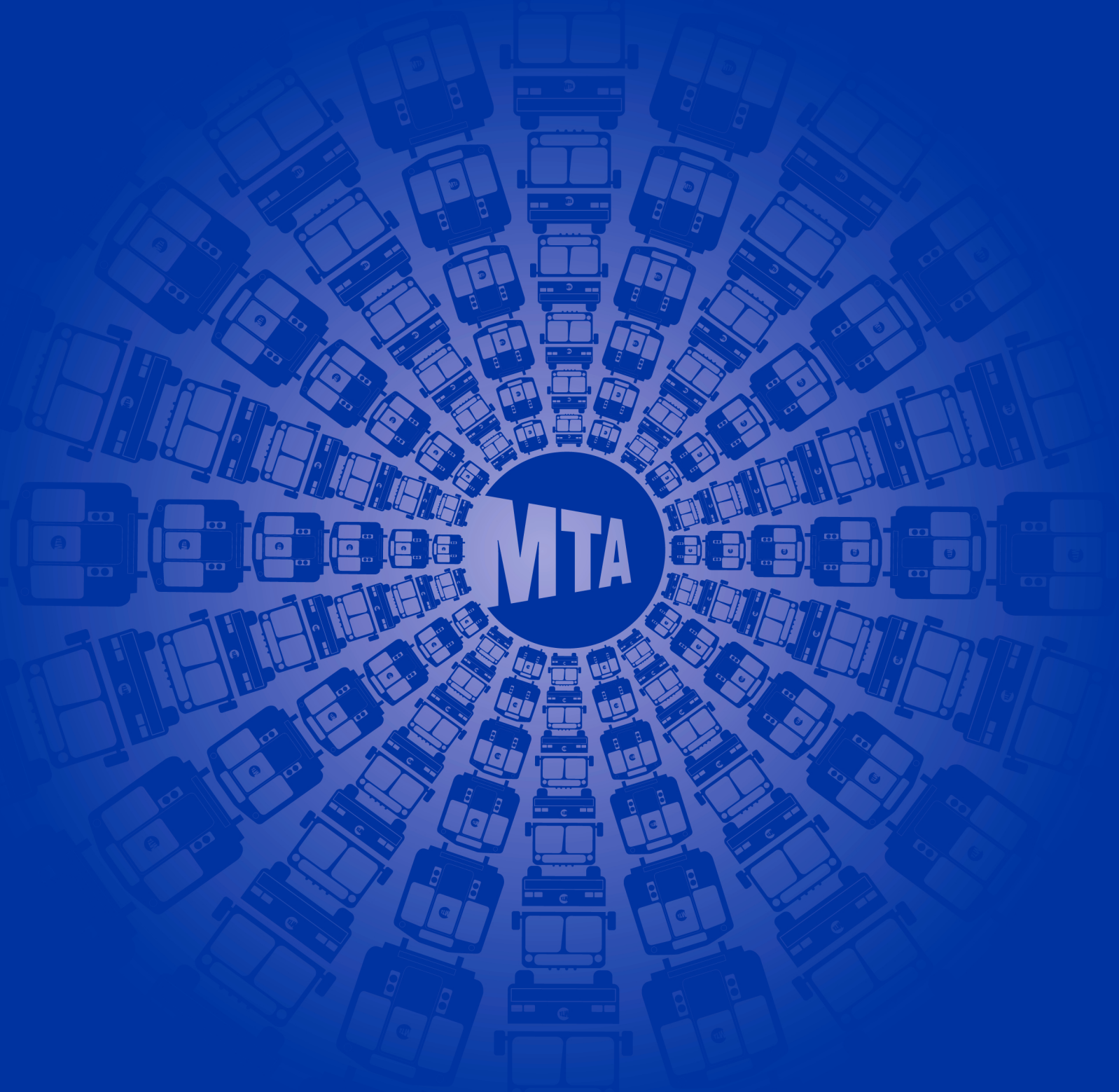


# RULES & REGULATIONS



Governing Employees of MTA New York City Transit Authority,  
Manhattan and Bronx Surface Transit Operating Authority,  
and South Brooklyn Railway



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## **RULES AND REGULATIONS**

**Revised January 2016**



**Governing Employees of MTA New York City Transit Authority, Manhattan and Bronx Surface Transit Operating Authority, and South Brooklyn Railway**





# RULES AND REGULATIONS 2016

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## CHAPTER 1

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### GENERAL RULES APPLICABLE TO ALL EMPLOYEES





## GENERAL RULES APPLICABLE TO ALL EMPLOYEES



### GENERAL RULES APPLICABLE TO ALL EMPLOYEES



Many of the following rules specify conduct that is important to the safety of workers, customers and the public.



The rules set forth in this Rule Book that prescribe employee conduct relating to the safe operation of trains and buses are intended to place a higher standard of care on employees than is required by law, to protect against any, not just negligent, damage, injury or loss of life in the operation of the trains and buses and in the performance of all work on or near tracks, stations and other Authority property (unless otherwise indicated in a specific rule, "Authority" as used in this Book means New York City Transit Authority, Manhattan and Bronx Surface Transit Operating Authority and South Brooklyn Railway Company).



A violation of these rules that causes injury or damage may result in disciplinary action against an employee even though such violation does not constitute negligence under the law.



### APPOINTMENTS TO POSITIONS; ASSIGNMENT TO WORK

#### Rule 1



**1(a)** Appointments and promotions to Transit Authority positions shall be in accordance with the Civil Service Law and the Public Authorities Law of the State of New York and the Rules and Regulations of the City Personnel Director.



**1(b)** Employees shall be assigned to work in the position for which they have been qualified and to the department to which the Authority, or the appointing officer for the Authority, may direct.



**1(c)** The Authority reserves the right to assign a disabled employee to any position such employee is, in the opinion of the Authority, competent to fill and to make assignments to special duties in any class or grade, except as otherwise provided in an applicable labor agreement and/or applicable policy instruction. An employee who has been temporarily relieved from service by reason of a medical or mental impairment which incapacitates such employee from properly performing his/her assigned duties or an employee who has been reassigned to a position entailing restricted or alternative duties will, unless in the meantime his/her employment has been terminated, be restored to service or assigned to such employee's original assignment when, in the opinion of the medical staff of the Authority, the cause of disability has been corrected or improved to such an extent as to warrant return to service or to such original assignment.



### KNOWLEDGE OF AND COMPLIANCE WITH RULES

#### Rule 2



**2(a)** These rules, which govern the operation of the New York City Transit System, are applicable to and must be obeyed by all employees.

**2(b)** Employees who violate any of these rules may be disciplined in accordance with the Civil Service Law or their collective bargaining agreement or Authority policy, as applicable. Disobedience of these rules or of instructions or any neglect of duty, or any disorder, or any

act or omission prejudicial to efficiency or discipline, or any interference with the normal operation of train or bus service or maintenance of the New York City Transit System, shall be reason for charges of misconduct and incompetence and such misconduct or incompetence will be subject to penalty of dismissal, demotion, suspension or such other penalty as the Authority shall impose.

- 2(c)** One copy of these rules will be provided to every employee of the System, for which a receipt will be required. Additional copies may be supplied, at the discretion of the Authority, for a satisfactory reason, for which an appropriate charge shall be made.
- 2(d)** Employees must be conversant with and obey the rules that govern their particular duties and all special instructions issued by their superiors. Employees whose duties are concerned with the actual operation of the rapid transit system must be conversant with the rules governing the duties of other employees similarly engaged; employees whose duties are concerned with the actual operation of the surface transit system must be conversant with the rules governing the duties of other employees similarly engaged. If in doubt as to the meaning of any rule or instruction, employees must obtain an explanation from their superiors.
- 2(e)** All employees must have their copies of these rules available for reference while on duty.

### ADDRESS AND TELEPHONE NUMBERS

#### Rule 3

It is the obligation of each employee to keep the Authority informed as to his/her correct name, actual residential street address (Post Office Boxes will not be accepted) and telephone number. Employees shall also provide the Authority with a name, address and telephone number of an individual to contact in the event of an emergency. Any changes must be reported, not later than 7 calendar days following the change, to the Business Service Center (BSC), and as per the instructions of your Department or Division Head, if any. Report such changes to the BSC by the internet portal [www.mtabsc.info](http://www.mtabsc.info) and selecting the "All About Me" icon, or by calling the BSC at 646-376-0123, or by emailing the BSC Change of Address Form available through the portal to [bscservice@mtabsc.org](mailto:bscservice@mtabsc.org), or by faxing it to 212-852-8700.

### GENERAL DUTIES AND OBLIGATIONS OF EMPLOYEES

#### Rule 4

- 4(a)** Employees are required at all times to perform their duties in accordance with these rules, Policy Instructions and their division's instructions. They must not, whether on or off duty, engage in activities which will interfere with the proper performance of their duties.
- 4(b)** Employees while on duty are under the authority of and must obey the orders of supervision. They must, within their qualifications, perform such duties, in addition to those set forth herein, as the superiors to whom they report may direct. Safety rules, manuals of instructions, policy instructions, special instructions, etc., in force prior to, or promulgated by Department or Division Heads subsequent to the adoption of these rules, shall have the same force and effect as though set forth in full in this Rule Book.
- 4(c)** Employees must render every assistance in their power in carrying out these rules and must report to their superiors any violation thereof.

# Chapter 1 Rules & Regulations 2016

## GENERAL RULES APPLICABLE TO ALL EMPLOYEES



**4(d)** It is the duty of all employees to immediately report to their superiors all dangerous, hazardous or defective conditions which they may observe or which may be brought to their attention. If it is a minor condition which they are qualified to correct, they should correct the condition to the extent of their ability and report the work performed by them to their immediate superior. Employees are not prohibited, under this or any other Authority Rule, from also reporting safety violations to governmental authorities with jurisdiction over the safety of the Authority's operations.



**4(e)** All employees, including those in supervisory capacities, are required to extend the fullest cooperation to Special Inspectors, such as the Special Inspector/Peace Officer Unit, Absentee Control Unit and other duly authorized investigative personnel.



**4(f)** When on System property, all employees, whether on or off duty, must, upon request, promptly identify themselves to members of the New York City Police Department Transit Bureau, the MTA Police, other Police Officers, the Office of the MTA Inspector General, Department of Security, Special Inspectors and other duly authorized investigative personnel. It is recommended that all employees, when off duty and off System property, also promptly identify themselves, upon request, to members of the New York City Police Department Transit Bureau, the MTA Police, other Police Officers, the Office of the MTA Inspector General, Department of Security and Special Inspectors.



**4(g)** All employees must obtain Authority approval before engaging in any occupation, business or profession, including self-employment, outside the Authority. A request for approval must include written notification to their Division Heads specifying the proposed activities, the name, address and telephone number of the place of proposed employment, the date upon which they plan to commence additional employment, the days of the week and the hours during which they will be employed and the duties they will perform. Any change in any of this information, once the additional employment has commenced, must be provided in the same manner of notification.



In addition, New York State Joint Commission on Public Ethics (JCOPE) issues opinions and regulations governing employee conduct under the State Ethics in Government Act. JCOPE regulations place restrictions on employees who hold policy-making positions in addition to those stated in this Rule. Employees are advised to refer to the MTA All-Agency Code of Ethics, submit questions to the Authority's Ethics Committee, and refer to published opinions and regulations of the JCOPE in seeking further guidance for adhering to this Rule.



**4(h)** Employees so assigned are responsible for, and must distribute, paychecks / direct deposit notices and identification cards in accordance with outstanding instructions. They must not give a paycheck / direct deposit notice to anyone except the employee whose name is imprinted thereon and then only after proper identification except that an employee's paycheck may be given to an individual duly authorized by the employee to collect it but only after such individual submits the approved paycheck request form and proper identification. They must not give an identification card to anyone except the employee whose name is imprinted thereon and then only after first receiving from said employee the properly signed, expiring identification card in return.



- 4(i)** Employees required to be licensed (motor vehicle/professional) in the performance of their duties must have their license in their possession while on duty and must immediately notify their superiors of any suspension or revocation of such licenses or of any change in status or identification numbers upon the renewal of such licenses.

### REPORTING FOR DUTY

#### Rule 5

- 5(a)** Employees must report for their assignments as directed. Absence from duty without proper authority is regarded by the Authority as willful neglect of duty and as a serious breach of discipline. All leaves of absence for personal business must be approved in advance, as per each division policy, except for such emergencies as death in immediate family and other substantiated unforeseeable occurrences. Sick leave, whether with or without pay, will be granted only upon proper evidence that the employee was actually ill and unable to perform his/her duties during the period of the absence.
- 5(b)** If an employee reports late for duty, he/she will be penalized for his/her tardiness and he/she may not be permitted to work on that day.
- 5(c)** Employees must give proper notice in person or by telephone to their assignment desks or control offices of their intention to be absent from work at least one hour before their scheduled reporting time, so that a substitute may be provided if necessary, unless a leave of absence has been previously authorized. Such advance notice will be recorded by the person receiving the message. Failure to give such notice will be regarded as a separate violation of the rules, in addition to being recorded as reporting late or absent without leave. Such notice will not be regarded as a valid reason for absence from duty nor shall the employee be deemed to be excused from duty by reason of such notice. Every absence from duty without previous proper authority is considered neglect of duty which is detrimental to service.

### RECORDS, TIME CARDS AND PAYCHECKS OF EMPLOYEES

#### Rule 6

- 6(a)** Heads of departments or bureaus or units and employees assigned to direct and supervise the work of other employees must maintain complete records consistent with the Authority's Records Retention Schedule of the employees under their direction or supervision and must keep accurate accounts of the time of each employee. They must ensure that their timecards are submitted in a timely, accurate and completed manner.
- 6(b)** All employees, unless otherwise directed, must report daily, on prescribed time records the amount of time on duty, the actual reporting time, the time relieved, the account, function or job number of each job and the time devoted thereto. Time records on which overtime is claimed must be approved by the proper authority. Failure to submit a proper time record at the end of a payroll period may result in a delay of employee's check for such period.
- 6(c)** Employees are absolutely prohibited from punching the time-clock cards or entering the names of other employees on time records.
- 6(d)** The Authority will exercise its right to recover overpayment of salary or wages and will adjust such payment of salary or wages as it determines to be improper.



### PAYROLLS OF EMPLOYEES PAID BI-WEEKLY

#### Rule 7

Payrolls for employees who are paid on a bi-weekly basis are prepared at the beginning of each pay period on the assumption that every employee will be present for the full period. Whenever an employee is absent from work during the two-week period for which the payroll is prepared in advance, the amount of salary appearing opposite such employee's name on the payroll is erroneous, and the necessity of correcting such payroll and issuing a new check/direct deposit advice for the amount actually due causes delay in the payment of those employees who have been absent from work during the two-week period.

As a convenience to the employee, the Authority may permit a check/direct deposit advice to be released without delay, provided the employee signs a receipt for payment of salary without deduction for absence for the period in which an absence occurred and agrees that a deduction for the number of days of absence be made from his/her future compensation.



### REPORTS BY EMPLOYEES

#### Rule 8

**8(a)** Written or oral reports must be complete and accurate. Employees who knowingly submit or make reports containing false statements shall be charged with misconduct and incompetence.

**8(b)** Supervision must not knowingly accept incomplete or inaccurate written reports from employees.



### RESIGNATION AND RE-EMPLOYMENT OF EMPLOYEES; DEMOTIONS

#### Rule 9

**9(a)** If an employee resigns from the Authority or is terminated for any reason except retirement and is subsequently re-employed, he/she shall have the status of a new employee, subject to Civil Service Law, Rules and Regulations of the City Personnel Director and the applicable labor agreement.

**9(b)** Unless otherwise ordered by the Authority in disciplinary proceedings or pursuant to an Arbitration award, an employee who has accepted promotion to a higher title or who has accepted permanent appointment from a civil service list to another title within the Authority, without a break in service, and who, within twelve months thereafter, is demoted or restored to his/her former title shall have the same preference status in the title which was held at the time of promotion or appointment and the same rate of pay which he/she would be receiving had his/her services in that title been uninterrupted by such promotion or appointment. An employee desiring such demotion must initiate his/her request in sufficient time for his/her application to reach the Office of Human Resources at least twenty (20) working days before the expiration of the 12 month period.



- 9(c)** Unless ordered by the Authority in disciplinary proceedings, a permanent employee, who has been assigned or promoted provisionally to a higher title shall not, upon return to his/her permanent classification, lose by reason of such temporary assignment, any rights or preference status accruing to such employee in the lower classification, including any increased rate of pay, if any, which the rules and regulations or rate schedules of the Authority would have entitled him/her to receive had he/she continued without interruption in his/her permanent classification.

### CONDUCT OF EMPLOYEES

#### Rule 10

- 10(a)** Employees are required to avoid behavior which would tend to create adverse criticism of the Authority or of the System. Their conduct, whether on or off duty on System property, is required to be such as to merit the confidence and respect of the public and their superiors.
- 10(b)** Employees, while on duty must be suitably attired and must present a neat appearance. Employees whose duties bring them into contact with the public may wear beards or mustaches so long as they are kept neat and trim. No personal appearance, attire or behavior unsuitable for the public service will be permitted.
- 10(c)** Employees must treat all customers and their fellow employees with courtesy, avoid argument and exercise patience, forbearance and self-control under all conditions. They must be attentive and helpful without being offensive.
- 10(d)** Employees must not make threatening gestures towards, or commit assault or battery against, any person, nor use loud, uncivil, indecent or profane language, even under the greatest provocation.
- 10(e)** Possession or use of firearms or other weapons on System property, whether on or off duty, is prohibited.
- 10(f)** Employees required to wear uniforms must at all times when on duty wear the prescribed uniform and badge. The uniform must be kept neat and in good repair. While on duty, uniformed employees, at times when their work assignments involve contact with the public or it is reasonable to conclude that they will come into contact with the public, are not permitted to wear buttons, badges, or other insignia other than those specified as part of the regulation uniform unless otherwise approved in writing by the appropriate Division Head.

While on duty, employees who are required to wear safety vests, hard hats, or other items, which identify them as employees of the Authority or operate equipment identifiable as Authority equipment, are not permitted to wear buttons, badges or other insignia when their duties involve contact with the public or it is reasonable to conclude that they will come into contact with the public.

Employees, while on authorized breaks in areas out of the public view such as crew, swing, or lunch rooms, are not subject to this prohibition against wearing non-Authority issued buttons, badges, or other insignia.

Nothing contained in this rule or its exception shall be interpreted to restrict the Authority in its rights to maintain safe, orderly and efficient work environment.

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**10(g)** Employees, while on duty, must have with them at all times their picture identification/pass card and badge, if issued. Employees must not lend, transfer or, under any circumstances, allow their identification cards or badges to leave their possession. Employees will be required to display their identification card and badge, if issued, upon the request of another employee and when required to do so.



Employees are not permitted to make, duplicate, possess or use imitation or duplicate identification/pass cards, badges, parking permits, parking placards, parking decals or other controlled items unless issued by the Authority. All others are considered forgeries.



**10(h)** Employees whose duties require them to be in contact with the public must during their assignments give their pass number or badge number, without delay or argument, to any member of the public who may request same.



**10(i)** Employees instructing new employees must give their undivided attention to, and assume responsibility for, the duties of the trainees' positions. They must adhere to the Rule Book, and to all outstanding Bulletins, General Orders, Notices or other special instructions.



**10(j)** All employees are forbidden to buy or cause to be made, or otherwise to obtain, possess or display, without permission or authorization, non-Authority issued badges or other insignia that identify the holder as an employee or agent of the Authority.



### CERTAIN ACTS OF EMPLOYEES PROHIBITED

#### Rule 11



**11(a)** Employees are prohibited from using or possessing alcoholic beverages during their tours of duty and from using such beverages off duty when such use would make them unfit to report for duty or to be on duty. An employee shall be presumed to be in an unfit condition if he or she exhibits red/bloodshot, glassy eyes, blank stares, jerky movement or pinpointed or dilated pupils, has the odor of an alcoholic beverage; uses incoherent speech or is staggering or exhibits unusual behavior; Employees suspected of drinking alcoholic beverages before or during their tours of duty shall be directed to submit to a breath alcohol test and/or blood-alcohol test if applicable. Employees failing to submit to such examination shall be subject to immediate suspension and disciplinary action in accordance with applicable labor agreements and/or policy instructions and/or statutes and/or governmental regulations.



**11(b)** Employees are prohibited from using or possessing controlled substances (such as, but not limited to, narcotics, cocaine, tranquilizers, marijuana, drugs of the amphetamine group, barbiturate derivatives, etc.) or paraphernalia used to administer such controlled substances, except upon lawful prescription, notification to Occupational Health Services and the written permission of the Assistant Vice President or appropriate representative of Occupational Health Services in accordance with applicable labor agreements and/or policy instructions and/or statutes and/or governmental regulations.



**11(c)** Employees must not indulge in card playing, dice throwing or gambling, pyramid schemes or distributing chain letters in any form while on System property.



- 11(d)** Smoking by employees in the New York City Transit System or on trains, buses or facilities of said System or any Authority workplace or Authority-owned property is prohibited. Smoking includes, but is not limited to, the burning of or inhaling from a cigar, cigarette, or pipe, as well as the inhaling or exhaling of smoke or vapor from an electronic smoking device.
- 11(e)** Employees must give their full and undivided attention to the proper performance of their duties; they must not neglect or shirk any duty. The use of cellular phones or accessories, portable electronic devices, portable digital assistants (PDAs), portable music players, pagers, ear plugs, earphones or any other similar and evolving devices which may distract or impair an employee's attention is forbidden, except where authorized. Employees must not play radios, televisions, or other such devices while on duty, except with proper authorization. They must not read newspapers, magazines, books or any other such literature (except within crew room facilities while on authorized meal or rest periods) while performing their duties. Employees also must not sleep, loaf or lounge, whether on or off duty, on Authority property. Employees must not allow any other person to perform any part of their duties without proper authorization.
- 11(f)** Employees must not violate any criminal law or commit any illegal act while on or off duty.
- 11(g)** Employees shall not operate or utilize any Authority vehicle, equipment or property without authorization.
- 11(h)** While on duty or on the premises of the System, employees must not solicit or accept for personal gain or any other cause, any fee, reward or remuneration from customers or fellow employees. Solicitation of money for gifts, testimonials or for any other purpose is prohibited without the authorization of the Division Head.
- 11(i)** Employees must not post, allow to be posted, or circulate notices or literature of an unauthorized nature on the property of the System.
- 11(j)** Train Operators and Conductors must not allow any person, except RTO Superintendents, Train Service Supervisors, Road Car Inspectors or his/her supervisor making repairs, to ride in their operating cab without a written order from the Chief Transportation Officer, an RTO Superintendent or a Train Service Supervisor. On cars equipped with a full width cab, Right of Way Maintenance employees may be permitted to ride in the Train Operator's operating cab, while in the actual performance of their duties, with proper written authorization or with the permission of the Rail Control Center Desk Superintendent. Employees must not ride in unoccupied Train Operator's cabs, except when authorized, in the performance of their duties.
- 11(k)** Employees must not tamper with lamp globes, lenses or any signal apparatus by altering or coloring them in any way or placing them or attaching to them or to their shades, material of any kind, or placing any material in such a manner as to obstruct the sight of the apparatus by an operating Train Operator.
- 11(l)** Spitting in or from cars or buses, on or from station floors, stairs or platforms is strictly prohibited. Customers who persist in spitting after having their attention called to the prohibition are to be reported to a Police Officer for action to be taken. The employee shall also report the incident to supervision.
- 11(m)** Employees must not interfere in any way or talk with Train Operators or Bus Operators while the latter are operating trains or vehicles, except when necessary in the performance of their duties.



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**11(n)** Lounging, running, and any other conduct detrimental to safety on stations, platforms and trains or buses are prohibited to both customers and employees. Employees responsible for train, bus and station operations are required to warn customers of this prohibition and to eject those who refuse to comply. In carrying out this duty, employees should follow the same procedure as (l) above.



**11(o)** Employees are strictly prohibited from wearing any form of tinted eyeglasses or lenses, including light-sensitive (“photo-grey”), tinted prescription lenses, or safety sunglasses at any time while on duty, when: driving a bus, working in the subway, tunnel, underground or indoor facility, offices or outdoors after dark, except as otherwise provided below.



Bus Operators are permitted to wear personal sunglasses after sunrise and before sunset when sun glare would otherwise hamper the Bus Operator’s view of the road. Train Operators and Conductors are permitted to wear approved personal safety sunglasses after sunrise and before sunset only in outdoor areas where the Train Operator’s view of the trackway is unobstructed and clear. Other employees who are required to wear safety eyeglasses in the performance of their duties and wish to wear sunglasses, are permitted to wear approved personal safety sunglasses, after sunrise and before sunset only in outdoor areas, except where otherwise prohibited.



Any employee who, for medical reasons, requires an exception for tinted eyeglass lenses under circumstances not otherwise permitted by this rule, must submit medical documentation from his/her physician or eye specialist and must report to the Occupational Health Services, with the tinted eyeglasses, and submit to an eye examination.



**11(p)** Littering on System property is strictly prohibited. Employees must not throw newspapers or any other debris from trains, buses, stations or structures. They must not place newspapers or other debris under car or bus seats, or in the operator’s compartment window or windshield area of the bus. They must deposit ALL refuse in waste receptacles provided for this purpose.



**11(q)** Employees are prohibited from jumping over or scaling enclosures around System property and must use only authorized entrances to enter or exit from said property. Employees must not jump on or off cars or buses.



**11(r)** Employees must not enter upon or cross the tracks of the System or enter any yard, storage area or other enclosures of the System, except when absolutely necessary in the performance of duty.



**11(s)** Employees must expect trains to run at any time on any track in either direction. Employees must be conversant with all applicable General Orders. They must look in each direction before entering upon or standing close to any track and must be particularly careful not to touch the contact rail, side approach plates, or fixtures extending from and fastened to the side approach.



- 11(t)** Employees are prohibited from going under or between cars or buses until they have ascertained that it is safe to do so; they must not take short cuts through these or other dangerous areas. Stepping onto a track in front of or between moving cars is a hazardous act which creates great personal danger and danger to others. Employees are forbidden to take such risk.
- 11(u)** Employees are strictly prohibited from owning, operating or working for any private business or food concession on Authority property, except as authorized in accordance with Authority policy.
- 11(v)** Employees are prohibited from standing in areas of track where there is insufficient clearance for safety. Employees must inform themselves of the location of areas where there is insufficient space between the sides of cars and structures abutting on trainways to permit a person safely to pass or stand and must exercise extreme care when working at such locations. Such locations are usually indicated by No Clearance Signs or painted arrows or red and white striping.
- 11(w)** Employees, except those working in miscellaneous work train service, must not hang upon or lean beyond the sides of moving cars.
- 11(x)** No property of the Authority may be removed by employees from System premises, unless accompanied by a properly authorized material permit or duly authorized by a proper supervisory employee. Employee and vendor property may be subject to inspection when entering and leaving the System premises.
- 11(y)** When on duty, employees must not use any means of transportation other than those provided by the New York City Transit System, unless specifically authorized.
- 11(z)** No officer or employee of the Authority shall reveal to the public or to any source not authorized by the Division Head to receive such information:
- 1. The identity of:**
    - a. Person under 16 years of age taken into custody
    - b. Complainant under 16 years of age
    - c. Neglected child
    - d. Victim of a sex crime
  - 2. The home address and/or home telephone number of:**
    - a. Any Authority Employee
    - b. Complainant
    - c. Witness of a crime



### CODE OF ETHICS

#### Rule 12



Rule 12 sets forth conduct that is prohibited by the New York State Ethics in Government Act, the Public Authorities Law, and Authority policy to protect against employees promoting private, non-governmental interests over their duty to act in the best interests of the Authority and of the State of New York. These rules do not apply to rights or obligations that employees have under other laws, judicial proceedings, or court orders.



