency, Train Operators must press the Priority Put to Talk (PTT) button to call OCC.

3.2.4 Communications involving emergencies shall have the highest priority.

3.2.5 Upon hearing a Code 33 from OCC, Operators shall refrain from using the radio unless called by OCC or making another emergency transmission.

3.3 Communication Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>700</td>
<td>In service</td>
</tr>
<tr>
<td>701</td>
<td>Out of service</td>
</tr>
<tr>
<td>702</td>
<td>Personal necessity</td>
</tr>
<tr>
<td>703</td>
<td>Out of service at home</td>
</tr>
<tr>
<td>704</td>
<td>Receiving poorly</td>
</tr>
<tr>
<td>705</td>
<td>Not out</td>
</tr>
<tr>
<td>706</td>
<td>Late pull out</td>
</tr>
<tr>
<td>707</td>
<td>Rendezvous</td>
</tr>
<tr>
<td>708</td>
<td>Media on scene</td>
</tr>
<tr>
<td>709</td>
<td>Repeat last transmission</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>710</td>
<td>Telephone number given</td>
</tr>
<tr>
<td>711</td>
<td>Proceed or proceeding to location given</td>
</tr>
<tr>
<td>712</td>
<td>Arrived on scene</td>
</tr>
<tr>
<td>713</td>
<td>All clear</td>
</tr>
<tr>
<td>714</td>
<td>Return to last assignment</td>
</tr>
<tr>
<td>715</td>
<td>Cancel last assignment</td>
</tr>
<tr>
<td>716</td>
<td>Request for shuttles</td>
</tr>
<tr>
<td>717</td>
<td>Recovered vehicle, specify (stolen or abandoned)</td>
</tr>
<tr>
<td>718</td>
<td>Vehicle accident (property damage only)</td>
</tr>
<tr>
<td>719</td>
<td>Vehicle accident (personal injury)</td>
</tr>
<tr>
<td>720</td>
<td>Abandoned vehicle</td>
</tr>
<tr>
<td>721</td>
<td>Stolen vehicle</td>
</tr>
<tr>
<td>722</td>
<td>Fire or fire equipment</td>
</tr>
<tr>
<td>723</td>
<td>Line delay</td>
</tr>
<tr>
<td>724</td>
<td>Pedestrian collision</td>
</tr>
<tr>
<td>725</td>
<td>Fall on board</td>
</tr>
<tr>
<td>726</td>
<td>Fall alighting/ boarding (specify)</td>
</tr>
<tr>
<td>727</td>
<td>Wheelchair</td>
</tr>
<tr>
<td>728</td>
<td>Wheelchair with a disabled passenger</td>
</tr>
<tr>
<td>729</td>
<td>Terrorist threat</td>
</tr>
<tr>
<td>730</td>
<td>Bomb threat</td>
</tr>
<tr>
<td>731</td>
<td>Disabled vehicle</td>
</tr>
<tr>
<td>732</td>
<td>Derailed LRV, streetcar, or Cable Car</td>
</tr>
<tr>
<td>743</td>
<td>Fight on board</td>
</tr>
<tr>
<td>744</td>
<td>Intoxicated operator/passenger</td>
</tr>
<tr>
<td>745</td>
<td>Altercation operator/passenger (verbal or physical)</td>
</tr>
<tr>
<td>746</td>
<td>Juvenile disturbance</td>
</tr>
<tr>
<td>747</td>
<td>Operator assaulted</td>
</tr>
<tr>
<td>749</td>
<td>Open feeder (specify feeder #)</td>
</tr>
<tr>
<td>750</td>
<td>Overhead problem</td>
</tr>
<tr>
<td>751</td>
<td>Propulsion/no forward motion</td>
</tr>
<tr>
<td>752</td>
<td>Coupler</td>
</tr>
<tr>
<td>753</td>
<td>Pantograph</td>
</tr>
<tr>
<td>755</td>
<td>Dead tow/push</td>
</tr>
<tr>
<td>756</td>
<td>No power</td>
</tr>
<tr>
<td>757</td>
<td>Trolley pole (specify problem)</td>
</tr>
<tr>
<td>758</td>
<td>Retriever</td>
</tr>
<tr>
<td>759</td>
<td>Trolley rope</td>
</tr>
<tr>
<td>760</td>
<td>Trolley shoes</td>
</tr>
<tr>
<td>763</td>
<td>Brakes</td>
</tr>
<tr>
<td>733</td>
<td>Code 33 Clear communications-emergency in progress</td>
</tr>
<tr>
<td>740</td>
<td>Code 100 Silent alarm</td>
</tr>
<tr>
<td>741</td>
<td>Code 101 Serious Accident, Police/Emergency Response Needed</td>
</tr>
<tr>
<td>742</td>
<td>Code 800 Alleged insane person</td>
</tr>
</tbody>
</table>
4. OPERATING RULES

4.1 Reporting For Duty – Rail Operators

4.1.1 Rail Operators must report for duty at a designated time no later than their scheduled start time.

4.1.2 Rail Operators reporting for duty must have the assigned equipment to perform their work assignment.

4.1.3 The daily register must be signed in the proper place by all Rail Operators who report to their divisions.

4.1.4 Rail Operators shall report in person to the Dispatcher when going on or off duty.

4.1.5 Rail Operators shall report in proper uniform.

4.1.6 Rail Operators reporting for duty shall have the following items in their immediate possession:
   A. SFMTA Rail Rule Book
   B. Valid Class B-P California Driver’s License
   C. Valid Medical Card
   D. Valid VTT Card
   E. Transit Vehicle Keys

4.1.7 Rail Operators reporting sick by telephone shall notify their Division Dispatcher at least forty five (45) minutes prior to their scheduled reporting time.

4.1.8 Rail Operators reporting sick in person shall request to be placed on the sick book at least fifteen (15) minutes prior to their scheduled reporting time.

4.1.9 Rail Operators returning to work from sick leave of five (5) days or less shall notify the Division Dispatcher before 12:30 p.m. the day prior to returning to work.

4.2 Operator’s Documents

4.2.1 Employees are required to maintain a valid California Driver’s License, with proper class and endorsement, as required by classification and report all changes/condition.

4.2.2 Operators are required to carry the current Rail Rule Book, a valid VTT card and a valid Medical Card while on duty.

4.3 Absent Without Leave (AWOL)

4.3.1 Rail Operators who are 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 forty-five (45) minutes 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 forty-five (45) minutes 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 Rail Operators must report for duty no later than the times indicated on schedules or detail lists, unless absent with
proper authorization. Failure to report as required will be considered AWOL.

4.4 Timepieces (Watches)
4.4.1 Approved watches must be synchronized with official railway time at the division or through Central Control.

4.5 Preparatory Duties – Rail Operators
4.5.1 Operators scheduled for vehicle pullout shall first check bulletin board, pick up outfit and check location of assigned vehicle.
4.5.2 No rail vehicle shall be taken from the yard without proper authority.
4.5.3 Prior to placing rail vehicles in service, employees shall perform a pre-operational inspection.
4.5.4 Employees shall notify shop personnel of defects discovered in the pre-operational inspection affecting proper operation of the vehicle before putting the vehicle in service.
4.5.5 All vehicles shall be pulled out in accordance with the current schedule.
4.5.6 Rail Operator outfits shall be properly passed on at the time of relief.
4.5.7 All rail vehicles and cable cars shall operate in service from pull-out to pull-in unless authorized by proper authority.

4.6 Lights
4.6.1 All rail revenue vehicles, except cable cars, shall operate with headlights ‘on’ at all times.
4.6.2 Employees shall operate with interior lights on at all times, except cable cars.

4.7 Equipment Status
4.7.1 Operators shall not alter, change or interfere with the normal intended function of any device without permission from proper authority.
4.7.2 Rail vehicle systems and safety devices shall not be bypassed, circumvented or disabled without authorization from proper authority.
4.7.3 Employees shall report broken seals to shop personnel and OCC immediately.
4.7.4 Operators must not cut out or bypass any vehicle function, or change operating modes without approval from OCC.

4.8 Student Employees
4.8.1 Student employees shall not operate any SFMTA equipment unless authorized by proper authority.

4.9 Defect Cards
4.9.1 Defect cards shall be completed by Rail Operators for each vehicle assigned for each shift worked.
4.9.2 Rail Operators shall ensure that defect cards are included in their outfit for pullout runs.
4.9.3 All Rail Operators, including those making reliefs, shall properly complete a defect card.
4.9.4 When pulling into divisions, Rail Operators shall turn in completed defect cards to shop personnel at the pull-in gate.
4.9.5 Employees shall document any/all defects and/or damage on the defect card. For Pullout Operators, a check for defects and/or damage shall be performed before leaving the yard.
For Relief Operators, a check for defects and/or damage shall be performed at the designated relief point or at the first terminal.

4.10 Operations Control Center Notification

4.10.1 Employees shall immediately notify OCC of any unsafe operating condition.

4.10.2 Employees shall immediately notify OCC when leaving the train to inspect on or around the vehicle for any unusual conditions.