**12(a)** No officer or employee of the Authority:



1. Shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is or may be in conflict with the proper discharge of his or her duties.



2. Shall have any interest, direct or indirect, in any contract entered into by the Authority.



3. Shall, directly or through any organization of which he/she is a member, or corporation of which he/she owns or controls ten per cent or more of the stock, sell goods or services valued in excess of \$25.00 to any other State or City Agency, unless such goods or services are provided pursuant to an award or contract let after public notice and competitive bidding.



4. Shall disclose confidential information, without proper authorization or use confidential information to further his/her personal interests.



5. Shall use or attempt to use his/her position to secure unwarranted privileges or exemptions for himself/herself or others.



6. Shall request, solicit or receive a gift, on behalf of himself/herself or on behalf of a charitable, social/fraternal or political organization or cause, from any person or corporation or other enterprise that does business with or seeks to do business with the Authority.



7. Shall offer or seek advancement, favoritism or promotion within the Authority on his/her own behalf or on behalf of others in exchange for political, social/fraternal or charitable contributions or activity.



8. Shall give or promise to give any portion of his/her compensation or any money or valuable thing to any person, nor shall any person accept any such money, or valuable thing, in connection with appointment, employment, promotion, assignment, or reassignment by the Authority; nor shall he/she directly or indirectly, make (or request that other employees of the Authority make) any contribution or pay any assessment in order to secure promotion, compensation or to affect job status, duties or function, or in consideration of being appointed or employed at the Authority.

9. Shall make personal investments in enterprises which he/she has reason to believe may be directly involved in decisions to be made by him/her or which will otherwise create conflict between his/her duty in the public interest and his/her private interest.
10. Shall pursue a course of conduct which will raise suspicion among the public that he/she is likely to be engaged in acts that are in violation of his/her trust.
11. Not used.

**12(b)** No officer or employee of the Authority:

1. Shall directly or indirectly, act or appear on behalf of any individual, firm, or corporation, in any business dealing with, or any matter before, the Authority, or any State agency; or in any court proceeding against the interests of the Authority, or the State, other than as a fact witness.
2. Shall engage in other employment or self-employment which would constitute a conflict of interest or otherwise tend to impair his/her judgment or effectiveness in the exercise of official duties.

**12(c)** No employee engaged in the award and administration of contracts:

1. Shall participate in the selection, award, or administration of a contract if the employee, any family member, his/her partner, or an organization that employs or is about to employ any of them, has a financial or other interest in the contract.
2. Shall disclose information, whether or not such information is confidential information, if it relates to a pending procurement, unless he/she is designated to do so by the Division of Materiel. Such designated personnel may not disclose information in such a manner as to undermine the procurement process by giving one vendor a competitive advantage over any other.

**12(d)** No officer or employee of the Authority:

1. Shall run for partisan elective office if such candidacy would violate federal statutes and regulations governing Authority employees.
2. Shall conduct political activities during work hours, or use Authority property, including, without limitation, equipment, vehicles, and office space, for personal or political activities under any circumstances.
3. Shall use his/her position or influence for the purpose of interfering with or affecting the result of an election or nomination for office.

**12(e)** No officer or employee of the Authority:

1. Shall, within two years after termination of Authority employment, appear before the Authority or receive compensation for, or render compensated services on behalf of, any person, firm, corporation, or association in relation to any case, proceeding or application or any other matter before the Authority. In addition, no former employee shall ever appear, practice, communicate or otherwise render any services or receive compensation for such services

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rendered before the Authority or any State agency for, or on behalf of, any person, firm, corporation or other entity in relation to any case, proceeding or transaction with respect to which such person was directly concerned and in which he/she personally participated during the period of service or employment, or which was under his/her active consideration.



2. Shall solicit, negotiate for or accept any employment or agree to contract to render services with or to any private person, firm or corporation or other entity who or which is involved in any matter in which the employee is directly concerned or personally participating on behalf of the Authority.



3. Shall accept employment or engage in any business or professional activity which will impair judgment in the exercise of his/her current official duties or require disclosure of confidential information obtained during the course of Authority employment.



**12(f)** The MTA All-Agency Code of Ethics also sets forth the employee conduct that this Rule 12 prohibits, as well as exceptions to and illustrations of prohibited and permitted conduct. In addition, the New York State Joint Commission on Public Ethics (JCOPE) issues opinions and regulations governing employee conduct under the State Ethics in Government Act. JCOPE regulations place restrictions on employees who hold policy-making positions in addition to those stated in this Rule 12. Employees are advised to refer to the MTA All-Agency Code of Ethics, submit questions to the Authority's Ethics Committee, and refer to published opinions and regulations of the JCOPE in seeking further guidance for adhering to this Rule.



### **SYSTEM PROPERTY; PROTECTION THEREOF; E-MAIL AND INTERNET; RETURN OF PROPERTY ISSUED TO EMPLOYEES**

#### **Rule 13**



**13(a)** Employees must be thoroughly acquainted with, and qualified to operate, all equipment which they may be required to handle in the performance of their duties. Supervision is obligated to ensure that employees are thoroughly acquainted with, and qualified to operate, all equipment which they may be required to handle in the performance of their duties.



**13(b)1** Employees shall not convert, borrow, or take System property for personal use nor shall they willfully damage the same. They shall protect System property from damage or theft by others at all times to the best of their ability and must unite, when necessary, to protect System property. All Authority property is for official use only (including all intellectual work products such as e-mail). Authority property may not be modified without authorization. Employees may only use official Authority software on Authority computers. Use of other licensed software (vendor owned or employee owned) is not permitted. However, in certain instances, with the permission of senior Authority management, vendor owned software may be used for testing (beta) purposes only. Employees are required to report promptly any theft of or damage to System property.



- 13(b)2** In order to protect the safety and security of the system, the sale, distribution or disclosure of Authority manuals, drawings, design plans, information, uniforms, policies or related materials to non-employees is strictly prohibited. Employees cannot disclose, distribute or sell such materials through the Internet, any other media, or by any means without the written permission of his/her Department/Division Head.
- 13(c)** Employees will be responsible for all property entrusted to them and must see that such property is not misused and is kept in good order. In the event of fire, wreck, or accident affecting System property or any destruction or theft thereof, the employee responsible for such property must report to such employee's division office, at the earliest opportunity, the extent of damage to or loss of such property.
- 13(d)** The Authority does not pay for tools owned by and used by employees or for any other personal property which may be lost or stolen except to the extent allowed under an appropriate collective bargaining agreement. Employees who leave personal property at their work location or in lockers or tool boxes do so at their own risk.
- 13(e)** Defective, damaged, or worn out property or equipment of the System which may come to the attention of an employee, whether or not such property or equipment is entrusted to the care of the employee, must be reported promptly by the employee to such employee's superior, giving a brief description of the property or equipment, where located, and to what extent defective, damaged or worn out. The oral report must be followed by a written report, when required.
- 13(f)** Employees must give a receipt for badges, Authority passes, books of rules, keys, tools and other property of the Authority which may be issued to them and must take care of and guard such property. Employees will be required to pay for any property entrusted to their care and use which is lost or damaged. Employees absent from duty for more than 30 days on account of sickness or otherwise, when their superiors require them, must return to the superior, or to an office of the System designated by such superior, all property of the System entrusted to them. Upon leaving the service, employees must return all property which has been issued to them. In the event of failure to return such property on the last day of work, they will not be given their final pay until such property has been returned or until they have paid for such property.
- 13(g)** Employees must not change or interfere with, in any manner whatsoever, any equipment of the System except with proper authority and in the performance of their duties.
- 13(h)** Employees are forbidden to buy or cause to be made, or otherwise to obtain or possess, without authority, keys to fit any door, gate, locker, or other lock on equipment of the System.
- 13(i)** This applies to all users of the Authority's Computing resources, whether on-site or from remote locations. When an employee is given access to the Authority's Computer resources, it is their responsibility to assume appropriate use. Employees or "users" should not engage in computer misconduct. Such misconduct includes, but is not limited to the following: accessing servers or accounts that are unauthorized, knowingly introducing or sharing malicious programs into the Authority's computing environment (e.g. viruses, worms, Trojan Horses, e-mail bombs, etc...), and without specific authorization, knowingly altering or removing data or information technology equipment that is sole property of the Authority.



### FIRE SAFETY; INSTRUCTIONS FOR TRANSMITTING FIRE ALARMS AND FOR USING FIRE APPLIANCES



#### Rule 14



**14(a)** Fire alarm systems are located in Authority facilities for the purpose of transmitting an audible alarm notifying employees of an emergency situation. Each employee is required to acquaint himself/herself with the proper procedure to follow should an alarm be activated (as per their facility fire safety plan and Policy Instruction on Building Evacuation Procedures). These fire alarm systems are to be used solely for the purpose of transmitting an alarm in an emergency. It is required that each employee become familiar with 1) the emergency telephone number for his/her area; 2) the location of the fire alarm boxes; 3) the location of all exits; and 4) the location of fire extinguishers at his/her facility.



**14(b)** Fire extinguishers are provided throughout the system for the protection of life and property and shall be used only by persons trained in the use of fire extinguishers and when they do not place themselves in a dangerous situation.



**14(c)** Pressurized water extinguishers are to be used on Class A fires (wood, paper, cloth) only. These should NEVER be used on or near the contact rail or any other live electrical equipment.



**14(d)** Multi-purpose dry chemical (ABC) extinguishers can be used effectively on Class A (ordinary combustibles), Class B (flammable and combustible liquids and gases) and Class C (live electrical equipment) fires. Fire extinguishers suitable for use on Class D fires (combustible metals) must be pre-selected based on the type of metal expected to be present.



**14(e)** Carbon dioxide extinguishers (CO<sub>2</sub>) are to be used on class B (flammable and combustible liquids) and class C (live electrical equipment) fires only. CO<sub>2</sub> extinguishers can be used on fire involving computers.



**14(f)** Halon fire extinguishers can be used on all classes of fire. Self-activating Halon Systems are installed in service booths. Halon fire extinguishers should be used on any fires involving computers or other electrical appliances.



**14(g)** All employees must follow instructions and use every precaution to prevent the origin of fire and cooperate in protecting System property, should a fire occur. If a fire occurs in the subway or on elevated portions of a structure or on a subway car, the person discovering it must notify the appropriate Rail Control Center Desk Superintendent, or, in the case of Buses, the Bus Command Center, by radio or telephone.



In all cases, employees making notification must give the location of the fire, the number of the telephone they are using if applicable, their name, their pass number and the division in which they are employed. Employees must also promptly report the fire and the location of the extinguisher or other equipment used to their respective Control Office.



- 14(h)** TRAIN CREWS MUST IMMEDIATELY ADVISE THE RAIL CONTROL CENTER OF ANY FIRE AND/OR SMOKE CONDITION OBSERVED IN THE SUBWAY OR UNDER RIVER TUNNELS. TRAINS MUST NOT BE OPERATED INTO OR THROUGH AREAS OF FIRE AND/OR SMOKE WITHOUT SPECIFIC PERMISSION FROM THE RAIL CONTROL CENTER DESK SUPERINTENDENT.
- 14(i)** Various types of fire extinguishing equipment are located throughout the system, along the right of way, in revenue areas, in yards, in offices, shop buildings and other places. This equipment shall be used for fire fighting purposes only and a report of their use, the reason for their use and the location must be made promptly to the designated authority.
- 14(j)** When a fire extinguisher located along the trackway is used, it MUST be returned to the location from which it was obtained and the Maintenance of Way Operations Center notified.
- 14(k)** Fog nozzles (or utility nozzles) located in under river tunnels should not be used on fires on or around live electrical equipment. They may be used after power is removed or a piece of equipment is de-energized, to extinguish a fire.
- 14(l)** Fire hydrants are located on System property and must not be used for other than fire purposes, except with special permission. Adjacent to fire hydrants, a fire hose cabinet will be found containing fire hose, spanner wrenches, hydrant wrenches and hose nozzles. Hoses must be returned to their cabinet. If they are not returned properly, employees responsible for such omission will be subject to discipline.
- 14(m)** All missing or defective extinguishers and defects in the fire alarm and sprinkler system discovered by an employee must be reported to the designated authority.
- 14(n)** Employees who work in rooms that are protected by an Inergen Fire Suppression System must be familiar with and follow the instructions posted for evacuation of the room upon activation of the Inergen system.

### **FLAMMABLE/TOXIC MATERIALS, HAZARDOUS AND INFECTIOUS WASTES**

#### **Rule 15**

- 15(a)** All flammable/toxic materials and hazardous wastes are to be stored in designated, secured areas with secondary containment in containers which are free from rust, corrosion, dents, or punctures. Any containers found to be leaking or damaged are to be placed in 85 gallon salvage drums which are available as a commodity item.
- 15(b)** No hazardous wastes are to be transported from one Authority facility to another unless authorized by the Office of System Safety. All such hazardous wastes are to be removed by a licensed hazardous waste transporter. Removals are to be scheduled through the Office of System Safety consistent with the Authority Environmental Management Policy Program Manual (Policy Instruction 10.27.0) Chapter 2 Hazardous Waste Management.



## GENERAL RULES APPLICABLE TO ALL EMPLOYEES



**15(c)** All potentially infectious wastes are to be red bagged and stored in either temporary or central storage areas, as deemed appropriate. Sharps shall be placed within puncture-resistant containers before being placed within the same red bags. Infectious wastes stored in central storage areas shall be placed within the 28 gallon, DOT approved containers.



**15(d)** No infectious wastes are to be removed from central storage areas for disposal except by licensed infectious waste transporters. Removals are scheduled through the Office of System Safety.



**15(e)** Employee Training



### **All employees routinely assigned to work which requires:**

- Handling of chemical commodities or other materials containing toxic/hazardous substances shall receive the corresponding chemical safety training.
- Contact with, or handling/transporting of potentially infectious waste, shall receive the corresponding biological safety training during pre-placement, on an annual basis, and/or at the time of reassignment, if the hazards for that particular title are different.
- Any employee who manages, handles or transports a hazardous waste, shall receive the corresponding hazardous waste training within six months of hire, on an annual basis, and/or at the time of reassignment, if the hazards of that particular title are different.



## **STORAGE OF SUPPLIES/EQUIPMENT ALONG THE RIGHT-OF-WAY**



### **Rule 16**

**16(a)** No equipment or debris will be stored in niches or on benchwalls (subways.)

**16(b)** In areas between tracks, storage must be limited to the space between every other column.



**16(c)** On catwalks (elevated structure/walkway), storage cannot extend more than 18 feet without a clear-up space, a sufficient walkway must remain on the catwalk, and storage is prohibited on the catwalks if it causes a “No Clearance” condition on either side of the tracks.



## ADVERTISING MATTER

### Rule 17

- 17(a)** Only advertisements placed by duly authorized persons are permitted in or on the cars or buses, or in or on the stations or upon other property of the System. Employees must see that such advertising is not disturbed, soiled or mutilated.
- 17(b)** Notices and other advertising matters not officially authorized must not be permitted to be placed or distributed in or on cars or buses or in or on the stations or upon other property of the System.

## RECEIPT OR DISBURSEMENT OF MONEY; ASSIGNMENT OF WAGES

### Rule 18

- 18(a)** No employee shall receive or disburse any money on the Authority's account, unless authorized by the Authority to do so in the performance of his/her duties.
- 18(b)** Wages must not be assigned, either in whole or in part, by employees, except with the prior written approval of the Authority.

## SYSTEM TELEPHONES

### Rule 19

- 19 (a)** Telephones of the System, Authority-issued cellular phones/radios and telephones in offices of the System are solely for the business of the System. **THEY MUST NOT BE USED FOR PERSONAL CALLS.**
- 19(b)** In the use of System telephones, preference must be given to messages relating to movements of trains and buses.
- 19(c)** Emergency Telephones are located along the right-of-way throughout the System. Emergency Telephones are found at all Emergency Alarm Locations, indicated by Blue Lights in the subway and under river tunnels.

### **There are two types of Emergency Telephones as noted below:**

**DIAL TYPE PHONES** - The "Press To Talk" bar/button, in the handset, must be kept depressed to get a dial tone, while dialing the number and during the conversation.

**MANUAL TYPE PHONES** - The "Press To Talk" bar/button, in the handset, must be kept depressed to get the operator, while the operator makes the connection and during the conversation.



### RADIO PROCEDURES

#### Rule 20



**20(a)** The Rapid Transit Operations Radio System is licensed by the Federal Communications Commission (F. C. C.). All personnel using the Radio System come under the jurisdiction of Federal Law which forbids the use of obscene and/or profane language and the transmission of unnecessary communications.



The Radio System must be used only for urgent communications related to emergencies or to train movements. Transmissions must be brief and to the point. Radios must NOT be used to transmit routine messages that can be made via telephone, magneto phones, or line speakers, etc.



**20(b)** While on duty, all train operators and conductors must carry a working radio. Before leaving the yard or terminal, the train crew must test their portable radios by transmitting the train's call-letters to the appropriate supervisor and confirming receipt of the transmission.



Each train that is equipped with a Train-To-Wayside Radio must have its radio tested. Train Crews must test their radios, prior to leaving a terminal or yard for operation on the mainline, by transmitting their call sign to the Train Dispatcher or Yard Dispatcher; the reception of his/her response will indicate that the radio equipment is functioning properly. Any train having a defective wayside radio must be reported; the train crew must have an operable radio before proceeding on an over the road movement. Before a train leaves a terminal, yard or siding, Train Crews must test their radios by transmitting their call letters to the Train Dispatcher, Assistant Train Dispatcher, Yard Dispatcher or Rail Control Center. The reception of his/her response will indicate that the radio equipment is functioning properly. Additionally, all other personnel assigned portable radios must carry them on their person, charged and on the proper frequency.



**20(c)** If a radio transmission to the Rail Control Center is not answered or acknowledged after the second time, the caller should repeat the message a third time and include the following information: Caller's Identity; Train Interval Identity; Location; Nature of the Problem; and any other information deemed important. At the earliest opportunity, the caller should contact the Rail Control Center, by telephone, to ensure that the message was received.



**20(d)** The following Radio Codes will be used by all operating personnel:

<b>CODE</b>	<b>MEANING</b>
12-1	EMERGENCY - CLEAR THE AIR
12-2	FIRE and/or SMOKE (on Train, Trackway, etc.)
12-3	FLOOD or SERIOUS WATER CONDITION
12-5	STALLED TRAIN (Power, Brakes, etc.)
12-6	DERAILMENT
12-7	REQUEST FOR ASSISTANCE (Police, Ambulance, etc.)
12-8	ARMED CUSTOMER (on Train, Trackway, Station, etc.)
12-9	CUSTOMER UNDER TRAIN
12-10	UNAUTHORIZED PERSONNEL ON TRACK - CATWALK
12-11	SERIOUS VANDALISM
12-12	DISORDERLY CUSTOMERS

**Sample Transmission Procedure:** “Rail Control Center, 12-1” -PAUSE- “Rail Control Center, this is the 0424, #6, Pelham to Brooklyn Bridge at 125th Street, reporting a 12-2 in the second south car. “

**NOTE:** When a “12-1” code is transmitted, the message following will take priority over all other transmissions.

**20(e)** The New York City Police Department Transit Bureau, on occasion, will instruct the Rail Control Center to issue an order to observe “RADIO SILENCE” within a specific part of the Rapid Transit System. Such an order is issued, in the presence of a bomb threat or suspect package, to prevent possible accidental detonation by means of a radio transmission signal from the area.

When the Rail Control Center issues an order to observe “RADIO SILENCE,” all personnel in the specified area MUST REFRAIN from making radio transmissions until such time as the Rail Control Center rescinds the order. A “RADIO SILENCE” order applies to radio transmissions FROM the specific area; and it applies to ALL PERSONNEL - including supervisors and others using Desk Set Radios, Hand Held Portable Radios and Train crews using Train-To-Wayside Radios.

Personnel affected by a “RADIO SILENCE” order are MANDATED BY LAW to comply with same; there are no exceptions.

## GENERAL RULES APPLICABLE TO ALL EMPLOYEES



- 20(f)** The DOB Radio System is licensed by the Federal Communications Commission (F. C. C.). All personnel using the Radio System come under the jurisdiction of Federal Law which forbids the use of obscene and/or profane language and the transmission of unnecessary communication.



The Surface Transit Operations Radio System must be used for communications related to emergencies, rendering assistance and bus movements. Transmissions must be brief and to the point. Radios may not be used for personal communication.



### PUBLIC ADDRESS SYSTEMS; ANNOUNCEMENTS REQUIRED

#### Rule 21



- 21(a)** All employees assigned to duty at stations, towers, dispatcher offices, or on trains, equipped with a Public Address System, **MUST** make appropriate announcements to provide customers with pertinent and timely information concerning train service and train service conditions. This is particularly important during occasions of train service delays, train service diversions or re-routes, or when other train service adjustments are in effect.



- 21(b)** All employees whose duties require operation of the Public Address System and whose duty locations are equipped with a Public Address System **MUST** conduct a test of their Public Address System as follows:



**In STATIONS:** At the start of each duty assignment, they will make a test announcement. Where possible, an employee will verify reception of same from the platform.



**On TRAINS:** Prior to leaving the terminal at the start of each trip, the Conductor will make a test announcement, the reception of which the Train Operator will acknowledge via the Public Address System.



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**NOTE:** Stations Public Address Systems will **NOT** be tested at outdoor locations during the period between 9:00 P. M. and 6:00 A. M.

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- 21(c)** Such employees **MUST** inform customers concerning **SERVICE DELAYS** and adjustments, advising them of the **REASON** for the delay (without causing alarm or panic), location of the delay and **SERVICE ADJUSTMENTS** being made, **ALTERNATE ROUTES** or **OTHER TRANSPORTATION** available, and the estimated **DURATION** of the delay, as appropriate to the situation.



- 21(d)** Such employees **MUST** inform customers concerning **SERVICE DIVERSIONS**, when a train is re-routed to another track or line, etc., advising them of the **REASON** for the diversion, the **NEW DESTINATION** and/or **STATION STOPS** to be made, and other **APPROPRIATE INFORMATION** necessary to reach the destination and/or bypassed station stops from which the train is diverted. If a following train is to be operated via its normal route, customers **MUST** be advised as to how long they will have to wait for same.



## REMOVAL AND RESTORATION OF POWER; EMERGENCY ALARM SYSTEM

### Rule 22

- 22(a)** Emergency Alarm System equipment has been installed throughout the Rapid Transit System to provide means whereby the power can be removed from the contact rail in cases of emergency by the operation of an Emergency Alarm Box. The location of every such box on the trackways is indicated by a Blue Light.
- 22(b)** All employees must be familiar with the emergency alarm system of the division to which they are assigned to work and its functional status. Non-emergency work is prohibited in areas where the nearest Emergency Alarm Boxes are out of service. Emergency work can be conducted in these areas following the established Department of Subways procedure that enables employees to perform emergency work, which requires, but is not limited to, the use of portable radios to communicate with the RCC. Non-emergency work is permitted on energized tracks where the nearest Emergency Telephones are out of service and the nearest Emergency Alarm Boxes are in service, so long as the employee in charge is equipped with a portable radio. Non-emergency work is also permitted on de-energized tracks where the nearest Emergency Telephone is functioning or the employee-in-charge is equipped with a portable radio. All employees must also be familiar, as well, with the methods of removing power from the contact rail.
- 22(c)** Any employee discovering a condition requiring immediate removal of power must proceed at once to the nearest Emergency Alarm Box and operate same according to instructions. The Emergency Telephone alongside said box must then be used to notify the Rail Control Center Desk Superintendent of the exact nature of the trouble. If power must be removed IMMEDIATELY from the contact rail, employees must: Pull down the lever in the Emergency Alarm Box at the nearest Blue Light location or station;

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**NOTE:** The employee must remain on the scene of the Emergency Alarm Box ready to reactivate the Emergency Alarm Box, in the event the System Operator restores the power.

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Call the Rail Control Center Desk Superintendent via the Emergency Telephone at the Emergency Alarm Box in accordance with Rule 22(f) or via radio if telephone is inoperable.

The Rail Control Center Desk Superintendent will inform the System Operator of the situation and confirm the field conditions by dispatching personnel to the affected blue light location, before requesting the restoration of power.

The System Operator shall not restore power to the affected track until he/she receives a "Safe To Restore" message from the Rail Control Center Desk Superintendent.

- 22(d)** An Emergency Alarm Box operation removes power from all tracks in the vicinity, except in certain under river tunnels. An employee operating an Emergency Alarm Box must inform the Rail Control Center Desk Superintendent of the reasons for the operation, giving all necessary information, such as his/her name, title, pass number, Emergency Alarm Box number, location and the track(s) affected so that power may be restored to the unaffected track(s).

## GENERAL RULES APPLICABLE TO ALL EMPLOYEES



**22(e)** Employees must assist in clearing up the condition which necessitated the removal of power from the contact rail. When the condition has been cleared, the employee who operated the box, or the Rapid Transit Operations Sub-division supervisor in charge at the scene, must call the Rail Control Center Desk Superintendent to have the power restored.



**22(f)** In areas equipped with Emergency Alarm Boxes, when the removal of power is desired, but not immediately urgent, an employee seeking to have power removed from the contact rail will call the Rail Control Center Desk Superintendent, giving the location, nature of trouble, his/her name title and pass number. On portions of the Rapid Transit System not equipped with Emergency Alarm Boxes, these instructions also apply.



**22(g)** BEFORE REQUESTING RESTORATION OF POWER, EMPLOYEES MUST EXERCISE EXTREME CAUTION TO PREVENT INJURIES TO PERSONS AND DAMAGE TO PROPERTY.



**22(h)** Power will be restored only upon order of the Rail Control Center Desk Superintendent to the System Operator having jurisdiction. Only the employee who has requested that power be removed may request to have power restored unless a supervisor of Subways is on the scene and assumes responsibility. In this instance, the Supervisor or Superintendent must give the Rail Control Center Desk Superintendent the name and pass number of the employee who originally removed the power before power will be restored.



### FAN OPERATION AND CONTROL

#### Rule 23



**23(a)** In case of smoke in the subway or under river tunnels or a train stalled between stations for more than ten (10) minutes with loss of power or train ventilation equipment, it is the duty of the employee upon discovering the condition to immediately notify, by radio or by telephone, the Rail Control Center Desk Superintendent and the employee's control office, if other than Rapid Transit Operations, giving his/her name and pass number, the exact location of the condition and any other information known about the cause and extent of the condition.



**23(b)** Upon receipt of information concerning the existence of smoke in the subway or under river tunnels or of a train stalled between stations for more than ten (10) minutes with loss of power or train ventilation equipment, if it is safe to do so, the Rail Control Center Desk Superintendent shall immediately put adjacent fans into operation and notify all concerned divisions of the condition and its location, so that the necessary personnel may be sent to the location to clear up the condition and to assist in restoring normal operation.



**23(c)** Fans, once started, are to be shut off only by order of the Rail Control Center Desk Superintendent.



**23(d)** Employees working on the Right of Way may request fans to be turned on in the subway or under river tunnels in cases of excessive humidity affecting train operation by notification to the Rail Control Center Desk Superintendent.