4.10.3 Employees shall immediately notify OCC when any difficulty occurs which disrupts scheduled or causes a delay.

4.10.4 Employees shall notify OCC when crowding conditions restrict boarding additional passengers.

4.10.5 Employees shall request authorization from OCC prior to performing any mode change in ATCS territory, with the exception of entry and exit portal procedures at the following locations:
   A. Sunset Tunnel East;
   B. Sunset Tunnel West;
   C. West Portal;
   D. Duboce Portal;
   E. Ferry Portal

4.11 Reports – Non-Accidents

4.11.1 Employees shall complete the proper report forms to document any unusual occurrences. If unclear, see proper authority for direction.

4.12 Stopping For Passengers

4.12.1 Employees shall stop at all designated stops where passengers are waiting.

4.12.2 Stopping to allow passenger boarding and alighting at non-designated stops is strictly prohibited.

4.12.3 Employees shall request that all passengers stand behind the yellow safety line.

4.13 Assisting Passengers with Special Needs – Americans with Disabilities Act

4.13.1 Operators must always announce all stops and at intervals along a route sufficient to permit individuals to be oriented to their location.

4.13.2 Operators must announce their route and destination at all stops served by multiple lines or destinations.

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

4.13.4 Operator shall ask passengers to yield seats in the securement area for passengers in wheelchairs.

4.13.5 Operators shall ask passengers to yield the forward seats to persons with disabilities and seniors.

4.13.6 Employees shall stop for all customers intending to board at designated ADA boarding locations.

4.14 Speed

4.14.1 Employees shall at all times operate at a safe speed that is consistent with weather; visibility; road and track conditions; traffic and traffic signal indications. In no event should an em-
ployee operate at a speed which would endanger the safety of persons or property.

4.14.2 Employees shall be prepared to stop short of any person, object or obstruction within range of their vision. When in doubt, STOP and contact OCC for further instructions.

4.14.3 Employees shall always maintain control of the vehicle, train, streetcar or cable car based on current weather, visibility, road or track conditions by utilizing defensive driving techniques.

4.14.4 Employees shall operate at the most restricted speed whenever conflicting maximum speed indications exist.

4.14.5 In manual operations, the speed shall be regulated in the subway and tunnel, to ensure the Operator’s range of vision is greater than the stopping distance of the train.

4.14.6 Employees shall reduce speed entering intersections, curves or operating within yard.

4.14.7 Employees shall not exceed 3 mph in curves, maintaining 3 mph until the entire train is established on tangent track.

4.14.8 Trains passing over ATCS entry or exit loops shall not exceed 10 mph until the entire train has passed over them.

4.14.9 Employees shall never allow the train to roll back, utilizing the Full Service Brake or Emergency Brake, if necessary, to prevent rolling back.

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

4.15 Maximum Authorized Speeds

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

<table>
<thead>
<tr>
<th>Rail Vehicles</th>
<th>Location</th>
<th>Maximum Authorized Speed (mph)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curves</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Shop</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Yard Straight Track</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Switches:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Surfaces</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>• Subway (Castro Crossover Move)</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>• Yard</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Restricted Speed (subway and tunnel)</td>
<td></td>
<td>Not to exceed 10 mph</td>
</tr>
<tr>
<td>Subway Crossover Move:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Van Ness &amp; West Portal</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Pushing or towing:</td>
<td></td>
<td>Restricted Speed</td>
</tr>
<tr>
<td>• Surface</td>
<td></td>
<td>Restricted Speed</td>
</tr>
<tr>
<td>• Subway</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Station RunThrough Manually:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Surface</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>• Subway</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Carwash</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Special Overhead</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>
4.16 Yard Operations

4.16.1 Rail Maintenance shall have absolute authority within yard limits.

4.16.2 Employees shall operate safely in the yard and be prepared to stop short of all rail vehicles, persons, obstructions, improperly aligned switches and track defects.

4.16.3 Rail vehicles are to be stored and secured with brakes applied, emergency button depressed and doors and windows locked.

4.16.4 LRVs on grades or with inoperative brakes shall be stored with at least one wheel chocked on the front truck in the downhill direction.

4.16.5 Switches, tracks, roadways and walkways shall not be fouled when storing LRVs or equipment.

4.16.6 Train Operators are responsible for observing switch points and shall not operate trains through any switch observed to have open points or damage to track work. If unsure of the switch position or condition, contact Rail Maintenance for instructions.

4.16.7 Rail vehicles with a broken bypass switch seal shall not be moved unless authorized by vehicle maintenance personnel.

4.16.8 Employees shall not move a vehicle marked with a Blue Light/Flag without authorization from the proper authority.

4.17 Shop Operations

4.17.1 Vehicle Maintenance Supervisor, or designee, shall have absolute authority over all track and train movements within shop limits.

4.17.2 Shop doors shall be fully opened prior to operating trains into or out of shop buildings.

4.17.3 Employees operating rail vehicles in shops shall inspect trains and inform other employees in proximity of the train prior to movement within shop limits.

4.18 Mainline Operations

4.18.1 OCC shall have absolute authority over mainline operations.

---

**PCCs and Historics:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Maximum Authorized Speed (mph)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yard Switches</td>
<td>3</td>
</tr>
<tr>
<td>Surface Tracks</td>
<td>25</td>
</tr>
<tr>
<td>Surface Curves</td>
<td>3</td>
</tr>
<tr>
<td>Surface Switches</td>
<td>3</td>
</tr>
<tr>
<td>Shop</td>
<td>3</td>
</tr>
<tr>
<td>Inbound San Jose from Tingley to entrance of right of way</td>
<td>Maximum Posted Speed Limits</td>
</tr>
<tr>
<td>Between 18th St. and 22nd St.</td>
<td>10</td>
</tr>
<tr>
<td>Between Don Chee Way and Broadway</td>
<td>5</td>
</tr>
<tr>
<td>Right of Way on the Embarcadero</td>
<td>Maximum Posted Speed Limits</td>
</tr>
</tbody>
</table>
4.18.2 The mainline consists of all alignments outside of yard limits.

4.18.3 In ATCS Territory, Train Operators shall operate in ATCS mode unless authorized by OCC.

4.18.4 Trains operating on mainline track shall display white headlights to the front and red tail lights to the rear with respect to the direction of travel.

4.18.5 When operating in manual or street mode, Train Operators shall operate trains on sight at all times and shall be prepared to stop within the range of vision. Changes in the range of vision shall be anticipated with appropriate speed reductions.

4.18.6 Train Operators shall accelerate and brake trains smoothly, so as to provide a comfortable ride and avoid any unnecessary stress to equipment.

4.18.7 Train Operators shall not pass pedestrians standing in between tracks.

4.18.8 Emergency stops shall be reported to OCC immediately.

4.18.9 Train Operators shall ensure the proper destination sign is displayed at all times.

4.18.10 Train Operators shall not change designated direction of train movement without authorization from proper authority.

4.18.11 Train Operators shall not back trains except when directed by proper authority and only with proper hand signal or when necessary to uncouple.

4.18.12 Employees utilizing the backup controller on an equipped vehicle must be under the direction of a flagger.

4.18.13 Train Operators shall not allow anyone in operating cab at any time without prior authorization from OCC and a valid cab pass.

4.18.14 Employees shall not ride in a non-operating cab of any train unless authorized by OCC.

4.18.15 Train Operators shall not be permitted to by-pass station stops while operating a train that is not in revenue service without permission of OCC.

4.18.16 When authorized by the schedule or OCC, Train Operators shall not exceed 10 mph when bypassing station stops, and must sound the gong until clear of the station platform.

4.18.17 Full stops must be made at all subway stations and surface elevated platform stops at all times, unless authorized by proper authority.

4.18.18 Trains passing through a station without lighting must travel at a restricted speed and sound the gong until clear of the station platform.

4.18.19 Rail Operators shall not discharge any passengers at a station where there is insufficient lighting.

4.18.20 Rail Operators approaching occupied passenger stops must sound the gong on approach and adjust their speed based on road and weather and track conditions, while being alert for unexpected pedestrian movement or other potential hazards.

4.18.21 Employees shall immediately report any unauthorized passenger egress from a train to Central Control.
4.19 Coupling/Uncoupling
4.19.1 Employees must use care in coupling and uncoupling cars on mainline or yard tracks to avoid injury or damage.
4.19.2 Cars shall not be coupled/uncoupled in the subway/tunnel or other alignments unless authorized by OCC.
4.19.3 A full safety stop shall be completed within three feet of the couplers.
4.19.4 Vehicle speed shall not exceed 5 mph prior to the safety stop.
4.19.5 Coupling and uncoupling shall be avoided on a curve track.
4.19.6 Coupling or uncoupling of cars over switches is STRICTLY PROHIBITED.
4.19.7 Prior to coupling/uncoupling, care must be taken to ensure that car/cars coupling to or uncoupling from are properly secured and that persons in or about such cars are notified.
4.19.8 Personnel must never stand between car/cars that are being coupled or uncoupled.
4.19.9 Employees shall not climb on, over or under the couplers. Any car may move at any time.

4.20 Switches and Crossovers
4.20.1 When operating on surface alignment over facing point switches, speed shall not exceed 3 mph until the rear of the train has cleared the switch points.
4.20.2 Employees are prohibited from reversing direction of a train over a switch.
4.20.3 Employees shall not change position of any Mainline switches unless authorized by OCC.
4.20.4 Train Operators are responsible for observing switch points and shall not operate through switches where it is observed that points are open or the track work is damaged or broken. Contact OCC for instructions.
4.20.5 Manual sanding is prohibited over switches except in an emergency.

4.21 Passing a Stop Indication
4.21.1 When required to pass interlocking aspects within ATCS territory displaying stop indication, authorization must be received from OCC with a read back.
4.21.2 Upon authorization to proceed, Train Operator shall stop at each facing and trailing switch point governed by the signal and observe switches are properly aligned for intended move.
4.21.3 Train Operators shall immediately stop and notify OCC if their train passes an aspect indicating stop without authorization.

4.22 Wayside Protected Areas
4.22.1 Work on or about tracks within ten (10) feet of centerline shall not be performed without work zone protection and proper authorization from OCC.
4.22.2 Personnel engaged in work activities on or about the tracks shall be alert to train movement at all times and from any direction.
4.22.3 Personnel working on or within fifteen (15) feet of the tracks shall wear approved high visibility protective vests.

4.22.4 Personnel working as flaggers shall have appropriate flagging appliances and shall keep them in working order and ready for immediate use.

4.22.5 Work zone shall be protected by flags or lights in accordance with standard operating procedure.

4.22.6 Train Operators shall be familiar with and obey all flagging rules and procedures.

4.22.7 Train Operators shall proceed with caution upon receiving a proceed signal from the flag person.

4.22.8 Train Operators shall acknowledge by sounding gong or bell as established by the rules.

4.22.9 Train Operators shall resume normal speed after passing the resume speed indication three hundred (300) feet past the work area.

4.23 Simple Approval

4.23.1 All Employees performing short-term work along the right of way, or overhead work for trolley wire that does not require the establishment of a work zone or a Reduced Speed Zone, must obtain approval from OCC before entering the right of way or setting up within the normal operational lane of a trolley line. The location of work area will be communicated to OCC. Personnel assume full responsibility for their own protection. Simple approval will be renewed through contact with OCC at 30-minute intervals.

4.23.2 OCC will notify all transit vehicles that may operate in the area of personnel working under simple approval rules.

4.23.3 Personnel shall notify OCC when simple approval is completed and they have cleared the right of way.

4.24 Rail Vehicle Spacing

4.24.1 Trains operating on surface tracks shall maintain a safe distance of at least 250 feet from the proceeding train, except at terminals and when pulling into the yard limits.

4.24.2 Additional spacing separation may be required as appropriate for speed, weather and visibility.

4.25 Leaving Vehicles

4.25.1 Employees shall not leave any light rail vehicle, PCC, historic vehicle or cable car unattended without authorization from OCC, except in cases of emergency.

4.25.2 If necessary to leave vehicle unattended, Operator shall immediately contact OCC and properly secure train.

4.25.3 Employees shall contact OCC prior to performing an inspection of train while on right of way.

4.25.4 Employees scheduled to be relieved shall not leave their assigned vehicle until properly relieved.

4.25.5 When leaving rail vehicles unattended, the Operator must close all doors and cab window after all passengers have alighted.

4.26 Train Doors

4.26.1 Rail vehicles shall be properly positioned so that the doors are clear of any defect on the platform, island or pavement.
4.26.2 A train door shall only be opened when the train comes to a complete stop.

4.27 **Train Steps**

4.27.1 Rail Operators shall ensure that the steps are at the proper level and the correct doors are activated for each passenger stop.

4.27.2 Rail Operators shall not open the doors if the stepwell warning lights are flashing.

4.27.3 Operators must announce step movements over the Public Address (PA) system prior to activation.

4.28 **Rail Vehicle Cab Security**

4.28.1 Non-operating cabs shall:

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

4.28.2 Mirrors in the active cab must be adjusted properly.

4.29 **Stopped on an Incline**

4.29.1 Rail vehicles shall not be held on an incline using propulsion power.

4.30 **Emergency Stops**

4.30.1 Employees shall report all emergency stops to OCC.

4.30.2 Employees shall ascertain the reason for any passenger emergency stop application before resetting the button or switch.

4.30.3 Following a system-activated emergency brake application, the employee shall contact OCC for authorization to clear the emergency brake.

4.31 **Audible Signals**

4.31.1 Employees are to sound the gong/bell on the surface when entering intersections or approaching platforms, passenger islands or pedestrians.

4.31.2 Employees shall sound two (2) gongs/bells whenever making a proceed move.

4.31.3 Employees shall sound gong/bell as required for warning.

4.31.4 Unnecessary horn or gong signals are prohibited.

4.31.5 Defective horns or gong equipment shall be reported to OCC or proper authority immediately.

4.31.6 Electric car horns may be used in emergency situations only.

4.31.7 Operators shall continuously sound the horn to signal an emergency condition exists on or about the train.

4.31.8 Employees shall use the following audible signals:

<table>
<thead>
<tr>
<th>Audible Signal</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Short Signals</td>
<td>Before moving forward and to acknowledge a “proceed”, “STOP” or “reduce speed” hand signal.</td>
</tr>
<tr>
<td>Three Short Signals</td>
<td>Before moving backward or uncoupling.</td>
</tr>
<tr>
<td>Four Short Signals</td>
<td>Request for a hand signal.</td>
</tr>
</tbody>
</table>
4.32 Automatic Speed Control (ASC) or CABs Mode

4.32.1 In case of a failure of the automatic speed control or a CABs Mode, OCC must be notified immediately and the Rail Operator will be governed by OCC's instructions.

4.32.2 Employees operating a vehicle with non-functioning ATCS speed control or CABs Mode shall operate on sight, not to exceed 15 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 the Sunset Tunnel.

4.32.3 In ATCS territory, Rail Operators must be alert for hazards or obstructions and shall take any actions necessary to avoid them.

4.32.4 Employees shall operate at a speed not to exceed 25 mph, operating on-sight, in the event a failed entry has occurred upon entering ATCS Territory.

4.33 LRV Automatic Speed Control

4.33.1 Rail Operators of an ATCS vehicle in manual mode must not exceed the speed issued by OCC and obey.

4.33.2 Any moves at Embarcadero, inbound and out bound at Duboce junction and straight moves at Van Ness, Castro and West Portal under NCT must be made at restricted speed or less and only upon order of OCC or proper authority. Employees operating a vehicle with non-functioning ATCS or CABs Mode speed control shall operate on sight, not to exceed 25 mph or exceed 3 mph while any part of the train is in a turnout or crossover at Van Ness, West Portal or in the west end of the Sunset Tunnel.

4.33.3 Employees must monitor all cab warning and indicator systems. In the event of abnormal operating conditions or indications, Employees should be prepared to stop the train. OCC must be immediately notified and appropriate action taken.

4.34 Rail Operations Mandatory Stops

4.34.1 Rail Operators shall make mandatory stops at the following locations:

A. At locations where there is a solid yellow bar between rails with a XX on the near side;
B. At designated passenger stops when stop request is activated;
C. At designated passenger stops verbally requested by passengers;
D. At designated passenger stops where patrons are waiting to board;
E. At all locations where signs, signals, flags and/or hand signals indicate a stop is required;
F. At all high-level platform stations.

4.35 Manual Operation of Switches

4.35.1 Employees shall verify the correct alignment of all switches before proceeding over any switch.

4.35.2 Employees shall ensure that cranks or disabling rods must be left in the switch machines until the crossover move is completed for switches in the subway.

4.35.3 Employees shall ensure that 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).

4.35.4 Employees shall ensure that all switches used in the crossover move are returned to the normal position after the completion of the move.

4.35.5 Employees shall ensure that all switches in the area not governed by signals have a disabling rod or switch crank prior to making any moves over them.

4.35.6 Employees shall ensure that 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.

4.36 Passing Another Train

4.36.1 Employees shall not exceed 5 mph in an intersection curve until a train has passed the end of the curve section, which is indicated by street markings adjacent to the left running rail.

4.36.2 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.

4.36.3 Employees shall not proceed when another train has started its move through a curve until the rear of the passing train has cleared the back of the held-train before proceeding. This rule applies 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.

4.37 Sweep/Inspection Train

4.37.1 Employees on a sweep/inspection train shall ensure that there are no obstructions or unsafe conditions that would affect the safe movement of trains.

4.37.2 Employees shall request authorization from OCC prior to entering the subway and tunnel, and adjust their operation according to conditions.

4.37.3 Sweep trains will operate in manual mode for the entire sweep of the subway. Speed will be governed by conditions or directions from OCC.

5. SIGNALS AND SIGNS

5.1 Hand Signals

5.1.1 Hand signals shall be given by hand. White light shall be used during hours of darkness, in underground sections or when required by poor visibility.

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 and audibly request a signal.

5.1.5 A LRV or vehicle must not proceed on any signal given by a red flag, light or object.

5.1.6 Employees must acknowledge receiving a hand signal by sounding a gong or bell and perform the action indicated by the hand signal.
5.2 Wayside Signals

5.2.1 Employees shall be governed by multi-aspect signals, single-aspect signals, sequential signals, station entering signals and crossbucks for safe operation.