**ARREST OF EMPLOYEE; SUBPOENAS OR OTHER PROCESS;  
TESTIMONY IN ACTIONS OR PROCEEDINGS;  
UNAUTHORIZED INSPECTION OF EQUIPMENT**

**Rule 24**

- 24(a)** When an employee is placed under arrest, whether on or off duty, he/she must at the earliest possible moment notify his/her divisional authority of the fact of such arrest and submit a report of the occasion thereof. The divisional authority must at once notify the Office of Labor Relations/designee of all facts and circumstances.
1. All employees convicted of a crime must notify their Division Head/designee in writing of such conviction no later than five (5) calendar days after the conviction. Arrested employees must notify their Division Head/designee in writing of the updates on their court appearances, as well as the ultimate disposition of their criminal case within five (5) calendar days.
  2. An employee convicted of a crime for a violation of a criminal drug statute occurring in the workplace must notify his/her Division Head/designee no later than five (5) calendar days after such conviction. The Division Head/designee shall be responsible for notifying the Authority's Office of Labor Relations/designee in writing of such conviction. The Office of Labor Relations/designee will ensure that appropriate disciplinary action, if not already taken, is initiated and/or processed. The Office of Labor Relations will notify the Metropolitan Transportation Authority's Chief of Staff of such conviction.
- 24(b)** When an employee is served with a subpoena, summons or other legal process and is requested to or intends to testify in any action or proceeding in which the Authority (or any employee thereof in performance of his/her duties), or a subsidiary of the Authority or the South Brooklyn Railway Company is or may be involved, he/she must at once notify his/her divisional authority of the fact of such service, request or intention and submit a written report containing a full statement of his/her knowledge of all matters having any relation to the action, proceeding, or controversy. The divisional authority must at once notify the Department of Law of all facts and circumstances.
- 24(c)** Whether or not served with a subpoena, summons or other legal process, no employee shall give evidence as an expert witness on behalf of any litigant against the City of New York, the Authority, its subsidiaries or the South Brooklyn Railway Company, unless he/she is called to testify by the City of New York, the Authority, its subsidiaries or the South Brooklyn Railway Company and while so testifying, is required to give such evidence.
- 24(d)** Employees must forbid retired Authority employees and other former employees engaged to appear as expert witnesses on behalf of any litigant against the City of New York, the Authority, its subsidiary or the South Brooklyn Railway Company access to shops, yards, terminals, signal towers, dispatchers' offices, buses, cars or Train Operator's cabs on any of the lines of the New York City Transit System for unauthorized inspection of equipment.
- 24(e)** When an employee is served with a subpoena, summons or other legal process and is requested to provide records of the Authority, he/she must at once notify his/her divisional authority. The divisional authority must at once notify the Department of Law of all facts and circumstances.





### FAMILIARITY WITH METROPOLITAN AREA

#### Rule 25

Employees in contact with the public must familiarize themselves with the principal parts of the City of New York and its vicinity so that they may be able to give information to customers about streets, parks, connecting transit lines, railroad stations, airports and terminals, ferries, public buildings, large stores, hospitals, theatres, etc.



### EMPLOYEES DISMISSED FROM SERVICE NOT TO ENTER UPON SYSTEM PROPERTY

#### Rule 26

**26(a)** Dismissed employees must be denied permission to enter upon System property, except as revenue customers of the System. Transit passes of dismissed employees must be returned to the Office of Human Resources.



**26(b)** Employees must immediately notify their superiors when they become aware of the presence of unauthorized persons upon System property.



### AUTHORIZED FREE RIDERS

#### Rule 27

**27(a)** Customers and/or employees may be permitted to ride on Authority revenue vehicles without payment of fare pursuant to special orders of the Authority or pursuant to "Local Rates of Fare and Regulations Governing the Furnishing of Customer Transportation on Regular Scheduled Service" or when presenting:



Various school passes and eligibility cards for reduced fare privileges during prescribed periods and between prescribed locations;



A special letter pass issued by the Authority;

A regular employee's picture identification pass with the signature of the employee.



Certain eligible MaBSTOA employees are eligible to retain special MaBSTOA identification passes which were issued to them and their eligible spouses. These passes may only be used to ride free on MaBSTOA local buses.



**27(b)** Children under 44 inches tall will be carried free on all lines of the New York City Transit System, including rapid transit and local bus lines, when accompanied by an adult, but not more than three children will be carried free with any one adult. When an adult is accompanied by more than three children under 44 inches tall, full fare will be charged for each additional child.



**27(c)** Free riders must ride where they will not interfere with employees operating trains or buses, or with the comfort of customers, and must not occupy seats if revenue customers are standing.

**27(d)** NYCTA employee's identification passes and MaBSTOA employee's universal identification passes are good for transportation on any of the lines of the New York City Transit System (except Buses express lines or Staten Island Railway or where an alternate agreement exists). Staten Island Railway employee's identification passes are good for transportation on SIR lines (except where an alternate agreement exists). Employee identification passes are granted to employees for use only by the individual employee to whom issued.

**1. The following individuals are permitted to ride free in or out of uniform and upon display of their photo identification card or authorized shield. All officers who have been issued electronic employee passes must swipe their passes to enter the system:**

- A.** New York City Police Officers
- B.** New York City Fire Marshals
- C.** Detective Investigators employed by the District Attorneys in New York, Kings, Richmond, Queens and the Bronx can ride free on subways and Authority local buses.

**2. When in uniform and with display of an authorized shield, the following individuals will be permitted to ride free:**

- A.** New York City Court Officers
- B.** New York City Correction Officers
- C.** New York City Auxiliary Police Officers
- D.** Uniform New York City Fire Department personnel displaying a New York City Fire Department authorized shield, carrying a turnout coat, bunker pants, helmet and boots.

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**Note:** A uniform may be a dress uniform or a work uniform, which could consist of a button down shirt, polo shirt or T-shirt with the FDNY logo and either long pants or shorts with FDNY logo. (The gear bag may be equipped with the turnout coat, bunker pants, helmet and boots.)

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**3. Individuals or groups displaying the following pass or identification will be allowed free entry into the system:**

- A.** Transit System Entrance Voucher is submitted for an individual by a NYC Police Officer to a Station Agent.
- B.** Groups presenting the Board of Education certificates for free transportation (identification card is not required), Department of Youth Services certifications for free transportation (with a Department of Youth Services identification card) or Authority Group Transportation Vouchers.
- C.** Long Island Rail Road and Metro-North Railroad commuters affected by a major service disruption may transfer free, with Authority approval and the display of a commutation ticket or seat check at designated stations.

## GENERAL RULES APPLICABLE TO ALL EMPLOYEES



**D.** Return-to-School Vouchers issued to truants by the New York City Police Department or the Board of Education's Truancy Patrol Board.



**E.** Uniformed Traffic Enforcement Agents, displaying their New York City Police Department identification, riding to and from their work assignments can ride free on local buses.



**F.** Personal Care Attendants accompanying ADA Paratransit-eligible persons who are certified on their Paratransit Identification cards as requiring the assistance of a Personal Care Attendant can ride free on local and express buses and subways.



**G.** ADA Paratransit-eligible persons who have been issued Access-A-Ride MetroCards will be allowed free entry, provided the maximum number of free trips per day authorized by the Access-A-Ride MetroCard issued to that person has not been exceeded.



**H.** Individual displaying a Mobility Instructor Pass accompanying a disabled person being trained to travel on local buses or subways.

**I.** Individuals displaying an Authority Transportation Pass.



**27(e)** Upon entering System property for any purpose, employees shall swipe their identification passes through card-readers, over proximity card-sensors, or by activation of other access control devices, to gain authorized access, where available. Where access control devices are not available, employees shall produce such passes for examination by employees in charge. This includes boarding in-service revenue vehicles when on duty, and when riding off duty without payment of fare. Exceptions must be authorized by the location chief/manager with authority over the property/vehicle or the Department of Security, upon request. When boarding Select Bus Service (SBS) Buses, employees are required to obtain a receipt from a sidewalk fare media vending machine before boarding.



### IDENTIFICATION PASSES

#### Rule 28



**28(a)** If an employee loses his/her EPIC identification pass, he/she must immediately report its loss and submit to the head of his/her division a written statement explaining in detail the circumstances under which the pass was lost. A duplicate pass may be issued to such employee in accordance with approved and authorized procedures.



**28(b)** Employees' identification passes may be issued to employees on extended leaves of absence in accordance with approved and authorized procedures.



**28(c)** Employees receiving this pass accept and use it with the express agreement that they will assume all risks and liability of accidents and will in no event hold the Authority, or any of its members, responsible for any injury to their persons or for any loss of or injury to their property, whether caused by the negligence of said Authority or by the negligence or willful acts of its agents or employees, whether such willful acts are done within the scope of their employment or otherwise.

- 28(d)** Employees are prohibited from transferring passes to others. A pass must be seized by an employee to whom it is presented, if presented by any person other than the one named thereon.
- 28(e)** Employees are prohibited from using their passes for any purpose other than purposes approved by the Authority. It is strictly prohibited to duplicate, photocopy or otherwise replicate the identification pass without written authorization. Employees will be required to display their identification pass to Department of Security personnel when entering upon Authority property and to conspicuously wear their pass at all times, whether on or off duty, while remaining in non-public areas.
- 28(f)** Upon leaving or suspension pending dismissal from the service of the Authority, an employee must surrender this pass on the last day of work. If the pass is not surrendered, a penalty charge in the amount established by the Authority will be deducted from any pay due such employee.

### WATCHES

#### Rule 29

All employees concerned with train movements or work schedules or with the operation of the buses lines must have reliable, working watches which must be synchronized with official System clocks, if necessary, before commencing each tour of duty.

The Train Operator is responsible for insuring that the clock on the Train Operator Display (TOD) is synchronized with the master-clock in the Subways Rail Control Center. At least once during each tour of duty, Train Operators, Tower Operators and Conductors must synchronize their own watches with the Subways Rail Control Center's master-clock.

### EMPLOYEES UNDER OR ABOUT CARS OR BUSES

#### Rule 30

A red lamp or flag or a special sign displayed on one or both ends of a car, a train, a bus, a truck, a crane, non-revenue rolling stock or earth moving equipment indicates that employees are on or about it. When thus protected, it must not be coupled or moved. Employees will display these signals and they alone are authorized to remove them. In rapid transit, other equipment must not be placed on the same track so as to intercept the view of any such signal without first notifying the employees; such equipment must be parked at least 60 feet from the standing cars. When the protective signal is used on a bus, other equipment must not be placed in such a manner as to nullify the protective effectiveness of the signal.

### EJECTION OF CUSTOMER; REPORT THEREOF

#### Rule 31

- 31(a)** In case of ejection of a customer, an employee may not use force to remove the customer from the car, bus or System property, unless necessary for the defense of the employee or other persons, and under all circumstances care must be taken for the safety of customers. When the customer voluntarily leaves the car, bus or System property or shows a willingness to do so, the customer should be allowed to do so on his/her own.



- 31(b)** When an ejection or arrest is made, a full report must be made as in accident cases. Equal care must be taken to obtain names and addresses of witnesses, particularly the shield and district/precinct number of the police officer, if any, assisting in an ejection or an arrest.



### PEDDLING AND BEGGING

#### Rule 32



The conduct of commercial activities on any Authority facility or conveyance is prohibited, unless duly authorized by the Authority. Panhandling or begging in any form is prohibited on transit property or conveyances. The conduct of certain non-transit related activities such as public speaking, distribution of written non-commercial materials, artistic performances, including the acceptance of donations, and solicitation for religious, charitable and political causes, are permitted subject to Authority Rule 21 NYCRR 1050.6.



However, in no event are such activities permitted on trains or buses. Employees must see that this rule is enforced and shall report any violation thereof to their immediate superior or to a member of the New York City Police Department Transit Bureau for enforcement.



### ARTICLES NOT TO BE CARRIED ON TRAINS OR BUSES

#### Rule 33



- 33(a)** Employees must not knowingly permit large articles and equipment such as likely to inconvenience customers to be carried into stations or on trains or buses. They must not at any time knowingly permit articles of an explosive nature, of radio-active material or which may cause accidents to be taken into stations or carried upon trains or buses.



- 33(b)** Ordinary hand baggage, instrument cases, baby carriages, small shopping carts, bundles or parcels which may be carried without inconvenience to other customers may be taken aboard trains or buses, but employees must not knowingly permit them to be so placed as to obstruct doors or passageways.



- 33(c)** Articles which are so long as to project above the doors of cars or buses are prohibited.



- 33(d)** Employees must not allow any persons to carry onto, or convey upon, the Authority's lines dogs or other animals unless they are enclosed in appropriate carriers that can be accommodated on the lap of the customer without annoyance to other customers, except that service animals and accompanying persons with disabilities, or trainers carrying certificates of identification issued by a service animal training school will be permitted on trains and buses.



- 33(e)** Bass drums or other large musical instruments may be conveyed upon the System's lines, except on buses, upon payment of fare and presentation of a special permit.



- 33(f)** Employees must not take charge of, or become responsible for, any article except lost articles and articles carried on System business.

- 33(g)** Flammable materials must not be allowed upon trains or buses in customer service or upon stations.

## LOST ARTICLES

### Rule 34

**34(a)** All articles found by employees in cars, buses, stations, or elsewhere on System property, or turned over to employees by customers will be sent to the most convenient location equipped with Lost Property bags. Articles must be examined, information entered in the lost property log, and a receipt given to the employee or customer who turned them in.

Articles must be properly tagged and the tag must not be removed from the article. Lost property will not be accepted without a tag. All articles will be placed in the lost property bag and the lost property bag will be locked. Articles will be delivered to the Lost Property Unit located at 34th/Penn Station (34th Street/ 8th Avenue, lower mezzanine) on a scheduled basis. Employees responsible for the custody of lost property must check all property receipts and articles when relieving each other. A chain of custody receipt form will be completed each time a relief is made.

**34(b)** All persons making inquiries concerning or claiming lost articles must be referred to the Lost Property Office. However, in the event that a claim is made at a place where a lost article is being held pending transmittal to the Lost Property Unit and identification is made to the satisfaction of the employee in charge, such employee may, upon receiving permission from the proper authority, release such article to the owner. The owner will complete a receipt prescribed by the Authority on which must be entered the name of the owner, printed, in addition to the owner's signature in writing, together with his/her address, and telephone number, if any. The employee returning said property should also affix his/her name and pass number in space provided on the receipt.

**34(c)** EMPLOYEES MUST NOT DIVULGE INFORMATION AS TO CONTENTS OR DESCRIPTION OF ARTICLES FOUND.

**34(d)** All articles of value of one hundred dollars or more and items such as traveler checks, travel passports and confidential papers of City, State, or Federal agencies must have a detailed description included in the receipt and must be forwarded to the Lost Property Unit by special messenger within 24 hours of receipt ("Valuable" articles found in Staten Island Railway will be delivered after 30 days). All information must be entered in the lost property record log. When the Lost Property Unit is closed, same must be forwarded to Station Operations' Operation Support and Assignment Center (OSAC). The OSAC representative will complete a receipt. All information must be included in the lost property record log. The article will be locked in a designated "valuables" bag pending delivery to the Lost Property Unit (in the Department of Buses the "valuable" articles will be delivered to the Bus Command Center for temporary storage until the Lost Property Unit reopens).

**34(e)** Not used.

**34(f)** No employee other than those authorized by the proper authority, shall contact any owner of a lost article, either by letter or telephone, or in any other manner while said article is being held pending transmittal to the Lost Property Unit.

**34(g)** Not used.

**34(h)** Unclaimed articles will be disposed of under and in accordance with the provisions of Article 7-B of the Personal Property Law and current Authority policy instruction.



### MEDICAL EXAMINATIONS

#### Rule 35



**35(a)** Medical Examinations consist of a medical assessment to determine the capacity of applicants or employees to perform the essential duties of the position sought or held, respectively, in a reasonable manner, with or without a reasonable accommodation. Medical Standards are professionally devised templates which generally provide the basis for a medical assessment of the capacity of a person to perform the essential duties of the title or job sought. The use of medical standards allows Occupational Health Services (OHS) to provide medical assessments of an employee's ability to perform the duties of the job.



**35(b)** After an offer of employment has been made, but before appointment and assignment to duty, candidates for employment and employees may be required to undergo a job-related medical examination conducted by Occupational Health Services. Employees may be required to submit to medical examinations as directed by the Corporate Occupational Health Officer of OHS or representative, Division Head, management or supervision during their employment in accordance with Authority policy.



**35(c)** Medical Examinations are given in accordance with applicable policy instructions and in the following circumstances:



1. Pre-Placement/Promotion



2. Ability to Perform - when a supervisor or manager is able to communicate in writing a basis for believing an employee is unable to perform his or her job in a reasonable way, e. g, when a demonstrable incapacity is apparent



3. Periodic Examinations: Train Operators, Conductors, Bus Operators and Tower Operators are required to have periodic medical examinations. These examinations shall be given every two (2) years for Train, Tower and Bus Operators and every five (5) years for Conductors or at more frequent intervals as deemed necessary by Authority management. Employees regularly assigned to the operation of motor vehicles, and all other employees whose duties regularly require them to be on or near tracks or the right of way may be required to have periodic medical examinations. The Corporate Occupational Health Officer of OHS or representative, may order any employee to submit to a periodic medical examination. Medical examinations may also be required on certain employees as required or permitted by law or applicable policy instructions.



4. Employees who work with hazardous chemicals or are exposed to certain physical conditions may also be required to have medical examinations to comply with Federal and State regulations and agency policies.

5. Employees identified with the need for ongoing monitoring of a medical condition shall be examined periodically by Occupational Health Services.
  6. Reinstatement
  7. Return to Work – a medical assessment shall be performed after a twenty-one (21) day or greater absence due to a non-job-related medical condition, injury, or illness for all safety sensitive employees in job titles with medical standards.
  8. Evaluation of a non-negative drug test result or after an employee fails to provide a specimen for required drug and alcohol testing.
  9. Any safety sensitive employee (see Drug and Alcohol Policy Statement) involved in an accident, in which the employee, co-worker, or member of the public dies or suffers serious bodily injury and immediately receives medical treatment away from the scene shall be required to undergo a medical assessment prior to resuming his/her job duties. Such medical assessment may also be ordered where authorized by Authority policy or applicable collective bargaining agreement.
- 35(d)** In conducting the medical examination, Occupational Health Services will make a complete medical assessment to determine the employee's ability to perform the duties of his/her position. An employee may be removed from service, temporarily or permanently, if the presenting medical disability or incapacity will prevent the employee from performing his/her essential job duties in a reasonable manner, or will have a direct or immediate impact on the safety of the employee or others.
- 35(e)** A permanent employee who has incurred a disability due to a medical condition which incapacitates the employee from performing the essential work of his/her title may be reassigned and/or reclassified to a position entailing restricted duties for which the employee is found medically qualified, at the sole discretion of the Authority and the City Personnel Director, provided such reassignment or reclassification does not involve an increase in salary or a promotion, except as otherwise provided in an applicable labor agreement. Refer to Rule 1(c).
- 35(f)** Medical examinations may include a drug and alcohol test depending on circumstance and the nature of the examination. All drug and alcohol testing will be administered according to applicable rules, procedures and policy instructions and/or statutes and/or governmental regulations.
- 35(g)** For an employee to receive a medical examination, the employee's divisional representative or supervisor must complete a Request for Services form (G-46) , which the employee must bring to his/her regularly assigned Medical Assessment Center.





### BULLETIN BOARDS

#### Rule 36



**36(a)** Before going on duty, and as frequently thereafter as possible, it is the responsibility of train service employees, bus service employees and other employees whose duties involve the movements of trains and buses to examine depot/divisional bulletin boards and safety notice boards for bulletins, directives and notices affecting train and bus operations and their job duties. Supervisors must speak with all Train Operators concerning General Orders and any other significant events on their routes, before Train Operators go on duty. All other employees must be familiar with the contents of all material posted on depot/departamental/divisional bulletin boards, kiosks and safety notice boards.



**36(b)** Authority bulletin boards are used for the posting of the following, but not limited to:



1. GENERAL ORDERS
2. BULLETINS / DIRECTIVES
3. OFFICIAL NOTICES
4. EMPLOYEES' DAILY WORK ASSIGNMENTS WHERE APPLICABLE
5. JOB VACANCY NOTICES



**36(c)** General Orders remain in effect until fulfilled, superseded or cancelled. Personnel responsible for and/or assigned to the operation of a General Order, or who are performing work within the area affected by the General Order, who are uncertain about, or find variations inconsistent with rules, instructions and descriptions of operations, MUST immediately seek clarification from the appropriate Supervisor/Manager or Desk Superintendent.



**36(d)** Bulletins, Directives and Official Notices remain in effect until fulfilled, superseded or cancelled.



**36(e)** Posting of unauthorized material is prohibited.



**36(f)** Defacing, altering, or removing without authority material properly posted on bulletin boards is prohibited.



**36(g)** The supervisor in charge or his/her designee shall be responsible for the bulletin boards in his/her assigned territory; for the proper posting of all materials thereon; and for the removal of General Orders, Bulletins or Official Notices within forty-eight (48) hours of their having been fulfilled, superseded or cancelled.



## **TIMETABLE; SCHEDULE**

### **Rule 37**

- 37(a)** The Timetable is the authority for the movement of regular trains in customer service, subject to the rules and special instructions.
- 37(b)** The Schedule is the authority for the movement of buses in customer service, subject to the rules and special instructions.
- 37(c)** Employees whose duties are affected in any way by the Timetable or Schedule must be conversant with those applying on the division and lines to which they are assigned. Train Crews must have properly completed schedule cards for their respective runs.

## **POLITICAL ASSESSMENTS OR CONTRIBUTIONS**

### **Rule 38**

- 38(a)** No employee shall directly or indirectly solicit or receive any political contribution from other employees.
- 38(b)** Non-employees are prohibited from entering upon the premises of the Authority for the purpose of soliciting or receiving political contributions. Employees of the Authority having charge or control of any building, office, room, shop, station, yard or any other place within or on the premises of the System must see that non-employees do not enter same for the purpose of solicitation or receipt of political contributions.





## CHAPTER 2

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### DEFINITIONS, RULES RELATIVE TO THE OPERATION OF TRAINS





## DEFINITIONS, RULES RELATIVE TO THE OPERATION OF TRAINS



**Timetable** shows the following information: scheduled departures and arrivals, Put-ins (P), Lay-ups (L), and the running time between designated stations or terminals.



(a) **SCHEDULE** IS PART OF THE TIMETABLE THAT SHOWS THE TIMES A TRAIN IS DUE TO ARRIVE AND LEAVE FROM EACH LISTED STATION.

(b) **RUNNING TIME** IS THE TIME IT SHOULD TAKE TO GO FROM ANY STATION TO ANY OTHER.

(c) **REGULAR TRAIN** IS A TRAIN LISTED ON THE TIMETABLE.



(d) (P) DESIGNATES THE TRAIN WILL BE ENTERING INTO CUSTOMER SERVICE.

(e) (L) Designates the train is scheduled to be removed from customer service.

**An extra train** is a train not listed on the Timetable. It may be run when ordered by RTO Supervision.



**An absolute block** is a section of track on which a train is not permitted to enter while it is occupied by another train.

### “RESTRICTED SPEED WITH EXTREME CAUTION”



When you read this expression in any rule it means:

1. Do not go faster than ten (10) miles per hour.
2. Stop your train at least two (2) car lengths short of a visible object on the trackway.
3. Be ready to make an immediate stop.
4. Watch rails and switches for the route and look for anything on the trackway that is unsafe to move past.
5. Be prepared to stop within one-half (1/2) your range of vision.



## TRAIN MOVEMENTS; SPEED LIMITS

### Rule 2.39



**2.39(a)** A Train Operator is prohibited from engaging in any conduct that results in a collision of the train he or she is operating, with any person, car, bumper block or any other object on the trackway.

**2.39(b)** A Train Operator is prohibited from passing a STOP SIGN or STOP SIGNAL without proper authorization. A Train Operator is prohibited from proceeding over a switch that is improperly set.



### WHO MAY MOVE CARS



**2.39(c)** Cars can only be moved by Train Operators or Rapid Transit Operations employees qualified to operate trains. Student Train Operators may only move trains under the supervision of a Train Service Supervisor or qualified Train Operator.

## **OVERRUNNING OR STOPPING SHORT OF PLATFORM**

**2.39(d)** If a train is stopped with the front or rear part of the train outside the station platform, the Train Operator must signal the Conductor with the proper buzzer signal (one long \_\_\_\_\_) NOT to open the doors and communicate to the Conductor the reason for the buzzer. If the train is stopped with one or more doors past the station platform, the Train Crew must notify the Rail Control Center. The Train Operator must assist the Conductor in order to permit customers to exit the train safely, and wait for the proper signal before moving. If the Train Operator stops the train with the rear part of the train outside the station platform, he/she may pull up for a normal stop after receiving the proper signal from the Conductor.

## **A TRAIN OPERATOR MUST NEVER BACK UP A TRAIN THAT OVERRUNS A STATION PLATFORM**

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**NOTE:** One long buzzer signal from the Train Operator to the Conductor means **DO NOT OPEN THE DOORS** if they are closed or **DO NOT CLOSE THE DOORS** if they are open.

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## **EXPRESS TRAINS ON LOCAL TRACK**

**2.39(e)** Express trains running on local tracks will make only express stops unless crews are told otherwise. However, when it is necessary to re-route express trains to local tracks due to Winter Operations Plans, express trains will make all local stops.

## **KNOWLEDGE OF RUNNING TIME AND SCHEDULE**

**2.39(f)** Employees whose duties are affected in any way by the Timetable/Schedule must know the running time and schedule of their run. In addition, when issued, Train Operators and Conductors must have a preprinted schedule card in their possession at all times.

## **OBEY TIMETABLE**

**2.39(g)** Train Crews are responsible for operating their trains according to the timetable, except where conditions on the track interfere, or unless otherwise ordered by printed instructions or by a supervisor.

## **SPEED OVER SWITCHES**

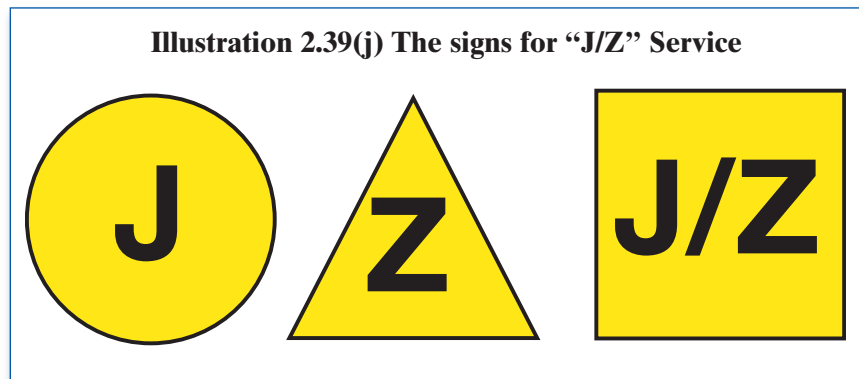
**2.39(h)** A train must not go faster than ten (10) miles per hour when moving to the left or right over a switch unless a "Diverging Route" Sign shows some other speed. This speed limitation is in effect even if the home signal indicates a normal route when in fact the train is physically diverging from a straight line.

## **SPEED ENTERING TERMINALS**

**2.39(i)** A train must not go faster than ten (10) miles per hour entering a terminal track ending in a bumping block unless otherwise indicated by grade time and/or station time signals governing the allowable speed into the track.



Illustration 2.39(j) The signs for “J/Z” Service



#### TRAINS SKIPPING STATIONS

**2.39(j)** The train will enter the stations being bypassed at the normal speed for the area; the Train Operator will then begin to decelerate gradually, ensuring that the train does not go faster than fifteen (15) miles per hour as it leaves the station. The Train Operator must sound a short series of blasts of the horn or whistle at the entering and leaving end of the station. After the Train Operator’s cab has passed the leaving end of the station at fifteen (15) miles per hour, normal train speed for the area may be resumed.