5.2.2 Employees shall stop and notify OCC of any signal improperly displayed, dark signal or absence of a signal and be governed by OCC instructions.

5.2.3 Employees shall stop trains short of a “STOP” indication at interlocking signals and not move trains until a “proceed” indication is displayed. If STOP indication failed to change to a proceed indication after two minutes, contact OCC.

5.2.4 Employees shall not change position of interlocking switches unless authorized by OCC.

5.2.5 Employees are responsible for observing switchpoints and shall not operate through switches where it is observed that points are open or the track work is damaged or broken.

5.2.6 Employees shall not exceed maximum operating speed over switches.

5.3 Compliance with Tunnel and Subway Signals

5.3.1 While in manual mode in the Twin Peaks Tunnel and MUNI Metro Subway, rail employees shall comply with all signal indications.

5.3.2 All Employees shall stop at dark or improperly displayed signals and immediately contact OCC for instructions.

5.3.3 All Employees shall comply with signals if in conflict with station entering signs.

5.1.7 The following illustrate proper hand signals:

<table>
<thead>
<tr>
<th>Rule</th>
<th>Signal</th>
<th>Aspect</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1</td>
<td><img src="image1.png" alt="Signal Image" /></td>
<td>Swing horizontally across the body.</td>
<td>STOP</td>
</tr>
<tr>
<td>1.1.2</td>
<td><img src="image2.png" alt="Signal Image" /></td>
<td>Slight vertical movement at arm’s length at right angle to whom signal is being given.</td>
<td>REDUCE SPEED</td>
</tr>
<tr>
<td>1.1.3</td>
<td><img src="image3.png" alt="Signal Image" /></td>
<td>Raised and lowered vertically, in the direction of the vehicle operator.</td>
<td>PROCEED FORWARD</td>
</tr>
<tr>
<td>1.1.4</td>
<td><img src="image4.png" alt="Signal Image" /></td>
<td>Swing vertically in a circle at half arm’s length across the body, below the shoulder.</td>
<td>MOVE BACKWARD</td>
</tr>
</tbody>
</table>
5.4 Compliance with Signals in the MMT

5.4.1 MMT (Muni Metro Turnaround) signals work on the same principles and use the same colors as those signals from West Portal to Embarcadero. Several signals, such as T14 and T22, control switches which allow for movement in three directions- straight, diverge left and diverge right.

5.4.2 Upon failed entry into ATCS territory, the Operator shall operate at a maximum of 25 MPH, obey all signals and lights, confirm switch aligned for move and never enter into a platform occupied by another train.

5.4.3 At any surface interlockings, employees shall not proceed unless both a white directional bar and a circular white signal (Lunar White) are displayed.
5.5 Automatic Train Control – Wayside Signals
5.5.1 When the train is in ATCS control, the signals will display the following:

5.6 Red Over Red – Conflicting/Dark Signals
5.6.1 Employees shall stop their trains before the coupler crosses the “Stop Here on Red” sign and shall not proceed when a signal displays a red-over-red indication.
5.6.2 Employees shall not proceed until a “Proceed” signal is displayed or OCC authorizes movement past the red-over-red signal indication.
5.6.3 Employees shall not proceed on an improperly displayed or dark signal, and shall contact OCC for further instructions.

5.7 Lunar White Signal
5.7.1 Lunar White Signals are displayed with a white letter “A” in ATCS Territory.

5.8 Stop Here on Red Sign
5.8.1 Employee shall stop train before the coupler crosses the “Stop Here on Red” signal when a red-over-red wayside aspect is displayed.

5.9 ‘E’ Marker
5.9.1 When entering ATCS Territory, employees shall not exceed 10 mph until the entry process is complete.
A. Prior to moving past the ‘E’ Marker and in full service brake, the employee must ensure that the train’s VOBC is active when it is reset.
B. The Driver Display Unit (DDU) message sequence will be “Street Mode, ATCS failed, Dotted Line…, Cutout Mode, and then return to Street Mode”

5.10 Subway Signal Diverge Moves
5.10.1 Employees shall not exceed more than 3 mph on diverge moves over Van Ness and West Portal crossovers.
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 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 Employees shall STOP and immediately notify OCC when a signal is out of order, has one or both lights out or if the ATCS aspect is not visible.
5.12 Manual Movements Through Interlockings

5.12.1 When authorized to proceed through interlocking switches, in the absence of a functional ATCS or Wayside Signal System, proper route must be set and disabling rods (cranks) must be fully inserted into the switch machines.

5.13 Surface Signals at 4th and King

5.13.1 All Employees shall comply with the following signal aspects at the 4th and King crossover (Signals K5, K6, K7 and K8):

5.13.2 Signal K11 has the following aspects:
5.13.3 At Signal 11, Operators will comply with the following:

Proceed only when a solid lunar white, a lunar “T,” and a directional bar are displayed together with a solid lunar white and directional bar from Signal 6.

5.14 Signage

5.14.1 Employees shall obey all wayside and applicable traffic signs.

5.14.2 Employees shall be responsible for the proper display of all signs on the train.

5.14.3 Employees shall properly set all destination signs, train or run numbers, thumbwheels and radio displays.

5.14.4 Employees of light rail vehicles, PCCs or historic vehicles shall not display the “Not in Service” Sign, except when authorized by proper authority.

5.14.5 Employees shall not change destination signs for the opposite direction until they are within two (2) blocks of the terminal.

5.14.6 Employees shall not adjust sign controls while the vehicle is in motion.

5.14.7 Employees shall ensure that all signs are properly set and displayed before loading at terminals.

5.15 Signs, Aspects and Indications

<table>
<thead>
<tr>
<th>Rule</th>
<th>Sign</th>
<th>Aspect</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1</td>
<td>Light On</td>
<td>Illuminated Curve Clear Sign</td>
<td>When sign is illuminated proceed through curve cautiously</td>
</tr>
<tr>
<td>1.1.2</td>
<td>Light Off</td>
<td>Dark Curve Clear Sign</td>
<td>STOP Assume curve is occupied. If sign fails to illuminate within 30 seconds, notify OCC</td>
</tr>
<tr>
<td>1.1.3</td>
<td>BEGIN ATCS</td>
<td>Begin Advanced Train Control System</td>
<td>All rules and instructions pertaining to ATCS are in effect. Trains with an ATCS failure or ATCS cut-out must notify OCC before proceeding</td>
</tr>
<tr>
<td>1.1.4</td>
<td>END ATCS</td>
<td>End Advanced Train Control System</td>
<td>Driver display unit (DDU) message is ‘Exit ATCS.’ Proceed cautiously at no more than 10 mph. When ‘Street Mode’ is displayed, surface rules apply</td>
</tr>
<tr>
<td>Rule</td>
<td>Sign</td>
<td>Aspect</td>
<td>Indication</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1.1.5</td>
<td></td>
<td>Spotting</td>
<td>Position vehicle in manual mode and subway for clearing curves and switches</td>
</tr>
<tr>
<td>1.1.6</td>
<td></td>
<td>Control</td>
<td>Position vehicle in manual mode</td>
</tr>
<tr>
<td>1.1.7</td>
<td></td>
<td>Setting</td>
<td>Position vehicle to set a sequential switch</td>
</tr>
<tr>
<td>1.1.8</td>
<td></td>
<td>Mandatory</td>
<td>Mandatory electric car stop on surface and yard</td>
</tr>
<tr>
<td>1.1.9</td>
<td></td>
<td>Breaker</td>
<td>LRV breaker at junction of two overhead wire sections</td>
</tr>
<tr>
<td>1.1.10</td>
<td>Breaker</td>
<td></td>
<td>Streetcar Breaker</td>
</tr>
<tr>
<td>1.1.11</td>
<td>ATCS</td>
<td>Entry Point</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rule</th>
<th>Sign</th>
<th>Aspect</th>
<th>Indication</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.12</td>
<td>SPEED LIMIT</td>
<td>10 MPH</td>
<td>Speed Limit Sign</td>
</tr>
<tr>
<td>1.1.13</td>
<td>ACCESSIBLE</td>
<td></td>
<td>Control stopping points for ADA ramps.</td>
</tr>
<tr>
<td>1.1.14</td>
<td></td>
<td>Vetag Loop</td>
<td>Control location for activation of switch or traffic light</td>
</tr>
<tr>
<td>1.1.15</td>
<td></td>
<td></td>
<td>Curve clearance warning – Black lettering on Yellow Background</td>
</tr>
<tr>
<td>1.1.16</td>
<td></td>
<td>Beam</td>
<td>Depression Beam at that Location</td>
</tr>
</tbody>
</table>

SFMTA RAIL RULEBOOK
6. **Coordinating with Passengers**

6.1 **Passenger Restrictions**

6.1.1 Employees shall not allow passengers to ride vehicles into the yard unless authorized by proper authority.

6.1.2 Employees shall make reasonable efforts to prevent passengers from engaging in activities prohibited by law.

6.1.3 Employees shall not permit passengers to interfere with the safe operation of rail vehicles.

6.1.4 Employees shall politely ask passengers to stop offensive or unruly conduct.

6.1.5 Employees shall immediately notify OCC of any passengers being assaulted.

6.1.6 Employees shall immediately contact OCC when passengers request for assistance.

6.1.7 Employees shall make reasonable efforts under the circumstances to obtain pertinent information of victims and/or witnesses for incidents occurring onboard their vehicle.

6.1.8 Employees shall obtain description of any person(s) committing disruptive behavior, vandalism or assault.

6.1.9 Eating, drinking, smoking, radio playing or open containers are not permitted at any time on the train or in stations.

6.2 **Requesting Passenger to Alight Vehicle**

6.2.1 Employees shall stop at a designated stopping place prior to requesting a passenger to alight the vehicle.

6.2.2 Employees shall request passengers to discontinue quarreling, fighting, indecent actions or using profane language prior to requesting passengers to alight the vehicle. Employees are to immediately contact OCC if passenger refuses to cease the disruptive behavior.

6.2.3 Employees shall not forcibly remove any passenger from rail vehicles.

6.2.4 Employees shall immediately notify OCC upon observing a disturbance on train, station area or other SFMTA property.

6.3 **Passenger Notification**

6.3.1 In surface operation, in the event of delays greater than one (1) minute, employees shall make announcements advising passengers of the cause and when train operations will resume.

6.3.2 In subway or tunnel operations, if train service is stopped and delayed for more than twenty (20) seconds, announcements shall be made acknowledging the inconvenience and, if known, the cause and when train operations will resume. Announcements shall be made every minute until train operation resumes.

6.3.3 Unauthorized Public Address (PA) announcements shall not be made.

6.3.4 Employees shall contact OCC and advise passengers to remain on board the train with the doors closed in the event that a train becomes disabled between subway stations.

6.3.5 In non-emergency situations, employees shall contact OCC to obtain authorization for passenger evacuation between subway stations or along the right of way.

6.3.6 Employees shall notify passengers well in advance of any
switchback that differs from the original scheduled route and ensure the proper destination signs are displayed to indicate modified route.

6.4 **Passenger Information**

6.4.1 Employees shall communicate with passengers in a friendly, professional manner. Communication with passengers should not interfere with the safe operation of the vehicle.

6.4.2 Employees shall not give out any information regarding SFMTA operations or personnel, except that which is normally required by the riding public or as part of normal operations. Requests for confidential information, interviews, records or requests of similar nature shall be referred to their direct supervisor.

6.5 **Passenger Safety**

6.5.1 Employees shall not permit any articles on board rail vehicles that may cause damage and/or injury to passengers.

6.5.2 Employees shall politely inform passengers to keep aisles clear of all articles that may block or prevent safe movement through the vehicle in the event of an emergency.

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

6.5.4 Dogs, other than Guide, Signal or Service Animals, must be muzzled and on a short leash or carried in enclosed containers and are allowed to ride only between the hours of 9 a.m. and 3 p.m. and between 7 p.m. and 5 a.m. on weekdays.

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

6.5.6 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.

6.5.7 Employees shall inform passengers that bicycles are not allowed on rail vehicles.

6.6 **Fare Collection**

6.6.1 Employees shall request the appropriate fare from every passenger in accordance with the existing fare structure.

6.6.2 Employees shall continue in service and notify OCC when a passenger refuses to pay the fare.

6.6.3 Employees shall request passengers to deposit exact fare into the fare box or when applicable, ‘tag’ their TransLink card.

6.6.4 Employees may deposit fare in the fare box for a passenger who is disabled and unable to deposit the fare.

6.6.5 Employees shall not allow tickets, transfers or foreign materials to be inserted into the fare box.

6.6.6 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.

6.6.7 Employees shall check the operation of the farebox during their pre-operational checks, reporting any defects to the shop immediately.

6.6.8 In the event that the fare box is not working properly while in revenue service, employees are to continue in service and notify OCC immediately.

6.6.9 Employees must also report a defective fare box on the Defect Card.

6.6.10 Full visibility of the fare box inspection plate and receptacle must not be impeded.

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

6.6.12 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.

6.6.13 Transfers must be cut no less than one and a half (1 ½) hours and no more than two (2) hours from the time of boarding.

6.7 Fare Registering – Portable Registers

6.7.1 Employees shall wear portable registers in front of the body, outside of the outer garment, in plain view.

6.7.2 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.

6.7.3 Employees shall register cash and token fares only.

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

6.7.5 Employees shall contact OCC immediately when register becomes out of order.

6.7.6 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 grounds for dismissal.

6.8 Transfer – Misuse

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

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

6.8.3 Employees are to properly cut transfers for the correct amount of time. Transfers must be cut no less than one and a half (1 ½) hours and no more than two (2) hours from the time of boarding.

6.8.4 Employees with pull-in assignments shall turn in all unused transfers at the completion of duty to the Division Dispatcher.

6.9 Proof of Payment Lines

6.9.1 Employees working on Proof of Payment lines shall not take transfers from passengers.

6.10 Refunds

6.10.1 In the event a passenger deposits too much money in the fare box, the employee shall politely refer the passenger to
the Customer Service Department.

6.10.2 Employees shall not make refunds by using fares of other passengers.

6.11 Passenger Assistance

6.11.1 Employees shall provide ample time for passengers to board and de-board vehicles. Seniors and persons with disabilities may require additional time for boarding and alighting.

6.11.2 Employees shall ensure that all passengers have boarded and alighted safely, and utilize exterior mirrors both on the trains and platform stations to ensure safe departures.

7. SPECIAL OPERATIONS

7.1 ATCS Territory

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

7.1.2 Employees shall notify OCC prior to portal entry when operating trains in ATCS manual mode. When a failed entry into ATCS occurs at a portal, employees shall contact OCC for instructions on manual operation in the subway.

7.1.3 Employees entering ATCS territory must stop in the Train Makeup Verification (TMV) Block to allow the ATCS system to acquire the train in CAB street mode.

7.1.4 Employees shall stop and notify OCC in the event of an ATCS system failure.

7.1.5 Employees operating vehicles that are not equipped with ATCS shall be governed by ATCS manual mode speed restrictions.

7.2 Reverse Running on Street and in ATCS Territory

7.2.1 Employees shall obtain authorization from OCC for reverse running in street or ATCS Territory.

7.3 Pushing or Towing of Disabled Electric Cars

7.3.1 Employees shall not exceed restricted speed when pushing or towing a rail vehicle.

7.3.2 Employees shall ensure vehicles being pushed or towed are properly secured.

7.3.3 Employees shall alight passengers at the most convenient and safe location, as directed by OCC or the Supervisor on-site.

7.3.4 Employees shall obtain authorization from OCC prior to moving a disabled vehicle on the mainline.

7.4 Sick or Injured Passenger

7.4.1 Employees shall immediately notify OCC and request assistance when a passenger becomes ill or injured.

7.5 Accidents, Incidents and Unsafe Conditions

7.5.1 Employees shall report all injuries, no matter the severity, to his or her immediate Supervisor.

7.5.2 Employees shall immediately report all accidents, incidents, personal injuries and/or unsafe conditions that may affect the safety of passengers, employees, equipment or property of the SFMTA.
75.3 In the case of personal injuries or possible personal injuries, Employees shall report the name, address and disposition of the person(s) concerned to a Dispatcher, Supervisor and OCC.

75.4 An Accident Report must be made when a person falls onboard, getting on or off a rail vehicle, or falls and is struck down in the immediate vicinity of any SFMTA vehicle, even though the vehicle may be stopped.

75.5 Employees must not discuss, comment or give any information about an accident to anyone other than an authorized agent of the SFMTA or City, except Peace Officers with proper credentials in performance of official duties.

75.6 Employees must not visit injured persons.

75.7 Rail Operators shall be required to present their Driver’s License, Medical Certificate and VTT upon request, providing their name, address, location of the accident, direction of travel, cap number, time, line, run number and vehicle number.

75.8 If more than one SFMTA vehicle is involved in an accident, employees on each vehicle must make out a separate report.

75.9 Employees shall carry witness cards and Transit Operator identification at all times while on duty.

A. In the event of an accident, employees shall make reasonable efforts to obtain as many witnesses as possible.

75.10 Employees shall complete an accident/incident report (including names of witnesses) before completion of assignment for all incidents and accidents including, but not exclusive to:

A. An accident, or alleged accident, no matter how slight;
B. Damage to equipment or property;
C. Injury or possible injury to any person;
D. Any physical encounter between employees and other persons;
E. The removal of or arrest of passengers.
F. Or as requested by the proper authority.

75.11 Employees shall stop and immediately notify OCC if their vehicle strikes an animal.

75.12 Employees issued a citation for a traffic violation in connection with an accident, must present the citation to the Dispatcher.

75.13 Any attempt to conceal or misrepresent the facts of an accident will be considered sufficient cause for dismissal.

75.14 Accidents involving employees while on duty are to be reported promptly to the Supervisor on an Industrial Accident Report or a First Aid Form Report.

75.15 Employees shall not speak with the media regarding SFMTA-related business and activities, unless authorized by proper authority.