Trains, given ‘skips or battery runs’, bypassing stations closed due to renovations and G.O.s are not exempt from this rule.

Unless ordered by the Rail Control Center or an RTO Supervisor, Train Operators operating LIGHT trains must not enter stations, unless they can get their entire train beyond the station platform without making a stop. On stations that have grade time signals, either within the station, or at the leaving end, the Train Operator must regulate the speed of his or her train so that the signal will clear without the train coming to a stop. In no event must speed exceed 15 miles per hour.

The only exceptions for LIGHT trains shall be in those stations that require the Train Operator to punch in to indicate the requested route or train identification and where this cannot be done before entering the station.

The signs, which are 10 inch Classification Signs of different shapes, have a yellow background with black lettering. They are installed prior to entering, and also within each station and indicate which train is to make a station stop.

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**NOTE:** When skipping stations the horn or whistle must NOT be sounded when operating over sections of track that are out-of-doors (on elevated structures, in open cuts, etc.) during the period between 2100 HRS and 0600 HRS, unless an emergency exists, personnel are on the trackway or flags/lights are displayed.

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## **SPEED OF WORK TRAINS**

**2.39(k)** Trains with any cars not designed to carry customers must not go faster than TWENTY-FIVE (25) miles per hour on straight track and FIFTEEN (15) miles per hour on curves.

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**NOTE:** The above, 2.39(k), does not apply to Refuse Collection Trains, Sperry Cars and Track Geometry Cars which will operate according to rules applicable for passenger trains. In addition, this rule does not apply to the Vacuum Train, which must not exceed 35 MPH on straight and 25 MPH on curved track.

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## **RUNNING TRAINS FROM OTHER THAN FRONT END**

**2.39(l)** A Train Operator must NOT run any train from any position other than the front cab unless the following happens:

### **BEFORE MOVING**

1. If it is a train of customer cars on the mainline, with or without customers aboard:

The Train Operator must immediately call the Rail Control Center by radio. The Rail Control Center will immediately dispatch the nearest Train Service Supervisor or qualified supervisor to the train as fast as possible. Before the train moves, the Train Service Supervisor or qualified supervisor must ensure by TEST that a flagger is positioned in the front cab, and the Train Operator in the cab from which the train will be operated, can communicate with each other clearly at all times, using sound powered telephones or radio communication. Light, hand, horn or buzzer signals must not be used unless directed to do so by RTO Supervision.

2. If it is a train of customer cars in the yard:

**Flagger on Train:** A flagger must be in the front cab of the first car. The flagger must use only a sound-powered telephone or radio communication to communicate to the Train Operator running the train. The flagger must know BY TEST, before moving, that the train can be stopped with the Emergency Brake Valve or handbrakes if so equipped. If the Train Operator cannot hear the flagger, the Train Operator must stop the train.

**Flagger on Trackway Next to Train (Movement of Customer Cars or Miscellaneous Work Equipment in Yards for Shop Purposes):**

If the flagger must walk on the trackway adjacent to the train being flagged, the flagger must continue to speak and receive communications from the Train Operator at all times. If the Train Operator cannot hear the flagger, the Train Operator must not start the train, or if the train is in motion, the Train Operator must stop the train immediately.

3. The Train Operator must NOT start a train until he/she is sure it is safe to move.

The Train Operator must wait for the proper signal from the flagger on the front of the train. The flagger must be vigilant in observing the trackway to ensure it is clear and all switches and signals are properly set for movements of the train. This information must be relayed to the Train Operator. The flagger is equally responsible with the Train Operator for the safe movement of the train.

4. The Train Operator must be positioned in the first operable cab closest to the front end and facing the direction of travel of the train.





#### WHEN MOVING



5. The Train Operator running the train must CONTINUE to receive and answer voice signals from the flagger at the front end while the train is moving. If the signal stops at any time, the flagger or Train Operator must immediately stop the train and investigate.



6. IF A SOUND-POWERED PHONE OR RADIO COMMUNICATION IS NOT AVAILABLE—OR— IF THE SOUND POWERED PHONE BECOMES DISABLED, as many intermediate flaggers as are needed must be assigned to the train between the flagger at the front end and the Train Operator running the train so that the Train Operator can clearly hear all signals.



Under the direction of an RTO supervisor, the train will be operated no faster than ten (10) miles per hour while it is being operated from other than the front cab. If it is a train of customer cars on the mainline, customers must be discharged at the next station and the train must be sent to the nearest yard or siding.



#### MOVING CARS IN YARDS

**2.39(m)** A Train Operator moving cars or trains in yards or on storage tracks must:

1. Stand where he/she can see best (except Locomotives, R44, R46 & R142 and up type revenue cars).
2. Operate with RESTRICTED SPEED AND EXTREME CAUTION.
3. Stop at all crosswalks, stop signs, and sound two (2) short blasts of the horn or whistle.
4. Observe that rails and switches are properly set.
5. Not move single cars (except for cuts and adds for shop purposes) or miscellaneous single cars (except locomotives)



#### MOVING INTO SHOPS

**2.39(n)** All cars will be held behind an interlocking signal until confirmation is given to the Yard Dispatcher by Division of Car Equipment personnel, that the shop door to the appropriate track is opened. The Yard Dispatcher will then direct the Tower Operator to route the cars to the desired track.

Train Operators must then STOP at STOP SIGNS outside shop doors. After making the required safety stops outside the shop and observing that the door is open high enough to pass through safely.

Train Operators before entering will wait for a proceed signal from an employee of the Division of Car Equipment at the entrance of the shop.

**Illustration 2.39(n)**



Train Operators will then sound the train horn twice before moving and proceed into the shop no faster than five (5) miles an hour, looking closely at the tracks, prepared to stop at any time.

If the move into the shop is being made with linked cars, Train Operators will stop inside the shop door and wait for a Division of Car Equipment employee to apply a 600-volt trolley to the car or unit before attempting to move the train any further. All Train Operators entering the shop, regardless of train length, must make a complete stop:

- At least three (3) car lengths,
- Then fifty (50) feet,
- Then ten (10) feet,
- Then two (2) feet from the standing cars.

When space limitations within the shop itself do not permit the specified safety stops, due to other cars already on the track, Train Operators will make any remaining safety stop(s) in accordance with available space.

If contact rail power is lost and a Car Equipment employee must apply a 600-volt trolley to move a train inside the shop, Train Operators must operate “point on, point off” only and must not advance the controller past the switching/minimum power position. To avoid arcing, all employees must be certain that the controller is in the “Off” position when the trolley is removed.

Train Operators and Division of Car Equipment personnel must establish direct communication with each other to be sure the controller is in the “Off” position when the trolley is applied or removed.

### **TRAIN LENGTH**

**2.39(o)** The longest train that may be run on any line is specified by a Car Service NOTICE, or in special instructions.

## **SIGNALS; SIGNAL PARTS; DEFECTIVE SIGNALS AND INTERLOCKING SIGNALS; KNOWLEDGE OF SIGNALS**

### **Rule 2.40**

#### **SIGNALS**

**2.40(a)** All employees whose work has anything to do with the running of trains must know the meaning of all signals.



**USE OF LIGHTS AND FLAGS**



**2.40(b)** Lights and flags of the proper color must be used. Employees required to use them must ensure they are available for immediate use. Flags must be used outdoors during daylight hours. However, when flags cannot easily be seen, lights in addition to flags must also be used.



**At all other times and places lights must be used.**

**SIGNALING A TRAIN TO STOP**



**2.40(c)** Should an employee want a train to stop, the employee must face the direction from which the train is approaching and continue signaling the train by HAND, FLAG, or LIGHT, as illustrated in 2.40(c), until the train stops. The Train Operator must acknowledge this signal with two (2) short blasts of the horn or whistle.



**FIXED VERSUS HAND SIGNALS**



**2.40(d)** When a hand, light, or flag signal to proceed is given while a fixed signal shows STOP, the Train Operator must STOP the train.



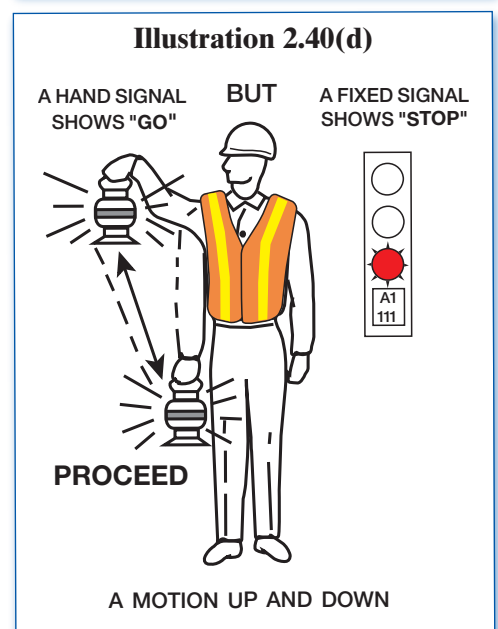
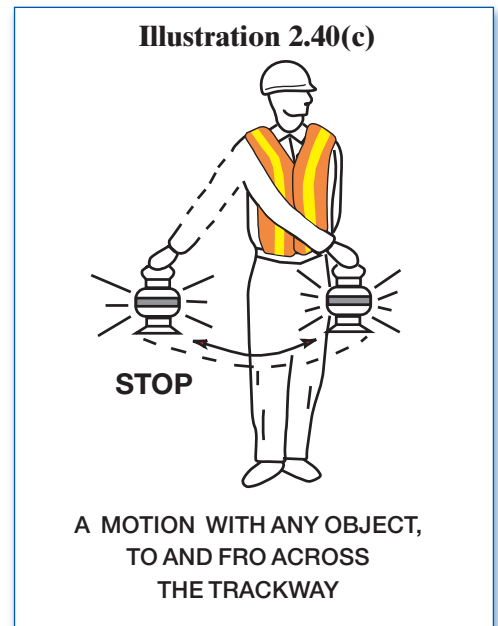
The Train Operator must question the flagger giving the signal to ensure the flagger is an authorized RTO or Division of Signals employee. Only then, may the Train Operator proceed and only when the Train Operator knows it is safe to do so. An employee must not give a hand, light, or flag signal to proceed while a fixed signal shows STOP unless permitted to do so.



**MISSING, UNLIT OR WRONGLY LIT SIGNALS**



**2.40(e)** A train must STOP at a missing, unlit, or wrongly lit fixed signal. This must be reported immediately to the Rail Control Center and the Train Operator must await instructions from the Rail Control Center.



**OBEY SIGNALS**

**2.40(f)** Train Operators must obey a fixed signal until the train reaches the next signal or sign and at the same time obey all other speed limits.

**RED FLAGS OR LIGHTS**

**2.40(g)** A Train Operator must **STOP** and **STAY** at least one (1) car length from a flagger giving a stop signal, with red flags or red lights until given permission to proceed.

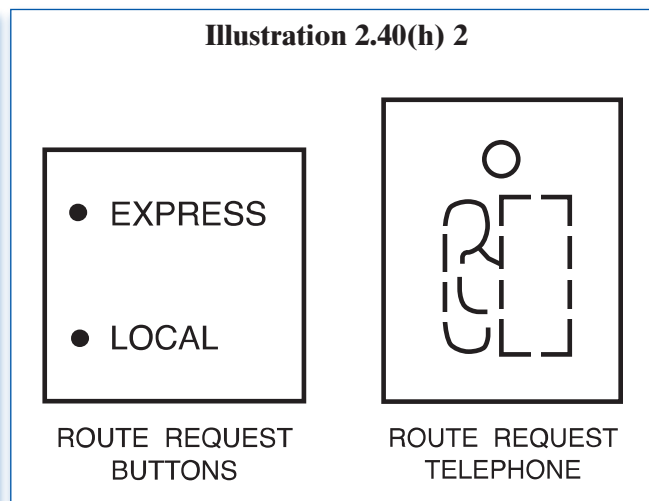
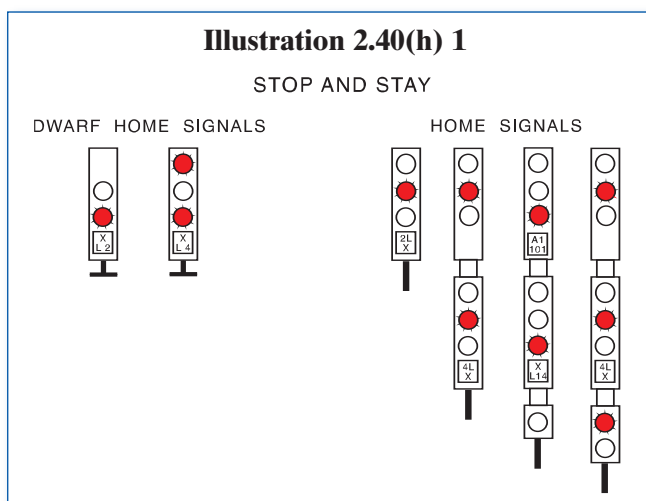
**RED (STOP) HOME OR LOW HOME SIGNALS**

**2.40(h)** A Train Operator must **STOP** and **STAY** at a **HOME SIGNAL** or **LOW HOME SIGNAL** with **ALL LIGHTS RED**.

If the Train Operator does not receive a proper signal to proceed, he/she must use a Route Request Button or Route Request Telephone, located on or near the signal, or radio to notify the Tower Operator.

If there is no Route Request Button and if the signal remains at DANGER, the Train Operator must immediately call the Rail Control Center by radio. If an acknowledgment is not received from the Rail Control Center, he/she must call the Rail Control Center on the emergency telephone at the nearest blue light location or station token booth (“Service Booth”) or public telephone. If the Train Operator receives a proper hand, light or flag signal to proceed, the Train Operator must NOT move unless he/she:

1. Knows that the person giving the signal is a qualified employee of Rapid Transit Operations or Division of Signals; and
2. Knows that the hand, flag or light signal is meant for his/her train; and
3. Is sure the automatic stop arm is down and;
4. Observes that all switches are properly aligned for his/her route. The Train Operator must then proceed with **RESTRICTED SPEED AND EXTREME CAUTION** to the next signal.





### FLAGGING A TRAIN PAST A HOME OR LOW HOME SIGNAL



**2.40(i)** No employee may signal a train to pass a Home Signal or Dwarf Signal showing Stop (ALL LIGHTS RED) until:



1. The train is stopped;
2. The employee is sure that the switch or switches are lined up for the train's route and are secure;
3. The employee flagging the train has received orders from the Dispatcher in person, on the phone or by radio or received orders from the Rail Control Center; and
4. The Automatic Stop Arms are down on that signal and on any signal at the other end of the switch or switches controlling movement in the opposite/reverse direction.



### RED (STOP) HOME SIGNAL WITH CALL-ON



**2.40(j)** A Train Operator must STOP at a Home Signal with two or three RED lights, even if the CALL-ON light is illuminated.

If the CALL-ON is illuminated, the Train Operator must activate the Automatic Stop Arm Manual Release lever or button on the signal to allow the Automatic Stop Arm to go down. When the Automatic Stop Arm goes down and retains in the clear position, the Train Operator may pass the Home Signal, but must proceed with **RESTRICTED SPEED AND EXTREME CAUTION** to the next signal.



### AUTOMATIC STOP ARM FAILS TO GO DOWN AND RETAIN ON CALL-ON



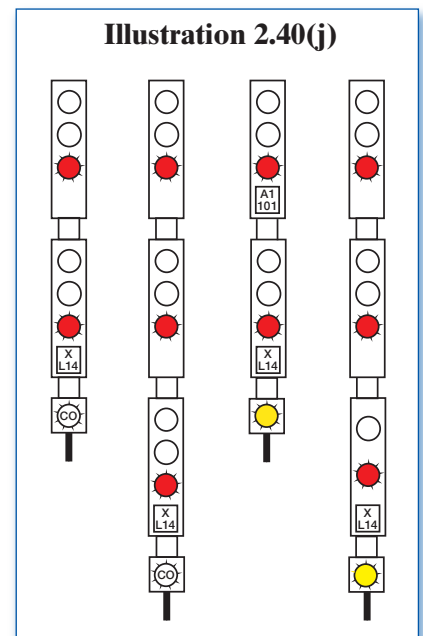
**2.40(k)** The Train Operator must call and receive orders from the Rail Control Center by radio if the Automatic Stop Arm of a Home Signal, which displays a Call-On, does not go down after the Automatic Stop Arm Manual Release lever or button is pressed twice. The Train Operator will report the signal number and location to the Rail Control Center. If the contact shoe is preventing the safe hooking of the Stop Arm, the Train Operator will immediately notify the Rail Control Center via radio that in order to safely hook the stop arm the train must be moved forward a short distance and await instructions.



### HOME OR LOW HOME SIGNAL CHANGING FROM GO TO STOP



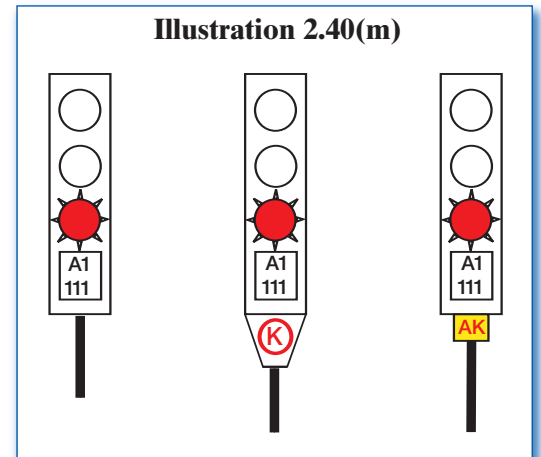
**2.40(l)** If a Home Signal or Low Home Signal clears for the train to proceed, and then quickly changes to STOP (ALL lights RED); the train must be stopped at once. If the signal does not clear and if the proper hand, light or flag signal is not given the Train Operator must immediately call the Rail Control Center by radio.



## WHEN ENCOUNTERING A RED AUTOMATIC SIGNAL

**2.40(m)** A Train Operator **must** STOP for ALL RED Automatic Signals.

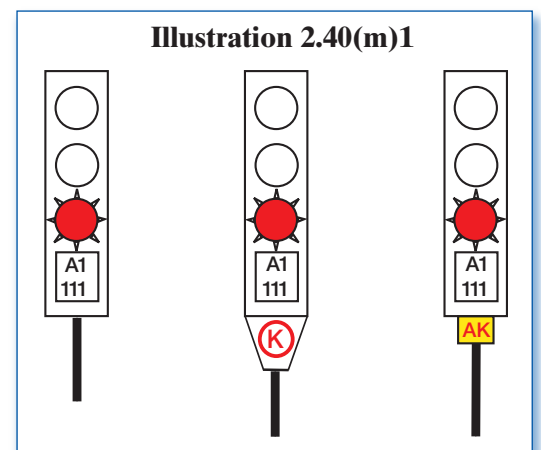
The Train Operator must stop fifteen (15) feet short of the signal, or at the yellow insulated Joint (IJ) marker plate/reflector on the contact rail protection board. The Train Operator must ALWAYS call the Rail Control Center by radio immediately and report the location of the Red Automatic Signal. The Train Operator may proceed according to Rule 2.40(n) if given permission to do so by Rail Control Center.



**NOTE:** There may be a ten second delay before the stop arm goes down and stays in the clear position.

In the event the Rail Control Center does not acknowledge the original transmission, the Train Operator MUST attempt to transmit again stating his/her message including the interval identification, signal number, the location, and any other pertinent information. If the Rail Control Center still does not acknowledge the radio transmission, then the Train Operator MUST not move until the light turns to Yellow or Green, unless:

1. The signal has an “AK” (Authorized Key-By) sign; no permission is required and then the Train Operator may key-by according to Rule 2.40(n) or
2. The signal is on a track that the Train Operator KNOWS is a storage track or in a yard; then no permission is required and the Train Operator may key-by according to Rule 2.40(n) or
3. An employee, whom the Train Operator KNOWS by positive identification, is authorized to give the permission to pass the red automatic signal. When doing so, the authorized employee must remind the Train Operator to proceed according to Rule 2.40(n).



The following employees are authorized to flag a train past a red automatic signal:

- An RTO Supervisor or Division of Signals employee(s) are authorized at all times.
- A Train Operator(s) or Construction Flagger(s) may be authorized when assigned to a specific location by a General Order or by an RTO Supervisor only.
- Tower Operators are NOT authorized to give Train Operators permission to key-by a red automatic signal unless authorization is specified by a General Order, or is given to them by an RTO Supervisor.



If the signal is on a mainline track and there is no authorized employee in sight, the Train Operator **MUST** call the Rail Control Center immediately via radio.



If the Rail Control Center does not acknowledge the transmission he/she must:

#### **WITH NO TRAIN VISIBLE AHEAD**

Wait two (2) minutes before securing the train and calling the Rail Control Center on the wayside telephone



#### **WITH A TRAIN VISIBLE AHEAD**

Wait ten (10) minutes before securing the train and calling the Rail Control Center on the wayside telephone.



In this situation, RTO Supervisors assigned to interlocking towers are also authorized to give Train Operators permission to key-by providing they can see the train on the model board; however, they must inform the Rail Control Center immediately via radio or telephone that they have done so.



#### **PROCEDURE FOR PASSING (KEY-BY) RED AUTOMATIC SIGNALS**

**2.40(n)** Unless the Red Automatic Signal has an “AK” (Authorized Key-By) sign; or the signal is on a track that the Train Operator knows is a storage track or in a yard he/she **MUST NOT** pass (Key-By) the signal until he/she has received authorization from the Rail Control Center.



When a Train Operator is authorized by the Rail Control Center, RTO Supervisor, or Division of Signals personnel to move past or Key-By a RED Automatic Signal, the Train Operator must:



1. Slowly proceed up to the signal and bridge (move past) the Insulated Joint (IJ) with the first set of wheels and come to a complete **STOP**.
2. While at a complete **STOP**, observe that the Automatic Stop Arm lowers to the clear position and ensure it remains in the clear position.



3. Then proceed with **RESTRICTED SPEED AND EXTREME CAUTION**.



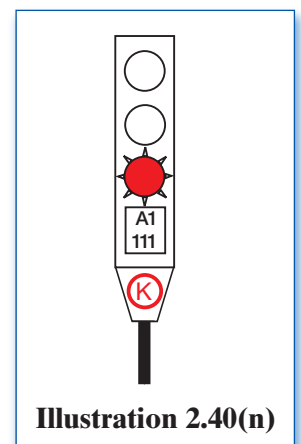
If the signal has a  face plate sign, the Train Operator **MUST**:



1. Slowly pull up to the signal and come to a complete **STOP**
2. While at a complete **STOP**, use the Automatic Stop Arm Manual Release lever, or button, to make the Stop Arm lower to the clear position and ensure it remains in the clear position. If the signal is not equipped with a lever or button the Train Operator must descend to the roadbed, push down the stop arm to lower it to the clear position and ensure it remains in the clear position.



3. Then proceed with **RESTRICTED SPEED AND EXTREME CAUTION**.



**DEACTIVATION OF KEY-BY FEATURE**

**2.40(o)** The automatic key-by feature associated with certain Automatic Signals at the leaving end of stations has been deactivated. These signals are identified by a reflective yellow sign that reads: NO KEY-BY and cannot be passed in the manner previously described.

Should it be necessary for a Train Operator to move past this signal when it is at danger (RED), he/she **MUST** proceed as follows:

- The Train Operator will call the Rail Control Center via radio or telephone and ask for permission to proceed past the red signal.
- When permission is granted by the Rail Control Center to proceed past the automatic signal, the Train Operator must proceed slowly towards the signal, ensure that the first set of wheels is past the Insulated Joint and bring the train to a complete STOP, so that the stop arm is still in front of the train.
- After stopping, the Train Operator must secure the train before descending to the trackway, push down the stop arm, and ensure that it retains.

Having done this, the Train Operator will re-board the train and proceed with **RESTRICTED SPEED AND EXTREME CAUTION** to the next signal.




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**NOTE:** If the stop arm does not retain, the Train Operator must inform the Rail Control Center immediately and be governed by their instructions.

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These Automatic Signals can be identified by a posted sign that indicates “NO KEY-BY.”

**TEN SECOND DELAY KEY-BY TIMERS**

**2.40(p)** Train Operators attempting to key-by red automatic signals equipped with ten-second delay key-by timers must wait ten seconds after bridging the insulated joint for the stop arm to go down.

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**NOTE:** The procedure for keying-by Red Automatic Signals as defined in Rules 2.40(m) and 2.40(n) remain essentially the same. However, because there is no differentiation between modified and unmodified signals, a Train Operator keying-by any given signal must be keenly aware the stop arm associated with it may not go down immediately after the insulated joint has been bridged. When this happens, Train Operators are instructed to wait at least ten seconds before contacting the Rail Control Center for further instructions.

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**AUTOMATIC STOP ARM FAILS TO GO DOWN ON AN AUTOMATIC SIGNAL**

**2.40(q)** If the Automatic Stop Arm of an Automatic Signal fails to go down and retain the Train Operator or Conductor must report this condition to the Rail Control Center by radio giving the signal number and location. The Train Operator or Conductor must hook down the Automatic Stop Arm and **MUST**





unhook it after the train clears the Automatic Stop Arm, but only with the permission of the Rail Control Center. If an employee is there who will unhook the Automatic Stop Arm the Train Operator must know the employee is an authorized RTO or Division of Signals employee. The train must proceed with **RESTRICTED SPEED AND EXTREME CAUTION** to the next signal. If the contact shoe is preventing the safe hooking of the Stop Arm, the Train Operator will immediately notify the Rail Control Center via radio for permission to move the train a short distance forward.



#### **AUTOMATIC STOP ARM HOOKED DOWN**

**2.40(r)** If a Train Operator sees an Automatic Stop Arm hooked down, he/she must immediately report the location and signal number to the Rail Control Center .



#### **WRONG ROUTES**

**2.40(s)** If a signal shows a switch is set for a train to leave its scheduled route and the Train Operator has not been told to accept the route, he/she must stop and call the Tower Operator, Dispatcher, or Rail Control Center. The Train Operator may, however take this route if the train is routed via the local track instead of the express track and will be able to return to the scheduled route.



#### **TRAIN STORAGE ON SIDINGS OR IN YARDS**

**2.40(t)** A car or train stored on a siding or in a yard must be placed behind the signal, which will be the exit signal when the train is ready to leave, or behind the Fouling Point Sign or the clearance mark or insulated joint plate marker. This is to permit switches and signals to work normally for other train movements.



#### **NO SIGNAL IN FRONT OF SWITCH; INCOMPLETE MOVES**

**2.40(u)** A switch is protected by a signal in front of it. If a Train Operator changes ends to move the train in the direction from which the Train Operator has just come, but finds that there is no signal between the train and the FIRST switch ahead, the Train Operator must NOT proceed unless:



1. Permission from the Dispatcher or Rail Control Center (on the mainline), has been granted; or

2. An RTO Manager or Supervisor or Division of Signals employee whom the Train Operator KNOWS is permitted to do so gives a signal to proceed.



3. In yards, the Train Operator must ensure that the Low Home or Home Signal, which the train is overhanging, is displaying a proceed or call-on aspect and receive permission to move.



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**NOTE: In all cases, the Train Operator must observe the switches to ascertain they are properly set for the intended route.**

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## **MOVES AGAINST TRAFFIC OVER SWITCHES**

**2.40(v)** If a Train Operator must move a train over switches and against the direction trains normally operate on the track, he/she must move only if:

1. A proceed (Yellow or Green) aspect is displayed on the Home Signal or Low Home Signal; or
2. He/she is given a proper flag, light or hand signal by an authorized RTO Manager, Supervisor or Division of Signals employee and has permission from the Rail Control Center.