76 Door Malfunctions

76.1 Employees shall notify OCC of doors failing to operate properly.

76.2 Employees shall notify OCC of any doors placed out of service.

76.3 Employees shall not operate or move in-service vehicles with doors open.
7.6.4 In the event that a door opens while the train is in motion, employees must immediately stop the vehicle, inspect for passengers who may have fallen from the vehicle and contact OCC for further instructions.

7.6.5 Employees shall offload passengers at the first passenger stop when authorized by OCC to enable the door interlock by-pass switch.

7.6.6 Rail employees shall put door pins in place after isolating doors on LRV vehicles.

7.7 Pantograph Malfunctions

7.7.1 Employees with pantograph malfunctions shall stop their trains and contact OCC for further instructions.

7.8 Single Tracking

7.8.1 Employees shall obtain authorization from OCC or on-site Supervisor for single track operation.

7.9 General - Fires

7.9.1 Employees shall immediately notify OCC in the event of smoke or fire on or near SFMTA vehicles and/or property, including the location of the smoke/fire.

7.9.2 Employees shall stop at the first safe location where passengers can alight the vehicle.

7.9.3 Employees shall provide clear instructions to passengers as to the safe evacuation route.

7.9.4 Employees shall assist passengers as much as reasonably possible.

7.9.5 In the event of a fire on a SFMTA revenue vehicle, the Employee shall report the first immediately by radio to OCC or the use of the nearest fire alarm box, Blue Light Telephones (in subway) or other means if the radio is not available.

7.10 Fire on a Train (In Subway or Tunnel)

7.10.1 Employees shall not proceed into underground sections, underpasses or stations with indications of smoke or fire on the train.

7.10.2 Employees shall turn off the HVAC, lower the pantograph and then check the interior/exterior of train cars for the source of the smoke/fire.

7.10.3 Employees shall immediately report the emergency to OCC.

7.10.4 Employees shall attend to passengers to ensure their safety.

7.10.5 Employees shall secure scene as much as possible.

7.10.6 Employees shall comply with instructions received from OCC.

7.10.7 If safe to do so, the employee shall attempt to extinguish the fire. All employees present shall assist the Operator in handling the emergency.

7.11 Flood

7.11.1 Employees observing a flooding condition on or near the track or in a station must stop their vehicle short of the flooded area and contact OCC for further instructions.

7.11.2 Operators must not operate trains over a flooded track if the water level is above the head of the rail.

7.12 Bomb Threats (Subway)

7.12.1 In the event of a bomb threat in the subway, employees shall report the emergency to OCC.
7.12.2 Employees shall attend to passengers to ensure their safety.
7.12.3 Employees shall secure scene as much as possible.
7.12.4 Employees shall comply with instructions received from OCC.

7.13 Earthquakes
7.13.1 In the event of an earthquake, Employees shall STOP at a safe location and contact OCC for further instructions.

7.14 Derailment
7.14.1 In the event of a derailment, train Operators shall do the following:
A. STOP and contact OCC;
B. Lower pantograph;
C. Evacuate passengers to a safe location;
D. Standby and follow OCC instructions.

8. TRACTION POWER OPERATION

8.1 Overhead Wires
8.1.1 Employees shall consider all wires, pantographs, electrical switches and other electrical apparatus live at all times. Employees shall not come into contact with electrical equipment and shall attempt to prevent passengers or others from doing so.
8.1.2 Employees shall maintain a minimum distance of ten (10) feet from any overhead wires, pantographs, electrical switches and other electrical apparatus and any dangling wires or other components of the overhead wires unless properly trained and/or certified.

8.1.3 Employees shall direct traffic and pedestrians away from any dangling wires or other components of the overhead wires which may be energized and notify OCC immediately.

8.2 Power Removal
8.2.1 Unless in an emergency, Employees must request for OCC to contact Power Control Center to de-energize any feeder.
8.2.2 Employees requesting that the power be removed must maintain communication with OCC until advised that the section is de-energized and being held de-energized.

8.3 Power Restoration
8.3.1 Power Control Center must not restore power without first obtaining authorization from OCC and proper procedures have been followed.
8.3.2 Requests to restore power shall be made by the same person who requested power removed, unless proper transfer of authority procedure has been followed.

8.4 Power Failure
8.4.1 Whenever power is off for any period exceeding five (5) minutes, employees operating light rail vehicles, PCCs and historic vehicles shall properly secure the vehicles.
8.4.2 Operators shall pull down and secure the trolley poles of PCCs and historic vehicles until power is restored. Employees are to contact OCC and follow their direction.
8.4.3 Employees operating trolley coaches shall wait for the assis-
tance of Muni officers or other authorized Muni employees before attempting to move vehicle backwards down a grade.

8.5 Power Interruptions

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

8.6 Electrical Equipment and Wires

8.6.1 Employees shall not perform any work on the roof of any electric vehicle unless the overhead power has been de-energized and a ground strap has been put in place.

8.6.2 Rail vehicles with the pantograph or pole in contact with the overhead wires must be considered energized and capable of movement.

8.6.3 Employees must not come in contact with electrical equipment and shall attempt to prevent passengers or others from doing so.

8.6.4 Employees observing broken or hanging wires shall immediately notify OCC and shall remain clear of the area without authorization from OCC.

8.6.5 Employees shall not operate LRVs, PCCs and historic vehicles into sections of the railway system where power has been turned off unless authorized to do so by OCC.

8.6.6 Employees must not enter electrical power enclosures or operate switches unless properly trained and authorized to do so.

8.6.7 Metallic tapes, metallic rulers, cloth tapes with metal reinforcing or other electrical conductive materials shall not be used near exposed electrical equipment at any time.

8.6.8 Employees shall not close any electrical switch to which a red tag and lock are attached.

8.7 Sectionalizing

8.7.1 Employees shall not operate sectionalizing switches unless they are qualified to do so.

8.7.2 Employees shall notify OCC prior to operating any sectionalizing switch and report after any sectionalizing switch is closed and operating.

8.8 Trolley Poles

8.8.1 Employees shall not climb to the roof of light rail vehicles, PCCs or historic vehicles unless properly trained.

8.8.2 Rail Operators must never climb onto the roof of a rail vehicle.

8.8.3 Rail vehicles with trolley poles at opposite ends of the car must not have both trolley poles up at the same time.

9. STRUCTURES AND WAYS

9.1 Employees on Right of Way

9.1.1 Employees performing any maintenance within ten (10) feet of any mainline track must notify OCC prior to entering the trackway.

9.1.2 Employees in the track area must face approaching trains, place themselves and their tools and equipment in safe positions before signalling the train operator to proceed.

9.1.3 Employees must stay alert and in a safe location until the entire train has passed.
9.1.4 Employees must not delay a train unnecessarily.

9.1.5 Employees shall not enter on or about the right of way either on foot or by any conveyance without proper authorization from OCC.

9.1.6 Employees shall not use or wear apparel or items which limit or restrict hearing while on or about the right of way unless working within an established work zone.

9.1.7 Employees shall not enter areas without adequate clearance unless flagging protection has been established.

9.1.8 Employees shall use only authorized paths or routes where they are provided.

9.1.9 Employees shall exercise extreme caution while working near track switches, as all switches within the subway system may move without warning at any time.

9.1.10 Employees shall 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.

9.1.11 Employees shall wear approved reflective safety vests whenever walking or working in any portion of the track area.

9.1.12 Employees shall be knowledgeable of the locations of all exits from the stations and tunnels.

9.1.13 Employees observing persons on or near the trackway that may be ill, intoxicated or incapacitated in any way, shall notify OCC immediately and provide protection for the person(s) until all trains have been notified.

9.1.14 Employees shall not leave tools between the running rails or place tools, equipment or materials where they may present a hazard.

9.1.15 Employees shall, whenever possible, observe passing trains and equipment closely for abnormal conditions and shall report any irregularities to OCC immediately.

9.1.16 Employees observing persons or equipment within ten (10) feet of the overhead wires must notify OCC immediately.

9.2 Subway or Tunnel Access

9.2.1 Employees shall contact OCC for a clearance point prior to entering any subway or tunnel and shall notify OCC when releasing the clearance.

9.2.2 Employees shall not activate, modify or disable an emergency ventilation fan without authorization from OCC.

9.2.3 Employees shall not enter a subway emergency ventilation fan room without authorization from OCC.

9.3 Crossing Tracks

9.3.1 Employees shall check for train movement at all times, on all tracks and in all directions when crossing. Look each direction before entering upon or standing close to tracks.

9.3.2 Employees shall not step, stand, sit or walk on any part of the rail structure unless necessary in the performance of duty. When required to perform duties in track areas, walking on or crossing the rails must be done on cross-ties and ballast only. Never step or stand in the track switches or their components.

9.3.3 When necessary to cross tracks in the performance of duty, employees shall stop and look in both directions and remain in the clear when a vehicle is approaching. When walking on or about the right of way and it becomes necessary to look back, STOP before turning the head or body.
9.3.4 Employees shall walk against the flow of traffic, when on the right of way in the performance of duty. Look both directions and clear occupied tracks upon seeing or hearing the approach of a train or other rail borne equipment. Be continually alert for trains approaching from any direction.