The Train Operator must only operate as far as necessary for the rear of the train to clear the last Home Signal that will permit the train to move back in a normal direction.

## **LIGHTS OR FLAGS ON TRACK**

**2.40(w)** If a Train Operator observes any caution lights or flags on the track ahead, even if working employees are not visible, he/she must operate with **RESTRICTED SPEED AND EXTREME CAUTION** and sound two (2) long blasts of the horn or whistle. If the Train Operator's visibility is limited, two (2) long blasts of the train horn or whistle must be repeated at short intervals until the working employees become visible or until a resume speed signal is passed.

## **MISSING OR DARK FLAGGING LIGHTS**

**2.40(x)** A Train Operator, who observes flagging lights, dark or missing, must report this to the flagger and the Rail Control Center.

In instances where a flagger's green flag or green light is missing or unlit, the Train Operator will proceed with **RESTRICTED SPEED AND EXTREME CAUTION** to the next station {express or local} (on an express track the train can resume normal speed for the area when the train is adjacent to the next local station), notify the Rail Control Center via radio and then proceed at the normal speed for the area.

## **PROCEED LIGHT OR FLAG SIGNALS**

**2.40(y)** The Train Operator must question an employee giving a "proceed" signal with the improper color lamp or flag, or with the wrong movement of the lamp, flag or hand. The Train Operator must clearly understand the meaning of the signal before moving the train. A signal given with a yellow lamp or flag means to expect additional flaggers ahead. At no time may a proceed signal be given with a red lamp or red flag.

## **PERSONS ON THE TRACKS**

**2.40(z)** A Train Operator must be vigilant at all times. When the Train Operator sees any person on or around the tracks, they must immediately reduce the speed of the train and sound the train horn or whistle. The Train Operator must stop the train if the person does not appear to be in the clear or has not given a proper signal to the Train Operator. The Train Operator may proceed only when he/she has determined that the person is in a safe area.



## MOVING AGAINST THE NORMAL DIRECTION OF TRAFFIC

### Rule 2.41



**NOTE:** The following does not apply to:

1. Miscellaneous equipment operating on tracks removed from service by General Orders
2. All scheduled train movement
3. Tracks under General Order that establishes train movement.
4. Tracks signaled in both directions with no scheduled service.



### MOVEMENT AGAINST THE NORMAL DIRECTION OF TRAFFIC - WRONG RAIL

**2.41(a)** In cases of imminent danger or emergency situations the Rail Control Center must be notified immediately.

A train may make a wrong rail move (imminent danger/emergency condition) against the normal direction of traffic on a main line track only with the permission of the Rail Control Center. The guidelines listed below must also be adhered to:



1. The Rail Control Center must communicate with the train crew of the train to be moved and obtain its call letters and operating car number and give specific instructions for the wrong rail move.
2. The Train Operator **MUST** repeat back to the Rail Control Center the specific instructions received and the train's call letters and operating car number when possible.
3. This transmission **MUST** be acknowledged by the Rail Control Center.
4. The Rail Control Center must ensure that all members of the train crew are aware of the move.
5. The Rail Control Center must establish an **ABSOLUTE BLOCK** far enough forward in the direction which the train will be moving to protect the train.
6. For a wrong rail move (imminent danger/emergency conditions) the Rail Control Center must make a radio announcement advising personnel in the area that a train will make a wrong rail move.



The Train Operator will then place the train's brakes in emergency, remove the operating tools, secure the cab and change ends. Upon arriving at the new operating position:



1. The Train Operator will charge the brake system and contact the Rail Control Center via the radio.
2. The Train Operator will then repeat the train's original call letters and operating car and new operating car number and ask for permission to begin the wrong rail move.



3. The Rail Control Center will then issue permission to the Train Operator to begin the wrong rail move.
4. When a Train Operator must operate a train against the normal direction of traffic, the Train Operator must operate with **RESTRICTED SPEED AND EXTREME CAUTION**. Expect to find personnel working on or adjacent to the track and immediately report the location of such personnel to the Rail Control Center. The Train Operator must sound the horn or whistle in a series of short blasts throughout the length of the move.
5. If customers are on board the train, the following announcement must be made by the Conductor before the start of the move in the opposite direction:

“Ladies and Gentlemen, this is the Conductor, because of a \_\_\_\_\_ at \_\_\_\_\_, this train will move in the opposite direction. Please remain calm and follow the instructions of the train crew.”

## **MOVEMENT AGAINST THE NORMAL DIRECTION OF TRAFFIC - REVERSE MOVE**

**2.41(b)** For unscheduled reverse moves (not an imminent danger/emergency condition) where the Rail Control Center (RCC) has been informed of work gang(s) working within the interlocking(s), the reverse move will be made only after positive communication between the RCC and the supervisor/employee in charge of the work gangs has been established. Confirmation that everyone is off the right-of-way must be received by RCC prior to the unscheduled reverse move being initiated.

When a Train Operator must operate a train against the normal direction of traffic, the Train Operator must operate with **RESTRICTED SPEED AND EXTREME CAUTION**. Expect to find personnel working on or adjacent to the track and immediately report the location of such personnel to the Rail Control Center. The Train Operator must sound the horn or whistle in a series of short blasts throughout the length of the reverse move.

If customers are on board the train, the following announcement must be made by the Conductor before the start of the move in the opposite direction:

“Ladies and Gentlemen, this is the Conductor, because of a \_\_\_\_\_ at \_\_\_\_\_, this train will move in the opposite direction. Please remain calm and follow the instructions of the train crew.”

## **WHEN TO STOP A MOVE AGAINST TRAFFIC**

**2.41(c)** If a train starts to move against the normal direction of traffic without fulfilling each of the instructions in Rule 2.41(a) or:

1. before every train crew member has been notified or
2. without proper signals; or
3. when it is unsafe

The train must be stopped at once by activating the Emergency Brake Valve.



#### STATION STOPS DURING WRONG RAIL OPERATIONS



**2.41(d)** When operating against the normal direction of traffic during General Orders, Single Track Operations and Emergencies, and in the absence of a Station Car Stop Marker, the Train Operator MUST ensure that the train is fully berthed in the station by stopping the train at the end of the station platform.



### INDICATION LIGHTS; DOORS AND GUARD LIGHTS

#### Rule 2.42

##### DEFINITIONS



**THE TRAIN OPERATOR'S INDICATION**, Doors Closed and Locked Indicator or Automatic Starting Signal is the light in the Train Operator's cab, which illuminates when all side doors are closed and locked.



**THE CONDUCTOR'S INDICATION** is the red lights at the Conductor's operating position which illuminate when all side doors are closed and locked, and when the zone or drum switches are set correctly.



**THE DOOR ENABLE PUSHBUTTONS** allow the Train Operator to enable the operation of the side doors. The door enable lights do not mimic or replace Train Operator's indication. DO NOT press the door enable pushbuttons while the train is moving, on the wrong side or unless fully berthed in a station.



If the Door Enable buttons fail to illuminate, report the malfunction to the Rail Control Center immediately and continue to operate in revenue service to the terminal.



**THE GUARD LIGHT** is a light affixed to a car (red on the interior and red on the exterior) which illuminates when any one door or doors is not properly closed or locked on that car. In addition, each individual side door has its own DOOR



**FAULT LIGHT**, which illuminates if that particular door is not properly closed or locked.

**THE PROPULSION FAULT LIGHT** (dead motor indicator) is an amber light, affixed to the outside of the car, which when illuminated indicates the propulsion system on that car has been automatically disconnected. On subdivision "A" cars only: When the propulsion fault light is flashing, it indicates that an emergency brake valve has been activated in that car.



**THE END DOOR UNLOCKED LIGHT** is a blue light affixed to the outside of a car (75 foot long cars: R-44, R-46, R-68/68A) which when illuminated indicates that the end door/storm door on that car is unlocked.

##### SIGNAL NEEDED TO START TRAIN



**2.42(a)** A Train Operator must not move the controller handle to a power position and start a train carrying customers until the Train Operator's indication is lit. The Train Operator must also receive two long buzzer signals or voice communication via the PA or intercom from the Conductor before starting:

## **From a terminal;**

1. If the train buzzer fails, the Conductor must use either the train intercom or Public Address System to instruct the Train Operator to proceed.
2. On cars equipped with a transverse cab the Conductors will change positions and notify the Rail Control Center.

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**NOTE: A train must not leave a terminal in customer service with an inoperable P.A. System.**

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## **TRAIN OPERATORS DISPLAY**

**2.42(b)** The Train Operator Display (TOD) does not affect the mechanical operation of the train and is not critical for operation except that it allows for operator information. However:

1. When the TOD indicates critical failure, Rail Control Center must be notified and the crew must immediately investigate the condition.
2. When the TOD malfunctions enroute, the Train Operator will keep the train in customer service.
3. When the TOD malfunctions prior to the departure at a terminal, the Conductor will be instructed to check the TOD at his/her position and program a route from the selection screen.
4. When both TOD screens are not working at the operating crew's positions, Rail Control Center must be notified and a determination will be made to place the train in customer service based on the needs of the service.

## **INDICATION PROBLEMS - TRAIN REMOVED FROM SERVICE**

**2.42(c)** A train will be immediately removed from service, customers will be discharged at the next station and the train will be sent to a repair facility upon Rail Control Center orders when:

1. The Train Operator and/or Conductor receives indication with a side door or doors open; or
2. The Train Operator and/or Conductor receives indication with all doors closed and a guard light is illuminated; or
3. The Train Operator loses indication and a side door or doors open and the train continues to take power.

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**NOTE: Train Operators are strictly prohibited from moving the master controller to a power position without indication.**

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# WARNING

**No action will be taken by any personnel to inspect, troubleshoot or repair any of these conditions with the exception of moving the train safely to the nearest maintenance facility, where it will be held out-of-service for examination by Car Equipment and System Safety personnel. The train will remain out-of-service until released by System Safety investigators.**

## INDICATION PROBLEMS - AT A TERMINAL

**2.42(d)** If the Train Operator's indication or Conductor's indication fails to work at a terminal with all side doors closed and locked, the train **MUST NOT** leave the terminal carrying customers nor may it be returned to service unless the trouble is fixed and the Rail Control Center is notified of who fixed it and what action was taken.

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**NOTE: If alternate indication is available, the train will leave the terminal carrying customers. Rail Control Center must be notified.**

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## INDICATION PROBLEMS - ENROUTE

**2.42(e)** A train may not move without Train Operator indication or alternate Train Operator indication on the duplex air gauge being lit. When moving, and both Train Operator indication and alternate Train Operator indication is lost the train must be brought to an immediate controlled stop, and;

1. The Rail Control Center must be notified immediately. The train will stay in customer service if the Conductor has solid indication in both zones. The Train Operator can safely proceed after the Conductor passes two long buzzer signals before starting from each station.

### If a Conductor loses indication:

1. The Train Operator must be notified to bring the train to an immediate controlled stop, and;
2. The Rail Control Center must be notified immediately.

## The train can stay in customer service if:

1. The Conductor has at least one indication or alternate light for each zone; or
2. The Conductor can establish a new operating position (on cars equipped with a transverse cab where alternate conductors indications are provided); or
3. The Train Operator has indication, and the customer load is small enough to move easily, and quickly into the half of the train which the Conductor has solid indication.

In this case, the Conductor will operate the doors on the operable half of the train. The defective half will be kept closed.

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**NOTE: Do not change positions between stations, only when the train is fully berthed in a station.**

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If none of the above is possible and the condition cannot be corrected, customers must be discharged at the next station and the Rail Control Center notified.

## GUARD LIGHT/FAULT LIGHT

**2.42(f)** A train must not proceed in customer service with a guard light/fault light illuminated (which can not be over-come), with all side doors closed.

## DOOR PROBLEMS

**2.42(g)** A train must not proceed if both the Train Operator and the Conductor lose indication. The crew must immediately notify the Rail Control Center and investigate and attempt to correct the condition of the side door or doors causing the trouble, if this can be done **WITHOUT DELAY TO THE FOLLOWING TRAINS**. If any door cannot be closed and locked, the Conductor must change his/her position to guard the door, or move customers into the next car and isolate the inoperable car. Customers must be discharged at the next station unless the condition can be corrected or unless the number of customers is small enough so that they can all be moved easily and quickly into the operable part of the train, and the Conductor must close off the inoperable part. The Rail Control Center must be notified of any delay or problem or whenever customers must be discharged from the train.

## DOOR PROBLEMS - TRAIN REMOVED FROM SERVICE

**2.42(h)** A train must not proceed if:

1. A train starts with side doors open; or
2. A side door or side doors have an undesired opening when the train is moving or not moving.

The train will be immediately removed from service, customers will be discharged at the next station and the train will be sent to a repair facility per Rail Control Center order.





# WARNING

No action will be taken by any personnel to inspect, troubleshoot or repair any of these conditions with the exception of moving the train safely to the nearest maintenance facility, where it will be held out of service for examination by Division of Car Equipment and System Safety personnel. The train will remain out-of-service until released by System Safety personnel.

## AIR BRAKE TROUBLES WHEN CUTTING OUT BRAKES

### Rule 2.43

**2.43(a)** An employee who cuts out air brakes on a car must also cut out the motors on that car and immediately tag the brake valves/controller at each end of the train. The train must not proceed until the Conductor and the Train Operator have been told. The Dispatcher and Road Car Inspector must be informed of any Brakes Cut-Out, by the person who cut out the brakes on a particular car as soon as possible.

### SERVICE BRAKE CUT OUT

**2.43(b)** When a car in a consist must have its Service Brake Cut Out (SBCO), the Train Operator will inform Rail Control Center and remain in customer service. When the operating or end car has its Service Brake Cut Out, the crew will inform Rail Control Center, continue in customer service to the terminal and remove the train from service.

### AIR BRAKE ANGLES CLOSED ON REVENUE CARS

**2.43(c)** If the air brake angles are closed and air brakes are cut out on a train carrying customers, the Train Operator must perform a running test of the brakes. The Train Operator must call the Rail Control Center, and customers must be discharged at the next station.

### BRAKES CUT OUT AT TERMINAL

**2.43(d)** A train carrying customers **MUST NOT** leave a terminal with the air brakes cut out on any car.

### MOVING CARS WITHOUT BRAKES

**2.43(e)1** Consists with Four or More Linked Cars:

**DO NOT** move any car with the air brakes not working unless there is one car with working brakes for every car with brakes not working in the consist. A train with brakes cut out on 50% of the cars in the consist **MUST** be removed from service at the next station. The handbrakes, if so equipped, on the section with air brakes cut out must be tested before moving. If the Handbrakes do not work, the cars must not be moved except under supervision. Anytime a train is moved with 50% brakes cutout **MUST** be under supervision.

A qualified employee must ride in the section with brakes cut out, to apply handbrakes or normalize BCOs as appropriate for the car class, in case of a separation of cars. The handbrakes, if so equipped, on the section with air brakes cut out must be tested before moving. On cars so equipped, qualified employees must install the Coupler Locking Bolt between the sectionalized consist before moving.

When moving the sectionalized consist, Train Operators must operate their trains at **RESTRICTED SPEED WITH EXTREME CAUTION**. On cars not equipped with handbrakes, a qualified employee must be available to normalize the BCOs.

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**Note: On R142 and up type revenue cars, the SBCO, PBCO and BCO must be in the cut-out position on cars that are sectionalized.**

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**2.43(e)2** Consists Made Up of “Married-Pairs”, Single Cars or with Missing or Damaged Coupler Locking Bolts:

**DO NOT** move any car with the air brakes not working unless two (2) cars with working air brakes are coupled to each car with inoperable brakes. In such cases, the handbrakes on the cars with air brakes not working must be tested before moving. If the handbrakes do not work, the cars must not be moved except under supervision. A train with the brakes cut out on MORE than one third (1/3) of its consist **MUST** be removed from service at the next station.

A qualified employee must ride in the section with brakes cut out, to apply handbrakes or normalize BCOs as appropriate for the car class, in case of a separation of cars. The handbrakes, on the section with air brakes cut out must be tested before moving.

When moving the sectionalized consist, Train Operators must operate their trains with **RESTRICTED SPEED WITH EXTREME CAUTION**.

## **WHEN NOT TO OPERATE TRAIN FROM FRONT CAB**

**2.43(f)** A Train Operator must not run a train from the front cab when the brake pipe or straight air angles have been closed in the front half of the train.

## **BRAKES CUT OUT ON REVENUE CARS**

**2.43(g)** If the air brakes are cut out on an end car once a train has left a terminal, an employee who is qualified to apply handbrakes, on cars so equipped, must stay in the car. Customers must be discharged at the next station and the Rail Control Center must be notified.

## **BRAKES IN EMERGENCY**

**2.43(h)** If the brakes of a train apply in emergency and the Train Operator does not know why, the Train Operator must secure the train and inspect both sides of the trackway, if possible, as well as a sufficient distance behind the train, to try to find the cause. If debris on the trackway is the suspected cause, the Train Operator must bring a shoe paddle to assist in removing the debris so as to avoid coming into contact, and to prevent the possibility of being injured by sharp objects.

If Train Operators are unable to inspect both sides of the train from the trackway, the Train Operator **MUST** climb down between each car and inspect the trackway.



## DEFECTS OR UNUSUAL CONDITIONS ON THE ROAD



### Rule 2.44

**2.44(a)** Employees noting defects in the structure, tracks, signals or other equipment, or any unusual conditions that would delay or make unsafe the movement of trains, must report them at once to the Rail Control Center .



### DEFECTS FOUND ON THE TRAIN



**2.44(b)** The Train Crew must report as soon as possible any train defects with a revenue train that would delay service. When the train arrives at the terminal/yard, all defects to the train known to the crew must be entered on the Car Defect Sheet, and reported to the Dispatcher and Road Car Inspector. On equipment with Train Operator's Display (TOD) screens, Train Operators will include all defects on the trouble screens.



#### 1. INOPERABLE TRAIN HORN/WHISTLE

Train Operators must test the horn/whistle at their operating position before departing a terminal. A train cannot leave a terminal in customer service with an inoperable horn/whistle. Should the horn/whistle fail en-route; an attempt must be made to reset the circuit breaker controlling the horn/whistle. If the condition cannot be corrected, Rail Control Center must be notified immediately and the train removed from customer service and operated with **RESTRICTED SPEED AND EXTREME CAUTION** to the nearest siding or yard. Train Operators preparing a train for customer service must test the horn/whistle at all possible operating positions.



#### 2. INOPERABLE SEALED BEAMS

A train with both sealed beams (headlights) dark on an operating car must not be allowed to leave a terminal in customer service. Should the sealed beams fail en-route; an attempt must be made to reset the circuit breakers controlling the sealed beams. If the condition cannot be corrected, the Rail Control Center must be notified immediately, the train removed from customer service and operated with **RESTRICTED SPEED AND EXTREME CAUTION** to the nearest siding or yard. A Train Operator operating a train with both sealed beams inoperable, must sound the train horn/whistle at short intervals to alert any personnel on the roadbed of the train's approach.



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**NOTE :** A train may leave the terminal with one (1) sealed beam illuminated on the operating car. A train may continue in customer service should one sealed beam fail enroute.

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### WORK ON OR NEAR TRACKS



**2.44(c)** The Rail Control Center must be notified of work to be done that will delay trains or make it unsafe for them to pass.

## REPORTING DELAYS

**2.44(d)** When a train is delayed, for any reason, the Train Crew must immediately report the details of the incident to the Rail Control Center and upon arrival at the terminal to the Dispatcher.

## CUSTOMER DOOR RELATED INCIDENT

**2.44(e)** All employees, upon observing any part of a customer caught in the side doors of a moving train and/or a customer's possession caught in the side doors and the customer is outside the moving train and affixed to the possession, must immediately stop the train by activating the train's emergency braking system and immediately report the incident to the Rail Control Center.

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**NOTE:** The Emergency Brake valve must be activated immediately if it appears that:

1. A person is caught between the doors.
  2. A person is alighting or boarding between cars.
  3. A person is displaying any frantic gesture.
  4. A person is riding on the outside of the train.
- 

## EMERGENCY BRAKE VALVE; PASSENGER EMERGENCY HANDLE UNITS

### Rule 2.45

On equipment provided with an EMERGENCY BRAKE VALVE, when activated, will apply the train brakes in emergency and stop the train regardless of what the Train Operator does. Notify the Rail Control Center immediately and investigate.

#### On equipment provided with Passenger Emergency Handle Units (PEHU);

1. When activated within 600 feet of the station will apply the train brakes in emergency and stop the train regardless of what the Train Operator does. Notify the Rail Control Center and investigate.
2. When activated and indicated on the TOD and emergency brakes do not apply, notify the Rail Control Center immediately. Keep moving to the next station and investigate.

## KNOW HOW TO USE

**2.45(a)** Employees whose work has to do with the running of trains must know how and when to use the various types of Emergency Brake Valves/Passenger Emergency Handle Units (PEHU), and how to reset them.



#### WHEN TO RESET



**2.45(b)** When activated, the Emergency Brake Valve/Passenger Emergency Handle Units (PEHU) must not be reset until the train stops, the reason is ascertained and corrective action taken. Members of the train crew or a supervisor will reset the Emergency Brake Valve/Passenger Emergency Handle Units (PEHU), after the nature of the problem has been discovered and corrected.



The Conductor will give two (2) long buzzer signals to the Train Operator, indicating that all doors are closed and locked and that it is safe to proceed upon signal clearance.



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**NOTE:** Conductors must NOT give buzzer signals with the side doors open, unless the Emergency Brake Valve is activated as stated in Rule 3.62(h).

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### EMPLOYEES WORKING ON OR GOING BETWEEN OR UNDER CARS



#### Rule 2.46

Before an employee may work on, between, or under car(s) they must notify the Rail Control Center or appropriate supervision if in a storage facility.



**2.46(a)** Before going between or under cars the employee must first activate an Emergency Brake Valve and tell the Train Operator IN PERSON. The Train Operator must center his/her reverser on cars so equipped, secure the train and go with the employee to the car where the employee will be working.



#### ON MAINLINE TRACKS-TRAIN OPERATOR MUST NOT START TRAIN



**2.46(b)** A train must not be moved until the Train Operator has been told IN PERSON that it is safe to move BY THE SAME PERSON WHO asked that the train not be moved.

Prior to moving the train, the Train Operator must receive authorization from the Rail Control Center, make sure the brakes are fully released and, if in revenue service, receive two long buzzer signals from the Conductor before proceeding.



#### IN STORAGE FACILITIES AND YARDS



**2.46(c)** In storage facilities where no Train Operator is present, the employee working on, between or under car(s) must affix a red flag, light or sign, visible to the Train Operator, on both ends of the car or train and, in addition, the employee descending between or under car(s) must activate an emergency brake valve.

Only the employee affixing the red flag, light, or sign to the car is authorized to remove it. The employee must immediately remove the red flag, light, or sign upon completion of the work.

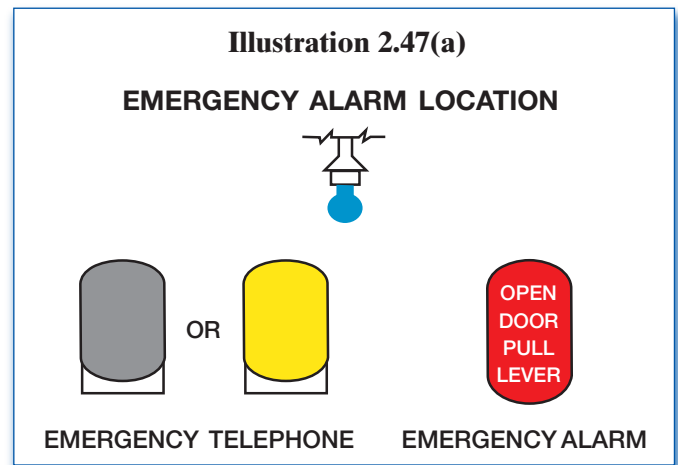
## POWER FAILURE OR REMOVAL

### Rule 2.47

#### HOW TO REMOVE POWER

**2.47(a)** If power must be removed from the contact rail, employees must:

1. Pull down the lever fully in the Emergency Alarm Box at the nearest Blue Light location or station;
2. Call the Rail Control Center via radio or the Emergency Telephone at the Emergency Alarm Box in accordance with Rule 22(f). If the telephone at the Emergency Alarm Box is not working or the Rail Control Center does not receive a message:



- The employee must be ready to pull the lever in the Emergency Alarm Box again in the event that the power is restored by the System Operator;
- The Rail Control Center will inform the System Operator of the situation and confirm the field conditions by dispatching a qualified supervisor or manager to the affected blue light location, before requesting the restoration of power. The System Operator shall not restore power to the affected track until he/she receives a "Safe to Restore" message from the Rail Control Center .

If it is not important to remove power at once, or if there is no Emergency Alarm Box, the employee should call the Rail Control Center by radio, or from the nearest telephone;

1. Help to clear the condition; and
2. Use great care to prevent injuries or damage and tell the Rail Control Center when it is safe to restore power.

#### TO RESTORE POWER

**2.47(b)** Only the employee who has requested that power be removed may call to have power restored, unless a supervisor or manager of Rapid Transit Operations is on the scene and assumes responsibility.

#### IF POWER GOES OFF

**2.47(c)** If power goes off while a train is moving, the train should be allowed to coast to a stop in or opposite the next station, or to an Emergency Exit between stations, if possible. The Train Operator, while coasting must watch out for persons on the tracks; he/she must sound the horn or whistle, and must stop the train if the person has not given the proper proceed signal or does not appear to be in the clear.

#### REMOVE POWER BEFORE WORKING

**2.47(d)** In general, before any work is performed on or near the contact rail, the Rail Control Center must be notified and power must be removed in accordance with power removal procedures.



## CUSTOMERS LEAVING TRAINS IN EMERGENCY; PERMISSION NEEDED - EVACUATIONS



### Rule 2.48

**2.48(a)** When a train stops between stations, employees must not allow customers to leave the train without permission from the Rail Control Center unless imminent danger exists and it is unsafe to keep the customers aboard the train.



### CUSTOMERS LEAVING TRAIN WITH PERMISSION



**2.48(b)** Before customers are allowed to leave the train between stations, the Emergency Brake Valve must first be activated and the Train Operator told. The train must be secured by applying sufficient hand brakes (except on cars equipped with parking brakes). Employees helping customers to leave shall follow the instructions of the Rail Control Center who must make sure everything is done to protect the customers. Employees must remember there are 600 volts of electric power in the contact (third) rail and it is dangerous for customers to walk on or near the tracks or in the tunnels. Power must be removed before commencing an evacuation to the trackway. Every precaution must be taken to prevent an accident.



### CUSTOMERS LEAVING TRAIN WITHOUT PERMISSION



**2.48(c)** If customers leave the train without permission, third rail power must be removed immediately by pulling down the lever in the Emergency Alarm Box at the nearest Blue Light location or station.



1. Train service employees will immediately notify the Rail Control Center by radio.
2. All other employees will immediately notify the Rail Control Center via emergency telephone.
3. The Rail Control Center will order all trains on adjacent tracks to an immediate stop.
4. Employees on the scene must flag trains to a stop.
5. Follow power removal procedure outlined in Rule 2.47.



### WALKING CUSTOMERS THROUGH TRAINS



**2.48(d)** When trains are stopped between stations, Train Operators, if instructed by the Rail Control Center, will pull up to each other to allow customers to walk through the train to a station platform.



The Emergency Brake Valve must be activated on the rear end of the last car of the train ahead, and the employee who activated the Emergency Brake Valve must inform the crew of that train of this action. Safety chains must be connected between both trains. When trains are ready to proceed, the crews must remove the safety chains used to connect both consists, reset the Emergency Brake Valves and know it is safe to move their trains.



## CONTACT RAIL JUMPERS

### Rule 2.49

**2.49(a)** All train service and designated employees **MUST** be qualified and capable of using Contact Rail Jumpers during emergencies or when directed by Supervision. Contact Rail Jumpers are available in yards, at terminals, at towers, on certain equipment, and at various other locations along the trackway where their use may be required.

#### CONTACT RAIL GAPS

**2.49(b)** When a car or train becomes stalled in a contact rail gap, the Contact Rail Jumpers must be used to conduct electrical current from the contact rail to the contact shoe of a car.

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**NOTE: CONTACT RAIL JUMPERS ARE THE ONLY AUTHORIZED DEVICE PERMITTED TO BE USED FOR THIS PURPOSE.**

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#### CONTACT RAIL JUMPER SAFETY

**2.49(c)** To prevent electrocution or serious injury when using the Contact Rail Jumper, it is **IMPERATIVE** the metal contact ends of the Contact Rail Jumpers are kept **CLEAR** of the running rails, ground, car body, trucks or any other object.

#### PROCEDURE FOR USE OF CONTACT RAIL JUMPERS

**2.49(d)** Three (3) qualified employees are required for the procedure. A qualified Train Operator and two (2) employees qualified to apply Contact Rail Jumpers.

The employees applying Contact Rail Jumpers must have both visible and audible contact. The Train Operator must have audible contact with the employee applying the Contact Rail Jumper.

#### The following procedures **MUST** be adhered to:

1. Before using, check the condition of the Contact Rail Jumper for knots and kinks, cracks or bare spots in insulation, cracked or broken handles, damaged or loose metal tips. If any of these conditions exist, do not use the jumper; notify supervision.
2. When using Contact Rail Jumpers, take power from the contact rail section that is in advance of the direction of the cars to be moved, whenever possible.
3. One employee must apply the spike of the jumper to a contact shoe **FIRST**, and will be in charge of this operation. Do not put the spike of the jumper into the hole in the contact shoe. When holding the jumper in the contact shoe face the direction the train will move.
4. The other employee must apply the fork end of the jumper to the contact rail **LAST**;
5. Wait for sufficient air pressure to build;



### DEFINITIONS, RULES RELATIVE TO THE OPERATION OF TRAINS



6. After receiving instructions from the employee at the contact shoe, the Train Operator will move the controller to the first power point, (“switching/minimum”) position only;



7. When the train begins moving, the Train Operator in the cab must be constantly alert to ensure the safety of the two employees applying the Contact Rail Jumper.



8. The Train Operator will STOP the train immediately as the contact shoe makes contact with the third rail or the full length of the jumper has been reached. The Master Controller MUST be placed in the “OFF” position. This will avoid a serious arc and permit safe removal of the jumper;



9. The jumper end on the contact rail will be removed FIRST. Extreme care must be used to keep the jumper end free from any object; and



10. The jumper end on the contact shoe will be removed LAST.

If a car or a train is gapped and known to have 600-volt trouble, or motor trouble, a Contact Rail Jumper must NOT be used. The car or train must be electrically isolated and coupled to good order cars. The good order cars will then push the car or train clear of the gap.



A Contact Rail Jumper should not be used on the R-77E Electric Locomotive. This is because of the potential high voltage and arc flash hazards associated with its use on this equipment. The provision of a battery propulsion feature was applied to the Electric Locomotive to eliminate the need for the use of a jumper in the event of power loss, or related disabling condition.



**The following should be noted when choosing the car on which to apply the Contact Rail Jumper:**



- Married Pairs: R-32/36/38/40/42: apply the jumper to the odd numbered car if the train fails to charge. If the train fails to take power after charging; apply the jumper to the even numbered car.



- R-46/62/62A/68/68A: apply the jumper to the “A” car.



- R-142/142A: apply the jumper to the “B” car if the train fails to charge. If the train fails to take power after charging, apply the jumper to the “A” car.

- R-143: apply the jumper to the “A” car. If the train fails to take power after charging apply the jumper to the “B” car.

- Do not use a jumper if the handle has excess steel dust on it.



- Do not use a wet jumper.

- Never attach the jumper to the contact shoe assembly or insert it in the hole of the shoe; always hold it firmly in place.
- Do not look at the shoe in case of an arc.
- Be sure the path ahead is clear of tripping hazards.
- Do not become entangled with the jumper.

**2.49(e)** Upon completion of its use, the Contact Rail Jumper must be returned to the location from which it was taken.

# WARNING

**IF ANY ONE CONTACT RAIL SHOE ON A CAR IS TOUCHING THE CONTACT RAIL, ALL CONTACT RAIL SHOES ON THAT CAR ARE ENERGIZED WITH 600 VOLTS OF ELECTRIC POWER.**

## UNDESIRE D UNCOUPLING OF TRAINS

### Rule 2.50

**2.50(a)** If a train has an undesired uncoupling, the crew will notify the Rail Control Center and follow the Rail Control Center instructions regarding re-coupling. If the train is re-coupled, the crew will then operate the train with **RESTRICTED SPEED AND EXTREME CAUTION** to the next station where customers will be discharged. The crew will then follow the instructions of the Rail Control Center.

In the event that the train crew cannot re-couple the train, both sections must be secured against rolling. The Rail Control Center must then arrange for the following train to couple to the rear part of the train that has uncoupled. Both Train Operators must operate the trains to the next station, with **RESTRICTED SPEED AND EXTREME CAUTION**, where customers will be discharged. The crews will then follow the instructions of the Rail Control Center.



## PUSHING A TRAIN THAT CANNOT MOVE UNDER ITS OWN POWER

### Rule 2.51



**2.51(a)** When a train cannot move, under its own power, the train must be secured and the Rail Control Center notified immediately. The following train may couple to it if both have the same type of coupler or compatible adapter.



On equipment with Coupler Locking Bolts on the couplers, Train Operators will ensure that the bolts are properly placed onto the sides of both couplers at the section where the train is being pulled.



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**NOTE: THE ELECTRIC PORTIONS MUST NOT BE CONNECTED.**

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### WHEN TO COUPLE MECHANICALLY ONLY



**2.51(b)** If the two trains have different types of air brakes, or if the air brakes do not work, the trains must couple **MECHANICALLY** only. No air or electric coupling may be made.

### BEFORE MOVING



**2.51(c)** A Train Service Supervisor, RTO Superintendent or other qualified supervisor, sent by the Rail Control Center, must be on the train whenever possible. The employee supervising the move must not permit the train to move until the Train Operator, and Road Car Inspector, if any, have made sure **BY TEST** that there is enough braking power.



### WHEN MOVING

**2.51(d)** When trains are coupled mechanically:

The train operation will be controlled by the Train Operator on the second train. Both Train Operators must clearly understand the signals to be used between them. If needed, an employee chosen by the supervisor will be in the rear cab of the first train to relay signals between the Train Operators.



**2.51(e)** When trains are coupled pneumatically:

The Train Operator on the front end of the train will charge the train's Automatic Braking System and control braking. The Train Operator in the rear section will control propulsion. Both Train Operators must clearly understand the signals to be used between them. If needed, an employee chosen by the supervisor will be in the rear cab of the first section to relay signals between the Train Operators.



**2.51(f)** In all cases, the train must be moved with **RESTRICTED SPEED AND EXTREME CAUTION**. All customers must be discharged at the next station. **THE TRAIN MUST THEN BE MOVED TO THE NEAREST YARD OR SIDING.**



## COUPLING AND UNCOUPLING CARS; STOP BEFORE MOVING UP TO CAR

### Rule 2.52

**2.52(a)** In moving to couple, a Train Operator must stop at least:

1. two (2) car lengths,
2. then fifty (50) feet,
3. then ten (10) feet,
4. then two (2) feet from the standing cars, then move slowly with caution.

During inclement weather, the first stop should be at least three (3) car lengths away.

#### BEFORE COUPLING

**2.52(b)** An employee must not attempt to couple cars until he/she is sure all parts of the coupler are compatible, that they are in good working order, that they are in proper position, and that both couplers are properly aligned. This includes the electric and air connections. The brakes must be applied on the standing cars.

#### DIRECTION OF COUPLING OR UNCOUPLING

**2.52(c)** The smaller amount of cars must be coupled to the larger amount EXCEPT, when coupling on a grade, then all movement must be made upgrade. When uncoupling on a grade, all movement must be downgrade. In addition, the uncoupling of cars should be made away from the bumper block whenever practical.

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**NOTE:** Cars with hook type couplers must be buffed during uncoupling.

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#### BARRIER SPRINGS

**2.52(d)** If the Barrier Springs on the open-end cars can not be stowed away in their compartments or secured the train will not be placed in customer service.

#### BEFORE UNCOUPLING

**2.52(e)** Sufficient handbrakes must be applied to the cars that will be left standing. Cars must not be uncoupled until all chains, inter-car barriers (gates or springs), air lines, electrical and mechanical connections have been separated. THE MECHANICAL CONNECTIONS **MUST BE OPENED LAST**. The uncoupling valve will not be activated until the train brakes are applied in emergency and the cars to be left standing are secured.

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**NOTE:** On equipment with Parking Brakes, applying handbrakes is not applicable.

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#### **BRAKES MUST APPLY AUTOMATICALLY**



**2.52(f)** The Train Operator must be sure that the air brakes apply in emergency automatically when a coupling is made.

#### **SAFETY OF PERSONS NEAR CARS**



**2.52(g)** Before moving a train to couple or uncouple, a Train Operator must be sure that all persons on or near the train are in safe positions. Employees on the tracks must pass the proper signal by moving the hand, light or flag up and down. When uncoupling and moving backward, the car(s) must not be moved more than ONE FOOT.



#### **WHEN NOT IN FRONT CAB**

**2.52(h)** When coupling from other than the front cab or when operating from a cab away from the point of uncoupling, a Train Operator must NOT accept any signal to move, except a proper proceed signal from the employee who is flagging the Train Operator.



### **DESTINATION AND ROUTE SIGNS, HEATERS, FANS, AIR-CONDITIONING, DOORS AND WINDOWS, RIDING IN CABS**

#### **Rule 2.53**



**2.53(a)** The air comfort system must be on at all times in all seasons while a train is in service, unless otherwise directed by RTO supervision. When the air comfort system is operating properly, all storm doors and windows are to be kept closed.



**2.53(b)** Side and end route/destination signs, air comfort system, doors and windows must all be properly set by Train Crews preparing trains for service and while en-route.



#### **DOOR BETWEEN CARS AND END DOORS**

**2.53(c)** Doors between cars must be kept closed whenever possible. The end door of the front and rear car of a train must be kept closed and locked except as instructed in emergencies. The inter-car safety barriers must be secured on the bulkhead and the safety chains must be properly hung across the door opening.



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**NOTE:** On 75-foot length type cars, the end doors between cars, including the cab doors and end bulkhead (plug) doors, MUST be kept CLOSED and LOCKED (safety latches applied) at all times, except as instructed in emergencies.

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#### **CAB DOORS**

**2.53(d)** Train Operators must keep their cab doors closed unless the cab is too hot or too cold, in which case they may be kept slightly open, not more than four (4) inches. On all cars equipped with transverse cabs the cab doors must be kept closed and locked.



## **RIDING IN CABS**

**2.53(e)** Conductors on trains, except on cars equipped with transverse cabs, must not ride in the cabs at, their operating positions between stations, unless the customer capacity condition makes remaining, in the cab necessary for the comfort of customers.

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**NOTE:** Conductors on trains equipped with transverse cabs will remain in the cab, with the cab light on so they may be seen by customers. If a customer knocks requesting information, the Conductor may leave the cab to answer questions.

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On cars so equipped, the cab and fluorescent lights in the Conductors' operating position must be turned "ON."

## **CAB LIGHTS**

**2.53(f)** The conductor must operate with the cab light on. The Train Operator must never operate with the cab light on.

## **CABS NOT IN USE**

**2.53(g)** The doors and windows of all cabs not in use must be kept closed and locked at all times. The cab heater switch must be in the off position in all cabs not being used as an operating cab. Employees must not ride in cabs except when necessary in the performance of their duty.

## **MAIN KNIFE SWITCH**

### **Rule 2.54**

The Main Knife Switch is on the side of the car under the car body. When it is opened, power is cut off from that car.

**2.54(a)** Before opening the Main Knife Switch:

- The train's brake system must be placed in emergency and third rail power must be removed. Passengers must be moved to adjacent cars if possible.
- Cut out all high voltage circuit breakers in both cabs of the car. (On R-44/46, cut out all switches in the number 1 cab and all switches behind the number 1 end swing panels on the "B" car);
- Place the special wooden paddles between the contact shoes of that car and the contact rail of the affected car; and open the Knife Switch Box, grasp the handle, and look aside and quickly pull the switch straight out.



# WARNING

**IF ANY ONE CONTACT RAIL SHOE ON A CAR IS TOUCHING THE CONTACT RAIL, ALL CONTACT RAIL SHOES ON THAT CAR ARE ENERGIZED WITH 600 VOLTS OF ELECTRIC POWER.**

## INCLEMENT WEATHER/POOR VISIBILITY

### Rule 2.55

**2.55(a)** When a Train Operator's visibility is impaired because of snow, ice, rain or fog, the operator must not try to keep to schedule but must operate the train under control so it can be stopped within the visible distance.

#### **SUDDEN CHANGES IN WEATHER**

**2.55(b)** If the weather changes suddenly and visibility becomes impaired, train service personnel must advise the Rail Control Center immediately.

#### **WORK TRAINS**

**2.55(c)** Work trains may not leave yards or terminals where there is fog unless the Rail Control Center permits them to do so.

#### **WORK GROUPS**

**2.55(d)** The supervisor of personnel working on or about a track, where there is fog is responsible for providing sufficient flagging protection for the group's safety in accordance with Rules 3.80(c) and 3.80(d).

#### **SLIPPERY RAILS**

**2.55(e)** If tracks are slippery or weather is bad, trains must move with **RESTRICTED SPEED AND EXTREME CAUTION**; stop at least:

1. Three (3) car lengths,
2. Then fifty (50) feet,
3. Then ten (10) feet,
4. Then two (2) feet (from standing cars only)

from shop doors, standing cars, any visible obstruction and from fixed stops associated with bumper blocks; and sound a series of blasts on the horn or whistle before moving.

**OBSTRUCTED FLANGEWAYS**

**2.55(f)** During and after a snowfall, Train Operators moving trains in yards must operate with care. Train Operators must be certain that the tracks are free of all obstructions. This is especially important at GRADE CROSSINGS and CROSSWALKS, or any place where ice and snow can become packed in the flangeways. If the track or flangeway is packed with ice and/or snow and Train Operators determine that they cannot proceed safely, they must STOP IMMEDIATELY and notify the Yard Dispatcher.

An RTO Supervisor will personally inspect the area in question to determine if it is safe to proceed. If the area in question is deemed impassable, no further movement will be permitted until the ice or snow has been removed.

**SMOKE, FIRE, FLOOD OR ACCIDENT, MUST BE REPORTED**

**Rule 2.56**

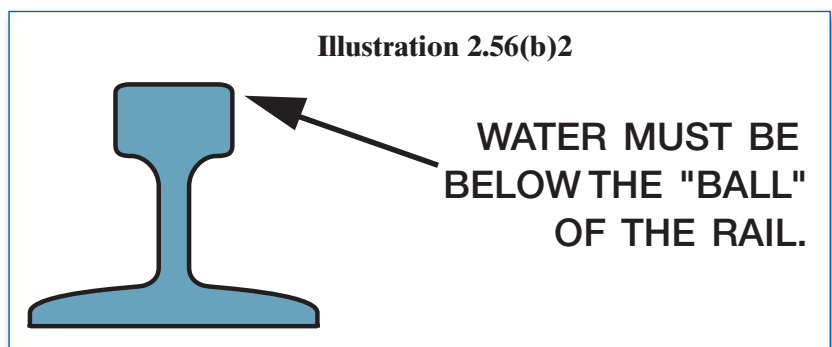
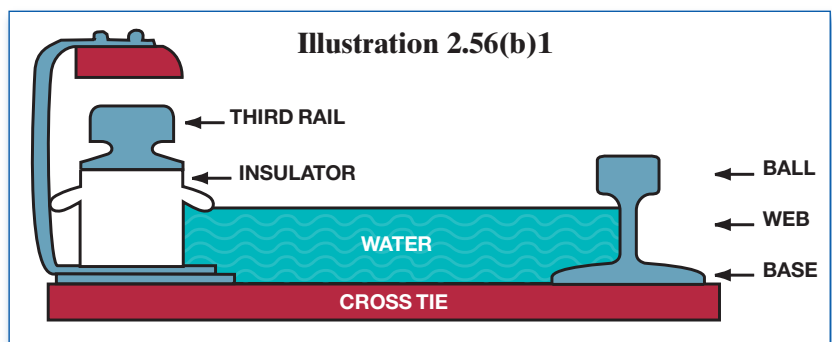
**2.56(a)** Any employee who sees smoke, fire, flood or an accident on Authority property must immediately report this to the Rail Control Center and their control office.

Employees near such trouble spots must offer whatever help they can. However, while operating trains between stations, Train Operators observing a smoke or fire condition must not leave their trains to extinguish the fire. They will immediately inform the Rail Control Center of the condition, and will be governed by their instructions. In all cases, the Train Operator must remain in contact with the Rail Control Center and provide updates on the situation as often as possible. Should this condition occur when the train is fully berthed within the station, Train Operators will notify the Rail Control Center, and follow their instructions.

**FLOOD CONDITION - PERSONAL SAFETY INSTRUCTIONS**

**2.56(b)** A condition where water has reached the area above the mid point of the web of the running rail shall constitute a "FLOOD CONDITION".

Trains may be operated on flooded tracks if the water is below the ball of the running rail but only if the Rail Control Center gives permission. They must operate with **RESTRICTED SPEED AND EXTREME CAUTION.**







#### 1. Yard tracks



When an employee observes a “FLOOD CONDITION”, the employee **MUST**:

- AVOID walking into flooded area;
- IMMEDIATELY report the condition to the Yard Dispatcher.



Upon notification the Yard Dispatcher **MUST** Immediately:

- REMOVE electric power from the Contact Rail of the flooded tracks and from one non-flooded track, on each side of, and immediately adjacent to, the flooded tracks;
- WARN employees of the “FLOOD CONDITION,” by posting a notice on the YARD SAFETY NOTICE BOARD identifying the tracks involved;
- NOTIFY the Rail Control Center of the condition;
- INVESTIGATE the reported condition and, as circumstances require, RECHECK the condition periodically;
- UPDATE information provided to employees and the Rail Control Center.



The Rail Control Center will immediately notify all other Divisions/Departments via the 6-wire.

#### 2. Mainline tracks



When an employee observes a “FLOOD CONDITION,” the employee **MUST**:

- AVOID walking into the flooded area;
- IMMEDIATELY report the condition to the Rail Control Center.



The Rail Control Center will immediately notify all other Divisions/Departments.

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**NOTE: Regarding train operation on flooded tracks, Rule 2.56(b) applies.**

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#### **SMOKE AHEAD**



**2.56(c)** If, in the subway, a Train Operator sees a smoke or fire condition ahead, the train **MUST** be STOPPED and the Rail Control Center notified via radio or telephone. **UNDER NO CONDITION MAY A TRAIN ENTER AN UNDER RIVER TUNNEL FROM WHICH SMOKE IS ISSUING.**



## **TRAIN IN SMOKE**

**2.56(d)** If a Train Operator encounters heavy smoke while operating, notify the Rail Control Center immediately and every effort must be made to get the train out of the area, unless it is unsafe to do so. The Train Operator must use the train Public Address System to advise the Conductor and customers of the condition. Every effort must be made to prevent panic; customers must be given assurance of their safety. Train Operators and/or Conductors **MUST DEACTIVATE** the momentary switch of the air comfort system to prevent smoke from entering the train.

## **EVACUATING CUSTOMERS IN SMOKE**

**2.56(e)** If customers must be evacuated because of smoke, they should be led to the nearest station or Emergency Exit, unless this would take them into a smoke filled area. If the nearest Emergency Exit or station is in a smoke filled area, the customers should be led to a station or Emergency Exit away from the smoke area.

## **HANDBRAKES ON TRAINS LEFT ON SIDINGS, STORAGE TRACKS OR LEAVING A TRAIN ENROUTE**

### **Rule 2.57**

**2.57(a)** The Train Operator must apply the air brakes in emergency and apply sufficient handbrakes on cars so equipped to keep the train from rolling when:

1. A car or train will be stored on a siding, yard track or storage track; or
2. The train is stopped en-route and it becomes necessary to leave the train, even in a station.

## **POWER OFF**

**2.57(b)** If a Train Operator is told power will be off for 30 minutes or more, and the train being operated is stopped in the power off area, Train Operators must apply handbrakes, if so equipped, on at least half the cars of the train, but on not less than two (2) cars at each end of the train. All diesel or electric locomotives and work trains stopped for 30 minutes or longer must have handbrakes applied.

## **ACCIDENT**

**2.57(c)** Handbrakes must be applied on all cars of trains, if so equipped, in or stopped near accidents or derailments.



#### TEST FOR HANDBRAKES ON CARS SO EQUIPPED



**2.57(d)** The following procedures must be followed to check for sufficient handbrakes: Place air brakes in emergency,

1. Apply Handbrakes,
2. Recharge air brake system and release air brakes,
3. From the Operating Cab and for a maximum of one second, apply one point of power or a minimum of power on diesel or electric locomotives and on miscellaneous self propelled equipment.
4. If the train does not move, enough Handbrakes have been applied,
5. Put air brakes in emergency.



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**NOTE:** Rules applicable to Handbrakes do not apply to trains equipped with Parking Brakes.

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#### EMERGENCY STOP



**2.57(e)** Whenever a train has been stopped by an emergency brake application the Rail Control Center must be notified immediately. If the Train Operator cannot recharge the brake system, the Train Operator must apply enough Handbrakes, on cars so equipped, to keep the train from rolling. The Train Operator must place the train's brakes in the "full service/charge" or "special charge" position before leaving the train, to determine the cause of the Emergency brake application.



#### WHICH END OF TRAIN



**2.57(f)** On a grade, sufficient Handbrakes, on cars so equipped, must be applied to the downgrade end of the train and the test made at that end. On level tracks, Handbrakes, on cars so equipped, must be applied on the end of the train that will be the leaving end when the train is moved.

#### CHECK FOR HANDBRAKES BEFORE MOVING



**2.57(g)** HANDBRAKES MUST **NOT BE** RELEASED UNTIL THE AIR BRAKE SYSTEM HAS BEEN FULLY CHARGED AND BRAKES HAVE BEEN APPLIED IN EMERGENCY.



The Train Operator must KNOW that all Handbrakes have been fully released before proceeding. On Peacock type Handbrakes this is done by visually inspecting the position of the counterweight, which should be visible in the window, located on the handbrake housing with no chain visible.



## **BRAKE TEST**

**2.57(h)** When starting a train that has been stopped due to an application of the train's emergency brake system, or when assuming operation of a train, on a storage or relay track, or at a terminal, the Train Operator must make the following brake tests:

1. A standing brake test.
2. A sensitive rolling brake test as instructed.
3. A running brake test.

## **PARKING BRAKES**

**2.57(i)** On cars equipped with Parking Brakes, the self-applying parking brakes will apply when the main reservoir air is depleted. Applied parking brakes will release when the main reservoir is charged.

## **MAIN RESERVOIR AIR TRANSFER HOSE**

**2.57 (j)** When the parking brakes are applied and no main reservoir air is available on the car or unit it is then necessary to supply main reservoir air from another car or unit by using the main reservoir air transfer hose, if so equipped, located in the storage cabinet at the number one end of the operating cab.

## **TRAIN OPERATOR NOT PRESENT**

**2.57(k)** If the Train Operator is not present or is unable to secure the train, another qualified train service employee must apply the Handbrakes on cars so equipped.





## CHAPTER 3

### DEFINITIONS, INFORMATION AND RULES RELATIVE TO SIGNALING

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## DEFINITIONS, INFORMATION AND RULES RELATIVE TO SIGNALING

### HAND, FLAG AND LIGHT SIGNALS

#### Rule 3.58

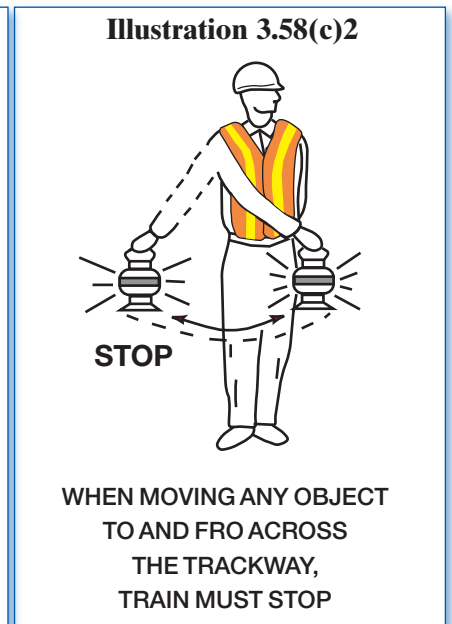
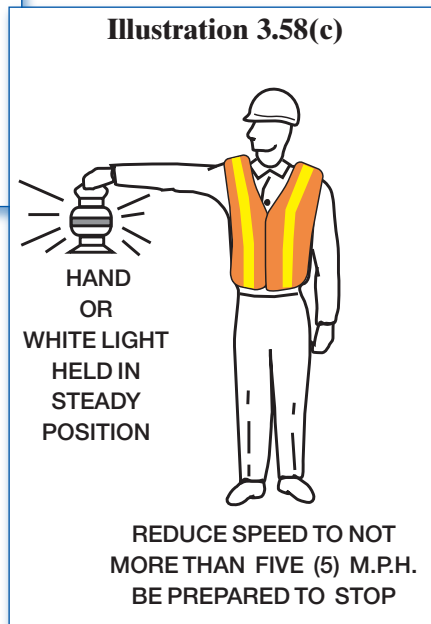
**3.58(a)** Moving the hand, flag, light or any other object to and fro across the trackway means **“STOP”**.

A flag or light of any color placed on the track between the running rails means **“STOP”**.

**3.58(b)** Moving the hand, flag or light up and down means **“PROCEED”**.

A red flag or red light must never be used to give the proceed signal.

**3.58(c)** Holding the hand or a white light away from the body in a steady position means “Reduce speed of train to not more than five (5) miles per hour and be prepared to stop”. When the employee moves the hand, flag, light or any other object to and fro across the trackway the Train Operator must stop the train immediately.



**FLASHLIGHTS**

**3.58(d)** Employees who are issued a flashlight by the Authority must have it in their possession, properly functioning, and ready for immediate use while on duty.

**HAND, FLAG, OR LIGHT PROCEED SIGNALS**

**3.58(e)** Train Operators must not accept hand, flag, or light proceed signals from persons other than those they know to be properly designated to give such signals.