9.3.5 Employees shall not cross tracks immediately after a train has passed, but must wait until adjacent tracks can be observed for a safe distance in both directions.

9.3.6 Employees shall use extreme caution when passing between or crossing in front of standing trains or equipment while observing adjacent tracks.

9.3.7 Employees shall never cross between standing coupled cars by climbing over or under couplers.

9.3.8 Employees shall not board or leave any equipment while it is in motion. Never lean against standing equipment.

9.3.9 Employees shall enter and exit the right of way only at approved entrances and exits, except in cases of emergency.

9.4 On Track Maintenance Equipment

9.4.1 Employees shall operate at restricted speed when passing track equipment on or near the track.

9.4.2 The operator of an on-track maintenance vehicle must immediately report all missing, improperly displayed, improperly working or defective fixed signals to OCC and await further instructions.

9.4.3 Employees must not park any vehicle, or leave equipment, tools, etc., in a position that would interfere with the safe operation of other vehicles in the area.

9.4.4 On-track maintenance equipment must not exceed 5 mph when operating over turnouts, crossings or other special track work.

9.5 Employees – Personal Protection

9.5.1 Employees shall wear required and approved personal protective equipment when working at locations or performing duties where there is the possibility of injury or health hazard to the body.

9.5.2 Employees shall wear the required and approved hand protection when performing tasks where there is likely possibility of injury or health hazard exposure to the hands.

9.5.3 Employees shall not use defective electrical protection gloves.

9.5.4 Employees shall wear required and approved respirator when working in areas where dust, gas fumes or vapors are present or being generated.

9.5.5 Only trained and authorized employees are permitted to enter confined spaces after authorization from proper authority.

9.5.6 Employees working in confined spaces shall wear required and approved protective clothing and respirator.

9.5.7 Employees shall 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.

9.5.8 Employees shall not look in the direction of cutting or welding operations unless wearing proper eye protection.

9.5.9 Employees shall wear fall protection equipment at all times while performing work at heights where such equipment is required.
10. **CABLE CAR OPERATION**

10.1 **Preparatory Duties – Conductors**

10.1.1 Conductors shall report to Dispatcher for outfits and radios.

10.1.2 Conductors shall ensure the proper front and rear destination signs are displayed prior to leaving the Cable Car Barn.

10.1.3 Conductors shall assist Grip Person to ensure timely pullout of the Cable Car Barn.

10.1.4 Conductors shall check rear brake and make necessary adjustments.

10.1.5 Prior to lifting the derail lever, the Conductor shall ensure 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 Prior to placing a cable car in service, the Grip Person shall ensure 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 shall test the grip to assure there are sufficient horn key washers to avoid rough operation.

10.2.3 The Grip Person shall test foot and track brakes and make necessary adjustments.

10.2.4 The Grip Person shall ensure sand boxes are full, in proper working order and are covered and free of debris.

10.2.5 The Grip Person shall ensure proper roof signs and run numbers are displayed prior to leaving Cable Car Barn or terminals.

10.2.6 The Grip Person shall properly secure the cable car and not leave the cable car unattended after it has passed the de-rail device at the exit of the Cable Car Barn.

10.2.7 The Grip Person shall make a full stop at the XX-Bar when pulling out of the Cable Car Barn.

10.2.8 The Grip Person shall operate cable car slower than the cable speed, with grip lever in the forward position to full open grip (let-go position) when pulling out of Cable Car Barn and operating on a descending grade to pick up the cable.

10.2.9 Prior to pulling out of the Cable Car Barn with a double-ended cable car, Grip Person shall secure the inactive grip as follows (this also applies to the front grip when necessary to operate cable car using rear grip):

   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.

10.3.2 The Conductor and Grip Person are individually responsible for complying with operating rules which govern their respective duties.

10.3.3 The Grip Person shall not leave the grip unattended unless at a terminal with the cable not engaged.

10.4 Starting Car

10.4.1 The Grip Person shall ensure that the front steps are clear of boarding and alighting passengers before starting car.

10.4.2 The Grip Person shall apply grip gradually until car has attained full cable speed.

10.4.3 The Grip Person shall tighten grip adjustment sufficiently to prevent cable slipping.

10.4.4 Grip Person shall not allow car to roll backwards.

10.5 Exceeding Cable Speed

10.5.1 The Grip Person shall not operate the cable car faster than cable speed, with cable in or out of grip, except in the event a strand has become entangled in the grip.

10.6 Stopping Car

10.6.1 When stopping car, Grip Person shall gradually release grip and apply brakes to avoid rough stops.

10.6.2 The Grip Person shall not apply the track brake when passing over the crown of a hill, except in an emergency or wet conditions.

10.6.3 Grip Person shall stop the cable car at the stop bars for passengers boarding and/or alighting.

10.6.4 Grip Person shall not stop car when ascending steep grades, at the crown of a hill, depression beams or offsets, in ‘pull curves’ or when pulling cars in, except when necessary.

10.6.5 Grip Person shall descend grades slowly, applying sand as needed.

10.6.6 Grip Person shall apply brakes when holding cable car at passenger stops, ensuring that the grip is not partially 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 stopped on severe grades, cable car shall be backed down to a level surface prior to restarting the cable car.

10.8.2 Grip Person shall stop and contact OCC in the event the cable is dropped out of the grip when cable car is being backed down grade.

10.8.3 Conductors shall immediately apply rear brake and leave it applied when cable car is being backed up.
10.8.4 Grip Person shall give a back-up bell signal to the Conductor when ready to back up.

10.8.5 The Conductor shall 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 The Conductor shall assist the Grip Person to back up slowly by use of the rear brakes.

10.8.7 The Conductor shall be prepared to give appropriate audible signal in the event 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 shall continuously 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 shall not back the cable car over any switch, except Line 61 cable cars on California Street between Hyde and Leavenworth streets; two crossover switches, one at Hyde Street between Filbert and Greenwich streets and Mason Street between Broadway and Vallejo streets.

10.9 Cable Stoppage

10.9.1 When cable stops, the Grip Person shall release grip, set brakes and signal the Conductor to set rear brake(s).

10.9.2 The Grip Person shall not move the cable car until the cable attains full cable speed and the cable car ahead maintains the proper spacing distance.

10.9.3 Conductor or Grip Person shall not back up a cable car on a stopped cable.

10.9.4 In the event the cable is stopped due to a strand, the Grip Person shall throw the cable out of the 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 shall not begin movement of a cable car until a bell signal is received from the Conductor.

10.10.4 The cable car must be at a full stop prior to the Conductor giving the audible signal to proceed.

10.10.5 The Conductor shall verify that the rear stop is clear of boarding and alighting passengers before giving the signals 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 an unclear signal.

10.12 Cable Car Signal Lights
10.12.1 The Grip Person will be governed by signal lights located at crossings, junctions and turntables.
10.12.2 In the event an intersection traffic signal light fails to change from red to green, the cable car shall be authorized to proceed through the intersection when it is safe to do so. Conductors shall provide flagging to ensure safe movement through intersection.
10.12.3 The Conductor shall notify OCC in the event of a signal light malfunction.
10.12.4 When a signal changes from green to red at a turntable, the Grip Person must stop and check for track and grip slot alignment.
10.12.5 When a signal changes from green to red southbound on Mason at Jackson streets, the Grip Person shall stop immediately and perform a let-go to prevent the grip of northbound cars from damaging the Mason cable.
10.12.6 When a signal changes from green to red southbound on Mason at Washington streets, the Grip Person shall stop before reaching the southbound Washington track.
10.12.7 When a signal changes from green to red on California Street, westbound at Powell, the Grip Person shall stop immediately and back down to level in accordance with backing up rules.
10.12.8 The tower signal operator must set the crossbuck signals to ‘flashing’ red and green prior to leaving the tower unattended.
10.12.9 The Grip Person shall be prepared to stop immediately in an emergency when approaching Powell and California streets.
10.12.10 The Grip Person on the Powell Line cable car shall yield the right of way to outbound Line 61 cable cars. The Grip Person shall 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 Street.

10.13 Schedules
10.13.1 Cars waiting to enter turntables must immediately go onto the turntable after cable car ahead has left the loading area.
10.13.2 The Conductor and Grip Person shall be held equally accountable for leaving terminals exactly on time, unless adjustments to their schedule have been made by proper authority.
10.13.3 The Conductor shall be responsible for giving the correct audible signals to start the cable car at terminals in accordance with the schedules.
10.13.4 The Conductor shall assist the Grip Person in keeping the cable car on time throughout the trip.
10.13.5 The Grip Person shall arrive at time points as scheduled unless otherwise instructed by proper authority.

10.14 Fares
10.14.1 The Conductor shall collect fares from all passengers.
10.14.2 The Conductor shall remain on rear platform of moving cable car in all locations specified by assigned duties.

10.14.3 The Conductor shall issue a numbered receipt for each cash and token fare collected.

10.14.4 The Conductor, at time of collection, shall provide the passenger with a numbered receipt before any change is returned to the passenger.

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

10.14.6 The Conductor shall begin collecting fares at the front of the cable car upon leaving terminals and heavy loading points.