**UNNECESSARY WAVING OF HANDS**

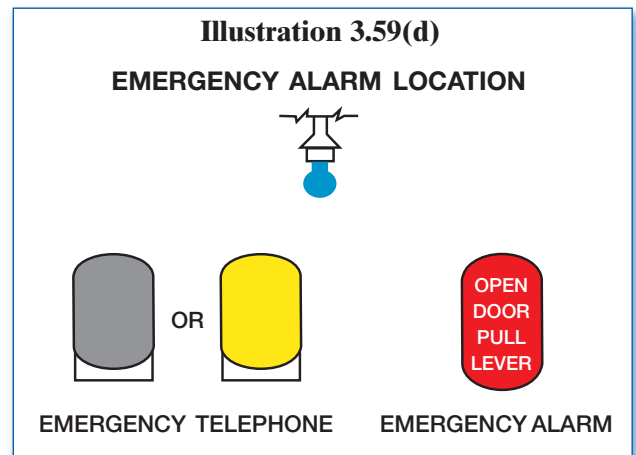
**3.58(f)** Unnecessary waving of the hands by employees on or near the trackway is absolutely forbidden.

**SIGNAL COLORS**

**Rule 3.59**

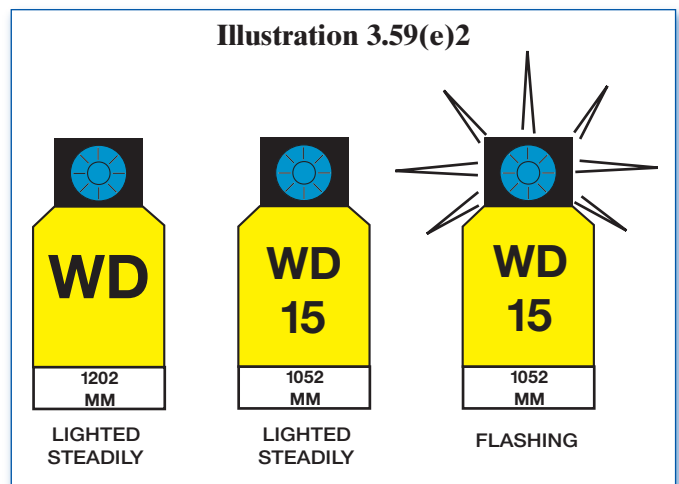
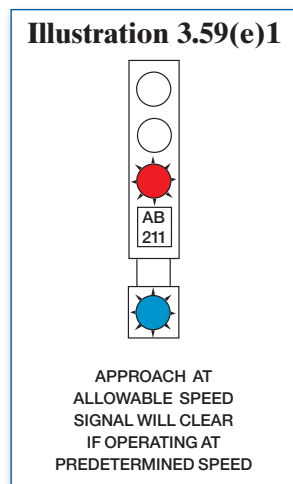
Signal colors have the following meanings:

- 3.59(a) RED** STOP
- 3.59(b) YELLOW** PROCEED WITH CAUTION, BE PREPARED TO STOP
- 3.59(c) GREEN** PROCEED
- 3.59(d) BLUE** Indicates the location of an Emergency Alarm Box, Emergency Telephone and Fire Extinguisher, or an Emergency Telephone only.



**3.59(e) LUNAR WHITE**

- 1. Indicates the fixed signal on which it is displayed, may be cleared by a train operating at a predetermined speed.
- 2. Used for Wheel Detector Speed Enforcement Signals.

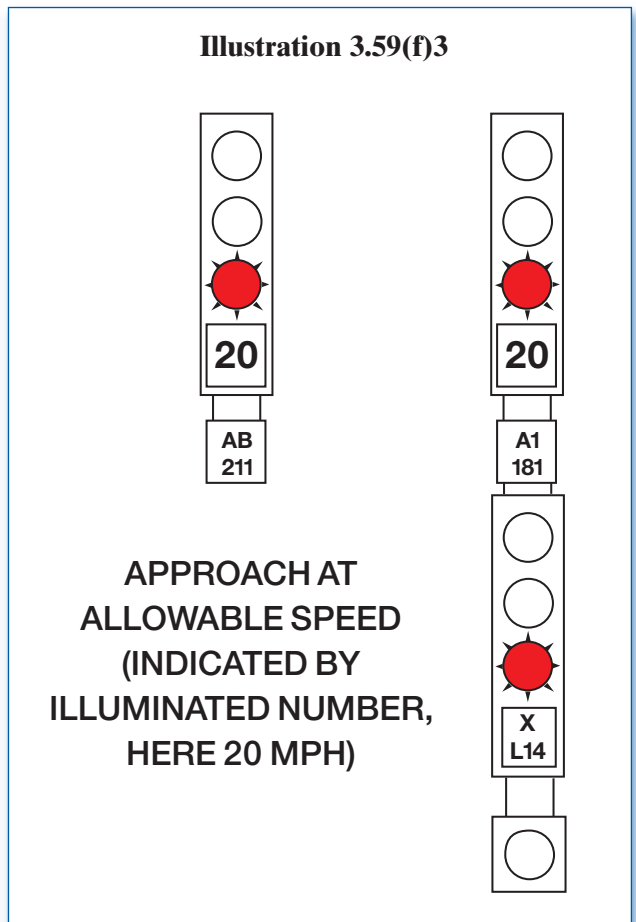
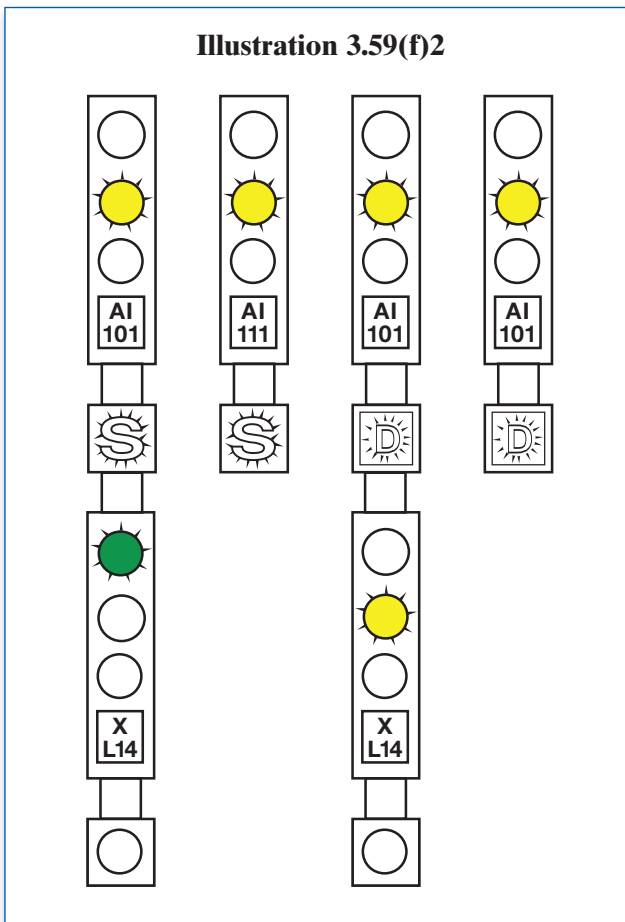
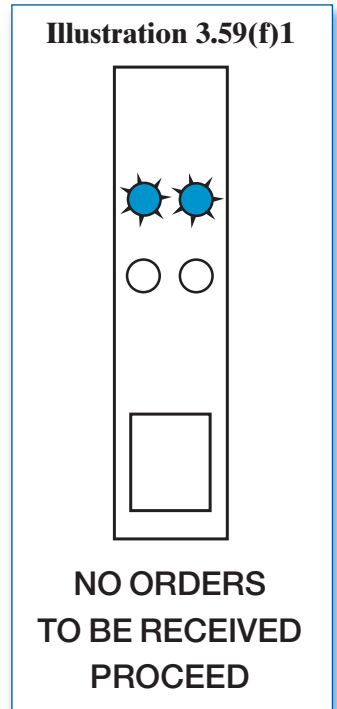






**3.59(f) WHITE**

1. Used for train order signals. Two horizontal white lights mean no orders to be received.
2. "S" & "D" aspects for home signals, approach and automatic signals.
3. "ST" aspects (10, 20 etc) for home signals, approach and automatic signals.



**TOWER EMERGENCY HORN OR WHISTLE SIGNALS**

**Rule 3.60**

Tower emergency horn or whistle signals at certain interlockings, yards and other designated points are as described below.

---

**NOTE: Signals prescribed are listed “o” for short sounds and “\_\_\_” for long sounds. Each sound should be distinct, with intensity and duration proportionate to the signal to be conveyed.**

---

	<b>SOUND</b>	<b>INDICATION</b>
<b>3.60(a)</b>	___	All trains within the interlocking limits come to an immediate stop.
<b>3.60(b)</b>	o o	Trains within the interlocking limits may proceed after observing that the trackway is clear, and that switches and signals are properly set for the move
<b>3.60(c)</b>	o o o	Road Car Inspector to contact the tower.
<b>3.60(d)</b>	___ o	Signal Maintainer to contact the tower

**TRAIN HORN OR WHISTLE SIGNALS**

**Rule 3.61**

**TRAIN HORN OR WHISTLE SIGNALS ARE AS FOLLOWS:**

---

**NOTE: Signals prescribed are listed “o” for short sounds and “\_\_\_\_\_” for longer sounds. Each sound should be distinct, with intensity and duration proportionate to the signal to be conveyed.**

---

	<b>SOUND</b>	<b>INDICATION</b>
<b>3.61(a)</b>	___	Apply brakes immediately — STOP
<b>3.61(b)</b>	___ ___	Sounded when passing caution lights or flags to warn personnel of the approach of a train.
<b>3.61(c)</b>	o o	An answer to any signal.
<b>3.61(d)</b>	o o o	Road Car Inspector to respond to the train.
<b>3.61(e)</b>	___ o	Signal Maintainer to respond to the train.
<b>3.61(f)</b>	___ o ___ o	Train Crew needs (Police) Assistance.



**3.61(g)**    o o o o    Train request to Tower Operator or Handswitcher for route or signal.



**3.61(h)**    **Succession of Short Sounds**    A warning to persons on or near the trackway or when a train is operating against the normal direction of traffic, when a train is making an irregular move, or bypassing stations when entering or leaving.



**NOTE:** The horn or whistle must NOT be sounded when operating over sections of track that are outdoors (on elevated structures, embankments and in open cuts), during the period between 2100 Hrs and 0600 Hrs, unless an emergency exists or personnel are on the trackway. This does not apply to work trains at work sites or pre-trip inspections.



**3.61(i)** Unnecessary sounding of the horn or whistle is forbidden.

### TRAIN BUZZER SIGNALS

#### Rule 3.62



#### TRAIN BUZZER SIGNALS ARE AS FOLLOWS:



**NOTE:** Signals prescribed are listed “o” for short sounds and “\_\_\_” for long sounds. Each sound should be distinct, with intensity and duration proportionate to the signal to be conveyed.



	SOUND	INDICATION
<b>3.62(a)</b>	___	STOP
<b>3.62(b)</b>	___ ___	Proceed on signal clearance.
<b>3.62(c)</b>	o o	An answer to any signal
<b>3.62(d)</b>	o o o	A signal for a Train Operator or a Conductor to sound on a train horn or whistle to notify a Road Car Inspector or Car Inspector to respond to the train.
<b>3.62(e)</b>	___o ___o	A signal for a Train Operator or a Conductor to sound on a train horn or whistle to notify a police officer to respond to the train.
<b>3.62(f)</b>	o o o o o	Signal for Conductor to come to Train Operator’s cab.



**3.62(g)** These same signals must be used by a Conductor when stationed on the front end of a train when the Train Operator is operating from some other car, only if instructed to do so by the Rail Control Center.



**3.62(h)** Unnecessary sounding of buzzers is forbidden. Conductors must NOT give buzzer signals with the side door open, unless the Emergency Brake Valve is opened.

## **FIXED SIGNALS**

### **Rule 3.63**

**3.63(a)** A fixed signal is a signal of fixed location indicating a condition governing the movements of a train.

**3.63(b)** Fixed signals are divided as to the occasion for their use into three main divisions or classes.

1. Interlocking Signals, which govern the movement of trains through interlockings.
2. Automatic Signals, which govern the movement of trains running in the established direction of traffic on main tracks.
3. Miscellaneous Signals, which give information of various kinds for governing the operation of trains.

**3.63(c)** Fixed signals are of two main types:

1. Light Signals, which give their indication, by lights of prescribed colors.
2. Miscellaneous Signals, which give their indications by signs of prescribed forms or lights of prescribed colors, or both.

**3.63(d)** When practical, fixed signals are located either over or upon the right-hand side of the track to which they refer.

**3.63(e)** Fixed signals do not dispense with the use or observation of other signals whenever and wherever they may be required.

### **SIGNAL ASPECT**

**3.63(f)** The position, form, and color of a signal.

### **SIGNAL INDICATION**

**3.63(g)** The information conveyed by a signal aspect.

### **RED SIGNAL**

**3.63(h)** A signal indicating stop.

### **YELLOW SIGNAL**


**3.63(i)** A signal indicating proceed with caution be prepared to stop at the next signal.

### **GREEN SIGNAL**

**3.63(j)** A signal indicating proceed.




**Illustration 3.64(a)**




**STOP! Notify the Rail Control Center.**  
If permission is granted to key-by signal according to rules 2.40(m) and 2.40(n) proceed with RESTRICTED SPEED AND EXTREME CAUTION, be prepared to stop within 1/2 range of vision, expecting to find track occupied, a broken rail or other obstruction in the block


**NOTE:** there may be a ten (10) second delay before the stop arm goes down and stays in the clear position.




**STOP! Notify The Rail Control Center.**  
If permission is granted to key-by signal according to rule 2.40(m) and 2.40(n) proceed with RESTRICTED SPEED AND EXTREME CAUTION, prepared to stop within 1/2 range of vision, expecting to find track occupied, a broken rail or other obstruction in the block



**STOP! Authorized key-by.**  
Then proceed according to rules 2.40(m) and 2.40(n) with RESTRICTED SPEED AND EXTREME CAUTION, Be prepared to stop within 1/2 range of vision, expecting to find the track occupied, a broken rail or other obstruction in the block



APPROACH AT ALLOWABLE SPEED



APPROACH AT ALLOWABLE SPEED. EXPECTING A DIVERGING ROUTE

**AUTOMATIC SIGNALS**

**Rule 3.64**

**AUTOMATIC SIGNAL**

**3.64(a)** A fixed signal at the entrance to a block to govern trains entering and using that block.

**BLOCK**

**3.64(b)** A length of track of defined limits, the use of which is governed by an interlocking or automatic signal.

**INTERLOCKING**

**Rule 3.65**

**3.65(a)** An arrangement of signals and switch appliances so interconnected that their movement must succeed each other in proper sequence and for which interlocking rules are in effect. It may be operated manually or automatically.

**INTERLOCKING TOWER OR CONTROL POINT**

**3.65(b)** The place from which an interlocking is operated.

**INTERLOCKING MACHINE**

**3.65(c)** An assemblage of manually operated levers or equivalent devices for the control of signals, switches or other units, including mechanical or circuit locking, or both, to establish a proper sequence of movements.

**CONTROL MACHINE**

**3.65(d)** An assemblage of manually operated levers or other devices for the control of signals, switches or other units, without the mechanical interlocking, usually including a track diagram with indication lights.

**LEVER OR CIRCUIT TIME RELEASE**

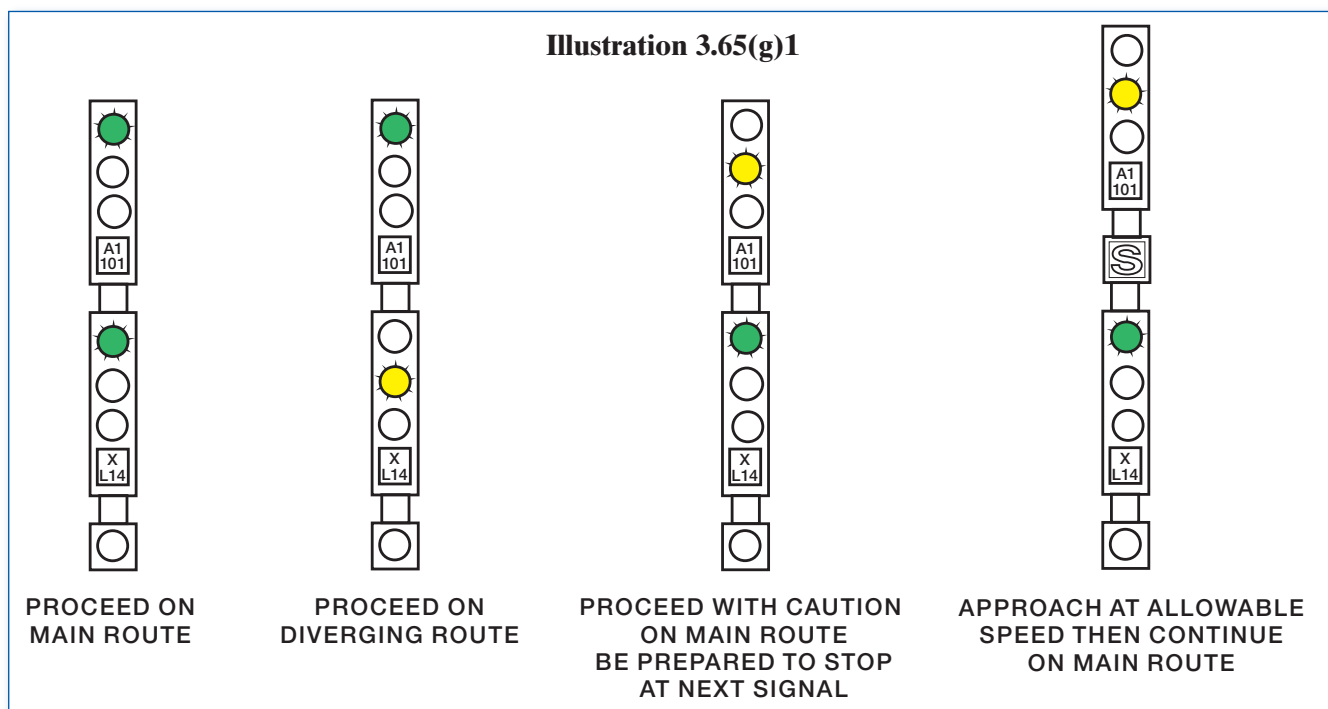
**3.65(e)** A device used in connection with a lever, push button or circuit to delay, for a predetermined time, the release of that lever, push button or circuit.

**INTERLOCKING SIGNAL**

**3.65(f)** A fixed signal of an interlocking.

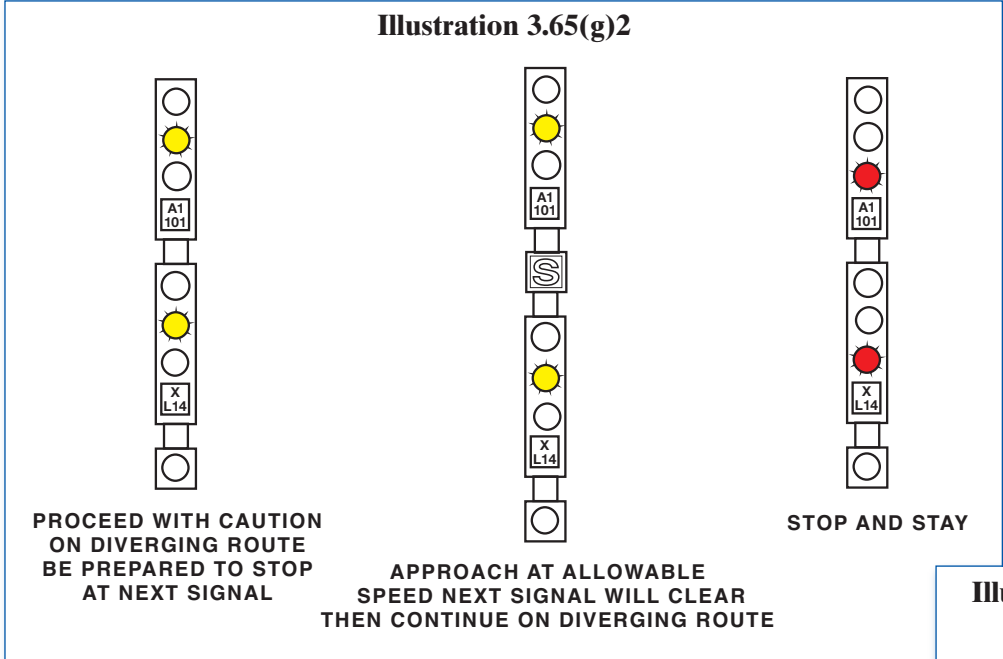
**HOME SIGNAL**

**3.65(g)** An Interlocking Signal located at the entrance to a route or block to govern train movement entering and using said route or block.

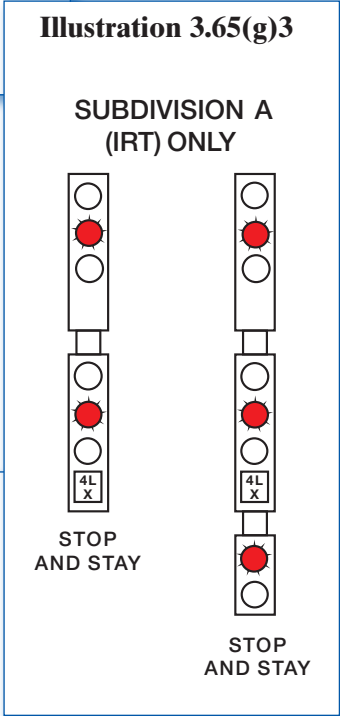




**Illustration 3.65(g)2**



**Illustration 3.65(g)3**



**SUBDIVISION A (IRT) ONLY**

**Illustration 3.65(g)4**

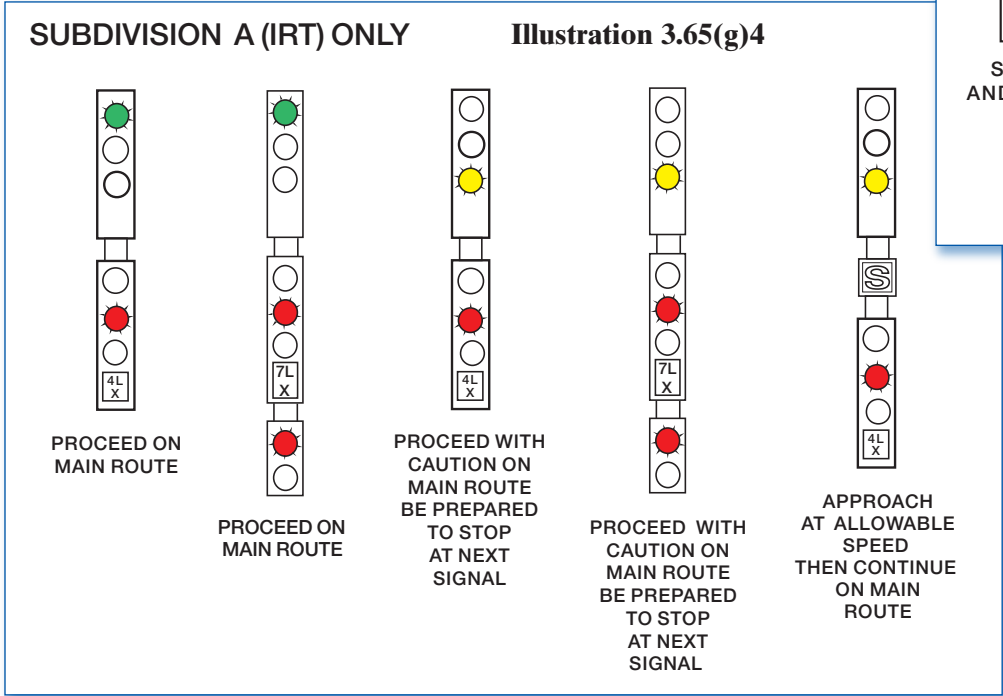
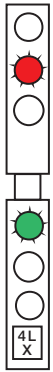


Illustration 3.65(g)5

SUBDIVISION A (IRT) ONLY



PROCEED ON  
DIVERGING  
ROUTE



PROCEED ON  
DIVERGING  
ROUTE



PROCEED WITH CAUTION  
ON DIVERGING ROUTE,  
BE PREPARED TO STOP  
AT NEXT SIGNAL

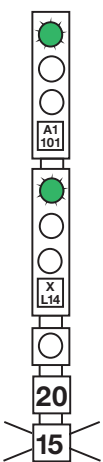


PROCEED WITH CAUTION  
ON DIVERGING ROUTE,  
BE PREPARED TO STOP  
AT NEXT SIGNAL

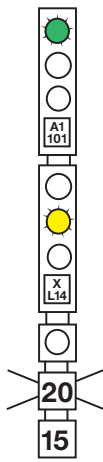


PROCEED WITH CAUTION  
ON 2ND DIVERGING ROUTE,  
BE PREPARED TO STOP  
AT NEXT SIGNAL

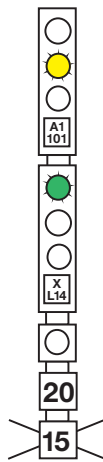
Illustration 3.65(g)6



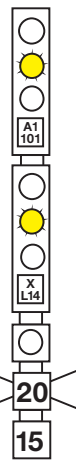
PROCEED ON  
MAIN ROUTE  
AT 15 MPH



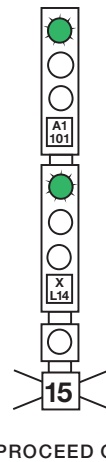
PROCEED ON  
DIVERGING ROUTE  
AT 20 MPH



PROCEED ON  
MAIN ROUTE  
NOT EXCEEDING  
15 MPH  
BE PREPARED TO STOP  
AT NEXT SIGNAL



PROCEED ON  
DIVERGING ROUTE  
NOT EXCEEDING  
20 MPH  
BE PREPARED TO STOP  
AT NEXT SIGNAL



PROCEED ON  
MAIN ROUTE  
AT 15 MPH



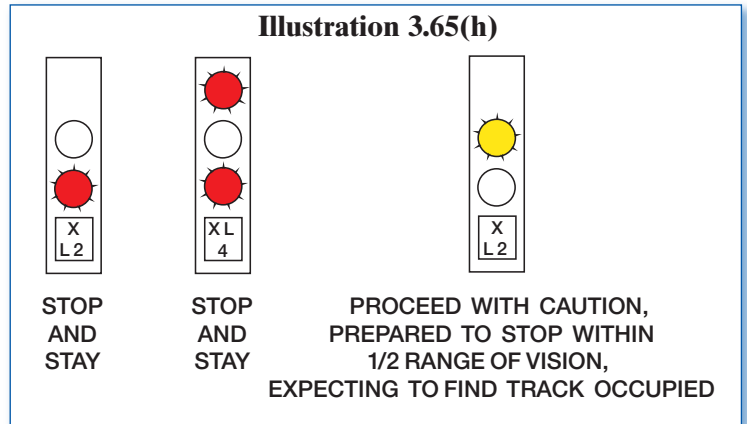
PROCEED ON  
DIVERGING ROUTE  
NOT EXCEEDING  
10 MPH  
ACCORDING TO  
RULE 2.39(h)





### DWARF SIGNAL

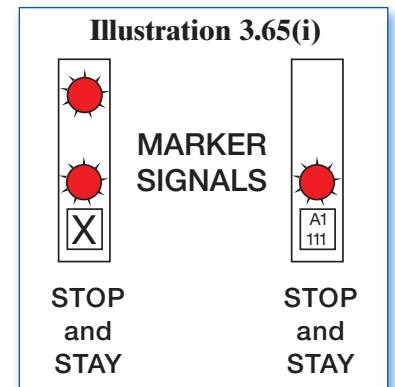
**3.65(h)** A Low Home Signal used for slow speed movements only.