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

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

10.15 Accounts

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

10.16 Change

10.16.1 Collectors and cable car Conductors are to make change up to twenty dollars ($20).

10.17 Reverse Grip Locations

10.17.1 The Grip Person shall reverse grip prior to turning any cable car into the Cable Car Barn.

10.17.2 The Grip Person shall 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 Street at California Street until around curve where stop is to be made

C. On Line 61, northbound on Hyde Street at Washington Street until stop is made on Line 60 track for switchbacks

D. On Line 61, eastbound between Hyde and Leavenworth streets, before using crossover to switchback or pull in

E. On Line 61, westbound when scheduled to Van Ness Avenue, immediately after making let-go between Leavenworth and Hyde streets until cable car has crossed Hyde Street

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 Street

G. All Lines, westbound on Jackson Street approaching Hyde Street.

10.18 Securing Inactive Grip on Double-Ended Cable Car

10.18.1 The Grip Person shall 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 shall 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 shall maintain a minimum of two (2) blocks between cable cars when ascending or descending severe grades.

10.20.2 The Grip Person is not to ascend or descend on a grade until the cable car ahead has passed the second street intersection, except at the following locations:
   A. Northbound Line 60 cable cars on Hyde Street must not leave Chestnut Street when two or more cable cars are at Beach Street.
   B. Southbound Line 60 cable cars are not to leave Hyde and Beach streets until the cable car ahead has left Lombard Street.

10.20.3 Westbound Line 61 cable cars are not to leave the stop at Kearny Street until the cable car ahead has reached Powell Street.

10.20.4 The Grip Person shall maintain a minimum of one (1) block distance spacing between cable cars when operating on level or near-level streets.

10.21 Curves

10.21.1 The Grip Person and the Conductor shall warn all passengers to ‘hold on’ when approaching a curve.

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

10.21.3 The Grip Person shall operate the cable car with caution at one-half (1/2) the cable speed while approaching and entering all curves, except southbound Line 59 cable cars from Columbus Avenue to Mason Street, where cable speed is permissible.

10.21.4 The Grip Person shall not allow cable car to pass another cable car in curves.

10.21.5 Cable cars on upgrades shall 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 shall warn motor vehicles following a Cable Car when the cable car is stopped on a curve.

10.22 Disabled Grip Person – Emergency

10.22.1 The Conductor shall not manipulate the Grip Person’s control levers unless the Grip Person becomes incapacitated. In such case, the Conductor shall 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 shall 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 shall 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 shall 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 shall fully open the grip and shake the grip lever vigorously.

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

10.24 Cable Pick Up

10.24.1 The Grip Person shall make a full stop at all cable pick ups and dips.

10.24.2 The Grip Person shall 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 shall drop the cable in ample time to avoid carrying the cable into the bumper bar.

10.25.2 The Grip Person shall 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 shall not make foot let-goes, except south-bound, Sutter to Market streets, and in cases of emergency.

10.25.4 Let-go locations:

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

10.26 Switches and Special Track Work

10.26.1 The Grip Person shall be sure that switches and grip slot guides are properly set and clear of debris before proceeding.
10.26.2 The Grip Person shall not allow the cable car to exceed one-half (1/2) the cable speed when passing through point on switches and special track work, except when backing through pull-in switch on Jackson Street between Mason and Taylor streets.

10.26.3 The Conductor shall ensure rear trucks have passed through switch before dropping lever.

10.26.4 The Grip Person, after passing through the switch, shall 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.

10.26.5 A cable car shall not exceed 5 mph when crossing through a depression beam while travelling downhill.

10.27 Turntables

10.27.1 Crews shall not permit passengers to ride onto turntables.

10.27.2 The Grip Person shall ensure that the track and slots are properly lined up and signal is green before going on turntables.

10.27.3 The Grip Person shall 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 shall 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 shall assist the Conductor in resetting the turntable.

10.26.6 The Conductor shall be 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 during times that the starter will be on duty.

10.28 Gypsy

10.28.1 The Conductor shall operate gypsies to lift the cable into the grip. The Grip Person shall make sure the cable is in the grip before proceeding.

10.29 Emergency Vehicles – Stopping

10.29.1 The Grip Person shall 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 and/or blue lamp.

10.29.2 In the event of blockade cause by fire, the Grip Person shall on approach 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 shall remain on the cable car and be ready to proceed when released by the proper authority.

10.30 Disabled Cable Car

10.30.1 In the event a cable car becomes disabled, the Conductor shall immediately notify OCC.

10.30.2 When being towed down a grade, the Crew shall assist the rescue vehicle by use of the cable car brakes.

10.30.3 The Crew shall 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 shall 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 shall stop the cable car clear of the depression beam cover. The Conductor shall contact OCC.

10.31.3 The Grip Person or Conductor, either on or off duty, shall 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 shall stop immediately and advise the Conductor of the situation who shall notify OCC. The crew shall not proceed until authorized by the proper authority.

10.32 Safety Latches

10.32.1 The Crew shall not move the cable car and the Conductor shall 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 streets, westbound
B. California at Powell streets, westbound
C. California at Mason streets, westbound
D. Hyde at Lombard streets, westbound
E. Hyde at Chestnut streets, southbound
F. Mason at Green streets, southbound
G. Powell at California streets, southbound
H. Jackson Street at pull-in gate.

10.33 Turning Cars In

10.33.1 The crew shall not allow any passenger to ride the cable car into the Cable Car Barn.

10.33.2 Upon arrival at the stop marker on Jackson Street, between Mason and Taylor streets, after passing through the switch, the Grip Person shall stop the car, drop the cable and fully reverse the grip handle, making sure that the cable is out of the grip.

10.33.3 Upon entering the Cable Car Barn, the crew shall do the following:

A. Conductor is to assist the Grip Person in stopping and holding the car
B. Shop person, or the proper authority shall advise the Conductor what position to stop the cable car in the Cable Car Barn
C. Conductor shall relay this position verbally to the Grip Person, who will repeat it back to the Conductor for clarification
D. Conductor shall watch the shop person or proper authority 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, shall give the Conductor a four bell signal
F. Grip Person and Conductor shall release their brake(s) enough to allow a slow controlled speed into the Cable Car Barn, 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, the Grip Person shall immediately stop and notify the Conductor.

10.34.2 The Conductor shall immediately notify OCC if the cable has made contact with a bumper bar.

10.35 Conductor’s Brake
10.35.1 The Conductor shall remain on the rear platform to operate the rear brake(s) on downgrades.

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

10.35.3 The Conductor shall be alert to use the rear brakes at any time.

10.36 Mandatory Stops
10.36.1 Cable cars shall be brought to a full stop at all XX bar locations.

10.37 Coasting Areas
10.37.1 The cable cars shall be permitted to coast without the cable only in the following areas:
   A. Powell Street, California to Jackson streets
   B. From stop, Jackson and Hyde streets to Pacific Avenue
   C. From ‘let-go’, Hyde and Beach streets to turntable
   D. One-half block, on Washington Street between Mason and Powell streets
   E. From Sutter Street to Ellis on Powell Street, use cable to cross intersections only
   F. From ‘let-go’, on Hyde Street between Sacramento and California streets to stop around curve on California Street west of Hyde Street
   G. From ‘let-go’, on California and Drumm streets into terminal
   H. From ‘let-go’, on California Street between Leavenworth and Hyde to stop on west side of Hyde Street
   I. From ‘let-go’, Hyde and Washington streets to stop bar on inbound tracks near Jackson Street
   J. On Taylor Street, the last 100 feet before going onto the turntable
   K. Powell and Market streets, last 100 feet before going onto the turntable
   L. On Jackson Street between Mason and Taylor streets, cable car pulling in;
   M. Pull-out gate to Washington Street between Mason and Powell streets to cable pick up.

10.38 Stopping For Passengers
10.38.1 The Grip Person shall stop the cable car for passengers at all passenger stops.

10.38.2 The Grip Person shall stop an ‘out of service’ cable car at all passenger stops and the crew shall 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 streets, Union and Mason streets and Union and Hyde streets will have the right of way over coaches.

**10.40 Lights**

10.40.1 During hours of darkness and reduced visibility, crews shall turn on interior lights to provide a well-lit car interior.

**10.41 Safety Practices – General**

10.41.1 The Grip Person shall 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 shall have one hand on the grip lever at all times whenever the cable is in the 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 shall hold the cable securely in the grip until reaching an intersection or let-go location.

10.41.4 When passing a stationary cable car, the Grip Person shall operate the cable car at less than one-half (1/2) the cable speed and be ready to stop unless ascending a severe grade.

10.41.5 The Grip Person shall not stop the cable car closer than fifteen (15) 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 shall not be held in grip.

10.41.7 Employees shall 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. The Conductor shall position themselves at the front controls so as to assist the Grip Person.

10.41.9 One member of the crew shall remain onboard the cable car at all times.

10.41.10 Passengers shall not be permitted on cable car pulling out of the Cable Car Barn unless authorized by the proper authority.

**10.42 Passenger Notification**

10.42.1 If a cable car is delayed by more than one (1) minute, passengers must be advised of the delay.