**NOTE:** Low Home Signals may or may not have associated stop arms.

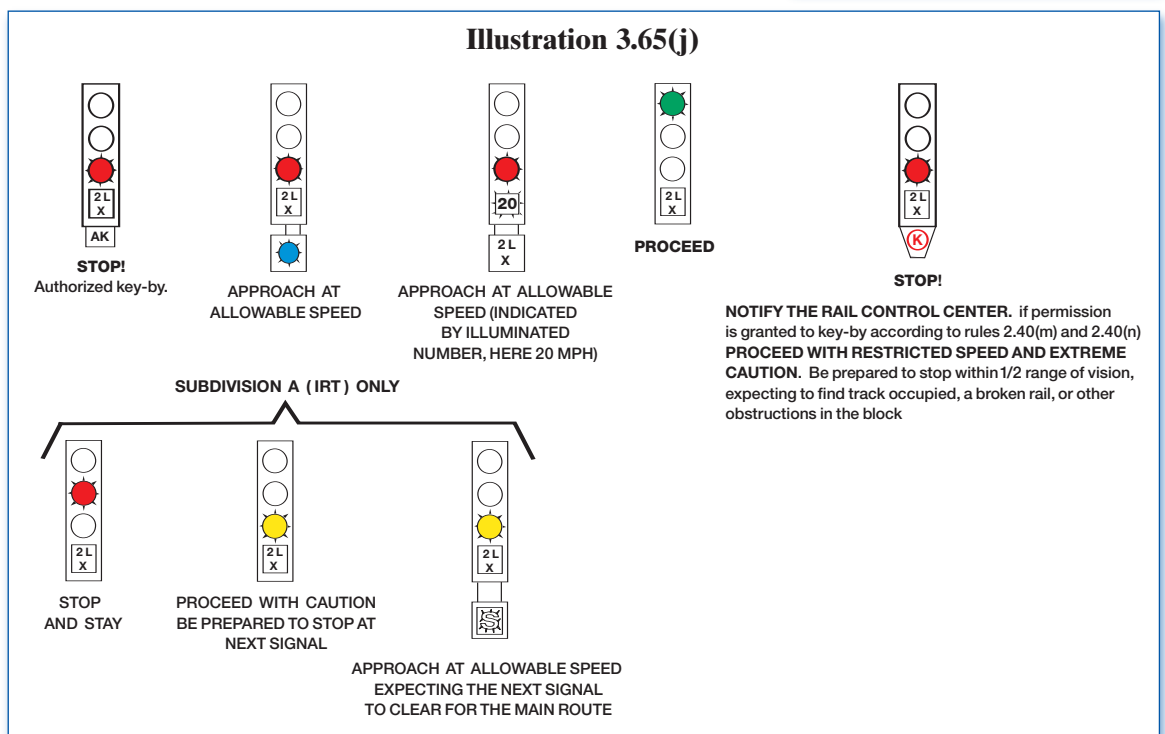
### MARKER SIGNAL

**3.65(i)** A signal with a fixed **STOP** indication used to define the limits of train movements; it is an absolute **STOP** and **STAY** signal.

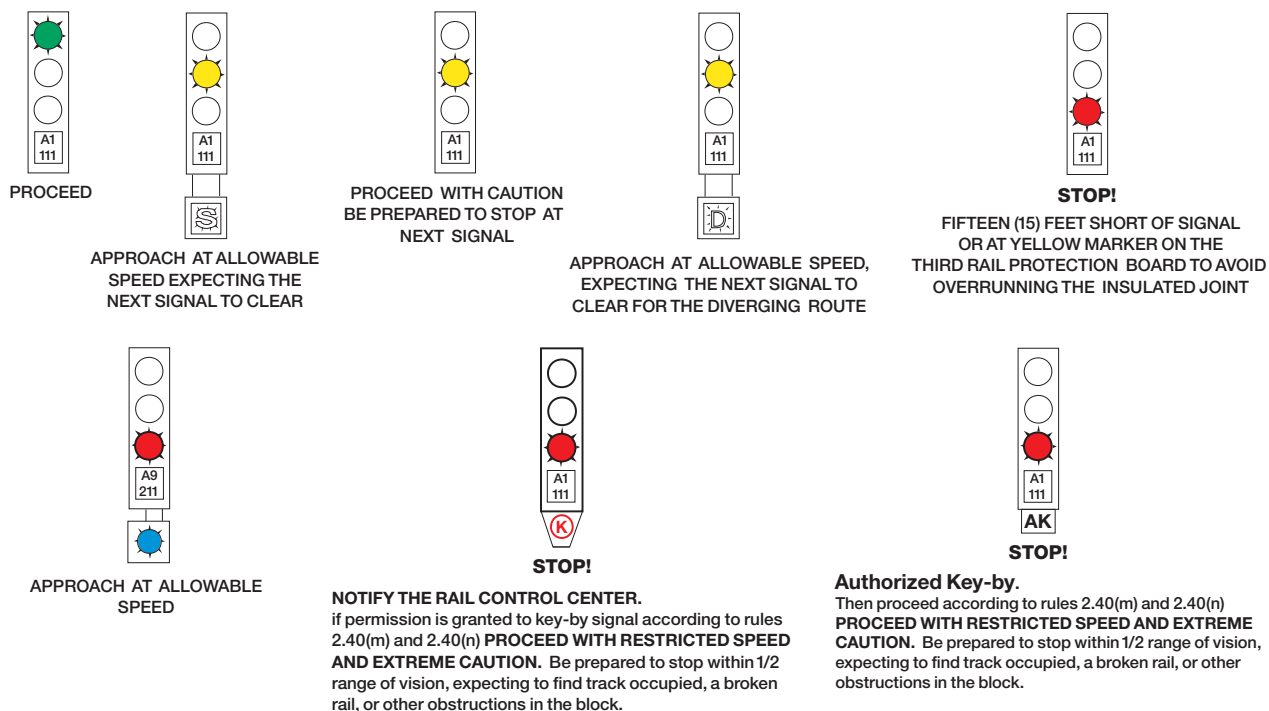


### APPROACH SIGNAL

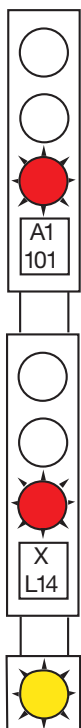
**3.65(j)** An Interlocking Signal used in connection with a Home Signal governing the approach thereto.



**Illustration 3.65(k)**



**Illustration 3.65(l)**



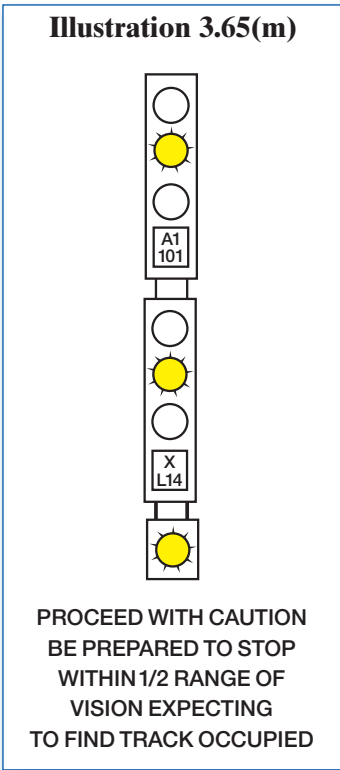
**STOP!**  
Operate automatic stop manual release. Observe that the stop arm goes down, then proceed with caution, be prepared to stop within 1/2 range of vision, expecting to find track occupied, a broken rail, or other obstruction in the block.

**AUTOMATIC SIGNALS**

**3.65(k)**

**CALL-ON SIGNAL**

**3.65(l)** A Home Signal indication used to permit a train to pass the signal when it indicates STOP or to enforce a slow speed movement.

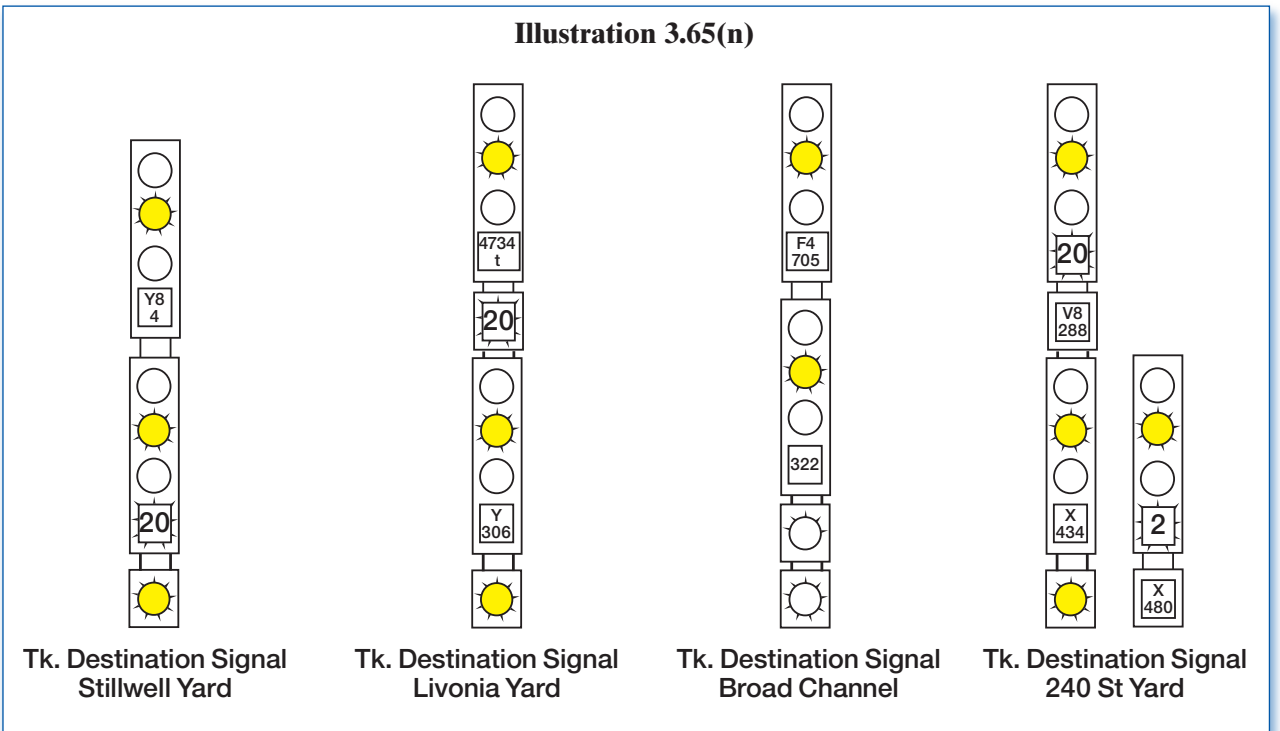


**YARD INDICATION SIGNAL**

**3.65(m)** A Home Signal indication used to permit a slow speed movement past the signal, without the necessity of stopping the train at the signal.

**TRACK DESTINATION SIGNAL**

**3.65(n)** A Home Signal indication which when clear displays the track number to which a train is being routed.



## TIME CONTROLLED SIGNALS

### Rule 3.66

**3.66(a)** A fixed signal having a time element in its control which requires the passage of time for a change in aspect.

#### GRADE TIME CONTROL OF SIGNALS

**3.66(b)** Is intended to allow a train to move through grade time territory at a predetermined speed. Trains exceeding such speed are automatically stopped.

#### STATION TIME CONTROL OF SIGNALS

**3.66(c)** Is intended to permit a train to close in on a preceding train standing in or moving out of a station, provided the speed of the train is reduced to that necessary for safe braking at each respective signal.

#### TIME CONTROL "T" SIGN

**3.66(d)** A fixed signal bearing the letter "T" located at the beginning of time control territory.

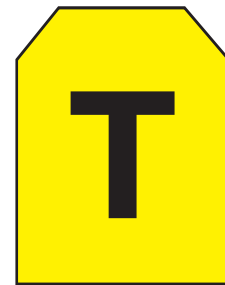
#### GRADE TIME "GT" SIGNAL

**3.66(e)** A fixed signal used to enforce a predetermined speed on descending grades or at other locations; this signal is always preceded by a Time Control "T" Sign and a sign designating the allowable speed in miles per hour or by a "GT" Sign.

#### DIVERGING GRADE TIME "DGT" SIGNAL

**3.66(e)1** A fixed signal used in approach to a diverging route, which designates the allowable speed in miles per hour when the allowable speed for the diverging route is different than that of the normal route.

Illustration 3.66(d)



BEGINNING OF TIME CONTROL

Illustration 3.66(e)



PROCEED AT SPEED INDICATED "10" DENOTES MILES PER HOUR



BEGINNING OF GRADE TIMING SECTION "10" DENOTES MILES PER HOUR

Illustration 3.66(e)1



BEGINNING OF GRADE TIMING SECTION IN APPROACH TO "GT" SIGNAL WHEN A DIVERGING ROUTE AHEAD "10" DENOTES MILES PER HOUR

SEE RULES 2.39(g) AND 3.70(d) FOR ALLOWABLE SPEED OVER SWITCHES



**“S” SIGNAL**



**3.66(f)** A fixed signal bearing the “S” which when illuminated with a caution indication, indicates that the Grade Time Signal immediately following is displaying a STOP indication. This signal may be cleared by a train approaching said “S” signal at a predetermined speed.



**“D” SIGNAL**



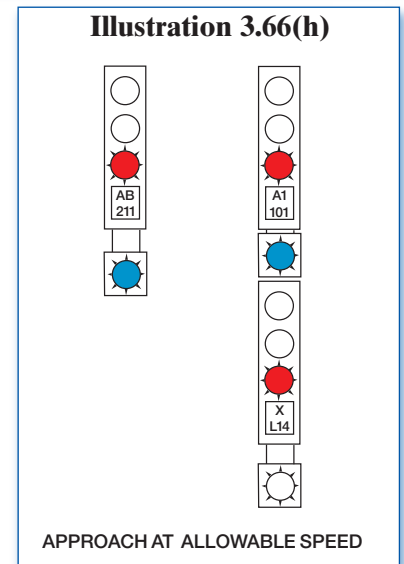
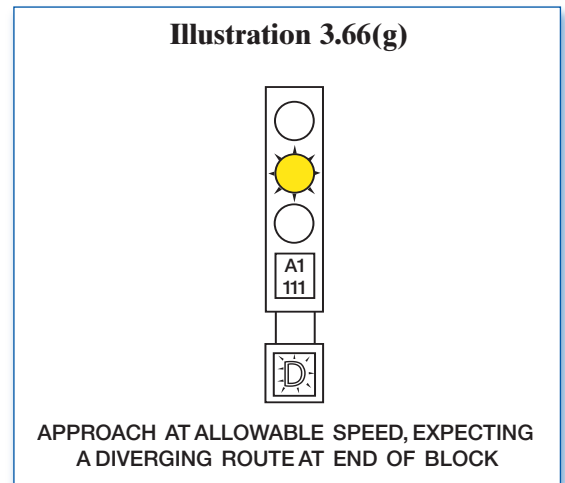
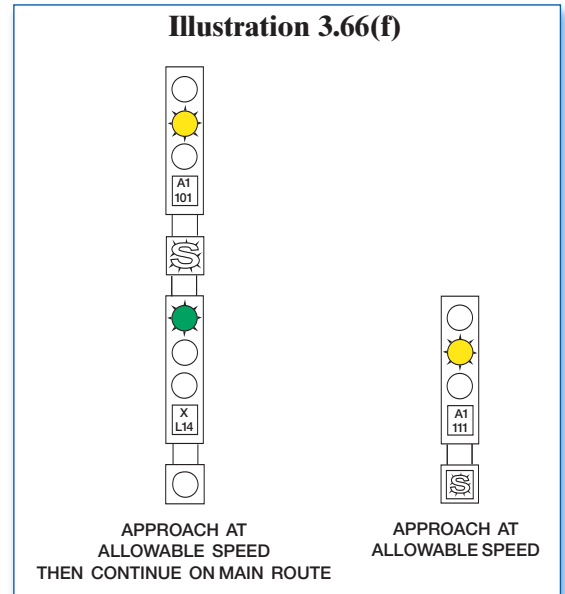
**3.66(g)** A fixed signal bearing the letter “D” which, when illuminated together with a caution indication, indicates a diverging route and that the Grade Time Signal immediately following is displaying a STOP indication which may be cleared by a train approaching said “D” Signal at a predetermined speed.



**LUNAR WHITE SIGNAL**

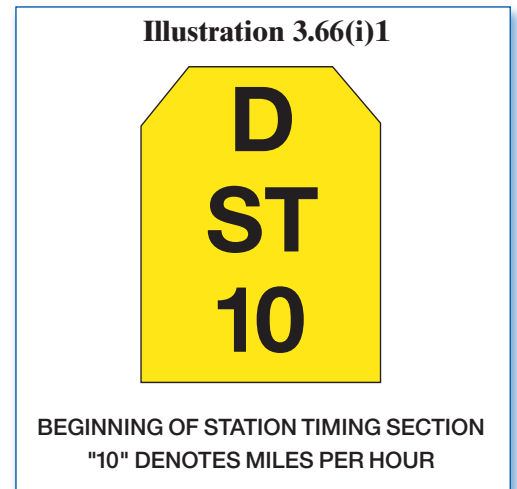


**3.66(h)** A fixed signal bearing a lunar white aspect which, when illuminated together with a STOP indication, indicates that the signal may be cleared by a train approaching said signal at a predetermined speed.



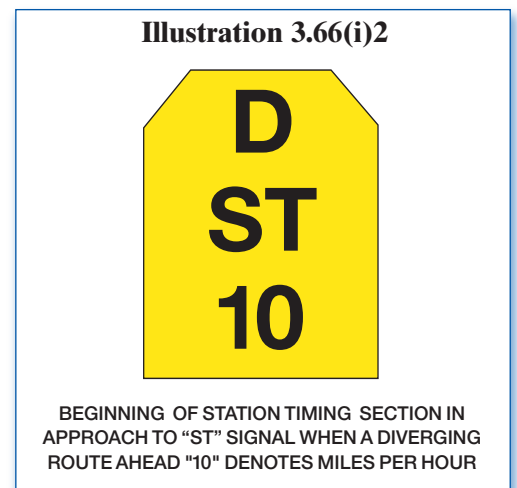
**STATION TIME “ST” SIGNAL**

**3.66(i)1** A fixed signal used at certain locations to permit a train to close in on a preceding train standing in or moving out of a station; station time signals are always preceded by a time control “T” Sign or by an “ST” Sign.



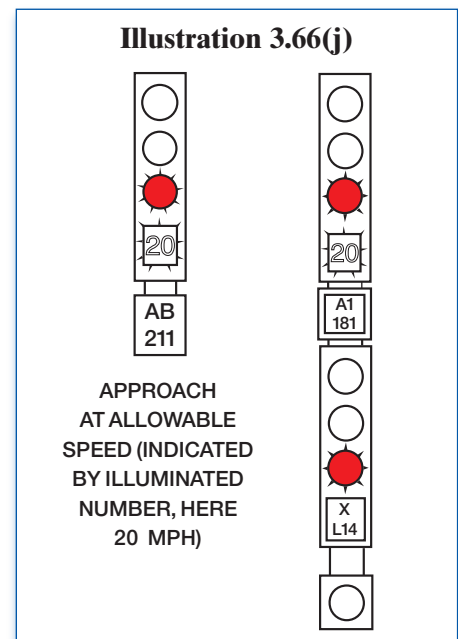
**DIVERGING STATION TIME “DST” SIGNAL**

**3.66(i)2** A fixed signal used in approach to a diverging route, which designates the allowable speed in miles per hour to permit a train to close in on a preceding train standing in or moving out of a station when the allowable speed for the diverging route is different than that of the normal route.



**STATION TIME INDICATOR**

**3.66(j)** A fixed signal used at certain locations, bearing as a speed indicator, a number representing miles per hour. The number, when illuminated together with a RED aspect, indicates that the signal may be cleared by a train approaching said signal at the designated speed. This signal is used to permit a train to close in on a preceding train standing in or moving out of a station and is always preceded by an “ST” sign.



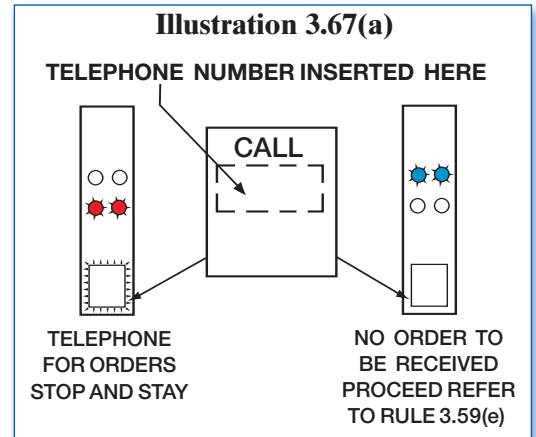


### MISCELLANEOUS LIGHT SIGNALS

#### Rule 3.67

#### TRAIN ORDER SIGNAL

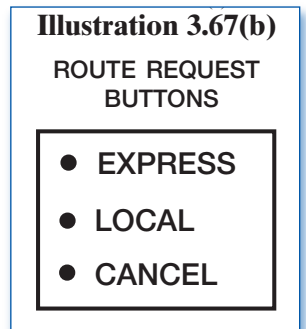
**3.67(a)** A fixed signal located near the entrance to under river tunnels or bridges, at stations where gap fillers (movable platforms) are in operation and at certain other locations, and are controlled automatically or manually from a designated point. When two (2) horizontal RED lights are displayed by this signal, it indicates STOP and STAY and also instructs the Train Operator to call the Rail Control Center by radio or telephone for instructions. When two (2) horizontal white lights are displayed by this signal, it is an indication to proceed without orders, in accordance with related fixed signals.



**NOTE:** The stop arms associated with these signals can be placed to the tripping position even after the train has passed the signal.

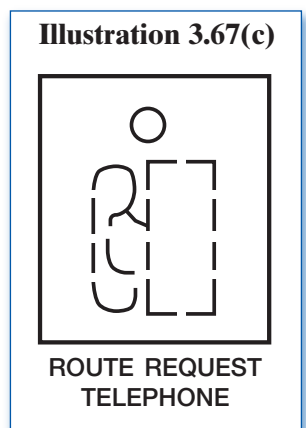
#### TRAIN IDENTIFICATION/ROUTE REQUEST BUTTON

**3.67(b)** A device used in conjunction with certain Home Signals to permit Train Operators to identify their trains or to make route requests to the Tower Operator having control of said signals. The device consists of a box containing one or more designated pushbuttons. Some Route Request boxes have an associated indicating light that illuminates to show the selection made and some boxes have a CANCEL button. If a wrong selection is made, the cancel button must be pressed before the correct selection button is pressed. If a train arrives at a Home Signal displaying a STOP aspect or an incorrect route, the Train Operator must press the button appropriate for the route or destination of the train. The Train Identification/Route Request can be found next to Home Signals or in Stations.



#### ROUTE REQUEST TELEPHONE

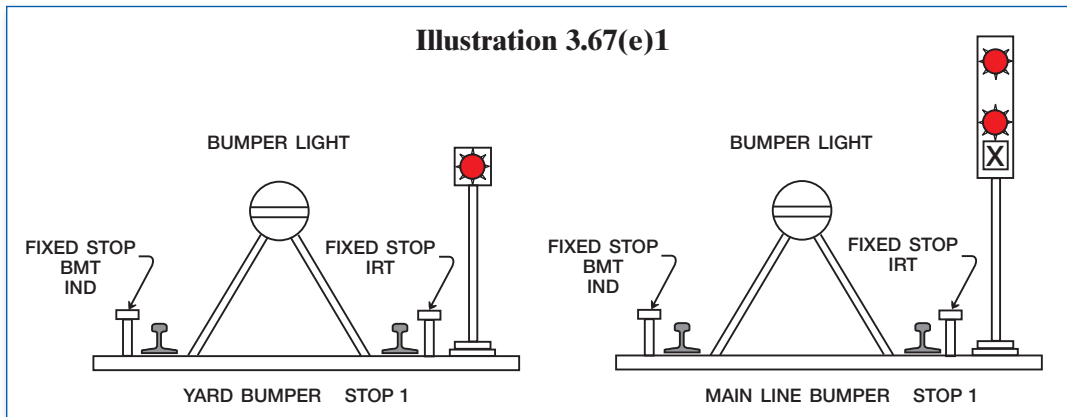
**3.67(c)** A telephone used in conjunction with certain Home Signals to permit Train Operators to speak directly to the Tower Operators operating said signals. The telephone box is equipped with an exterior white light which, when illuminated, indicates that the Train Operator MUST use said telephone to communicate with the tower. Inside the box, a pushbutton is used to signal the Tower Operator that a Train Operator wishes to communicate with the tower.



**READY TO PROCEED BUTTON**

**3.67(d)** A device used in conjunction with certain Home Signals to permit Train Operators to indicate to Tower Operators, controlling said signals, that their trains are ready to proceed from yard tracks, spur tracks, and relay tracks.

**Illustration 3.67(d)**



**BUMPER LIGHT**

**3.67(e)1** A fixed signal to define the limits of train movements at the end of a track. It is an absolute STOP and STAY signal. A fixed stop is used in connection here-with.

**FIXED TRIP STOP MARKER SIGN**

**3.67(e)2** At certain Bumper Block locations, the associated fixed trip is located a greater distance in approach to the Bumper Light. At these locations, a Fixed Trip Stop Marker sign is placed adjacent to the fixed trip to indicate the position where the train must stop before the bumper.

**Illustration 3.67(e)2**



**FIXED TRIP STOP MARKER (SUBWAY)**



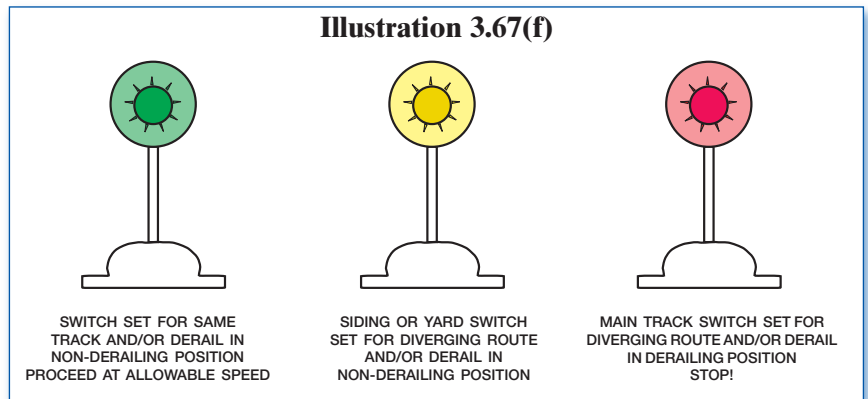
**FIXED TRIP STOP MARKER (OUTDOORS)**





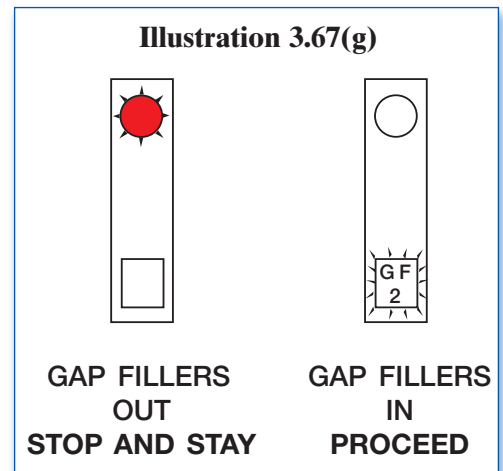
**SWITCH TARGET**

**3.67(f)** A fixed signal connected to or working with a hand operated switch and/or derailer to indicate the position of the switch and/or derailer.



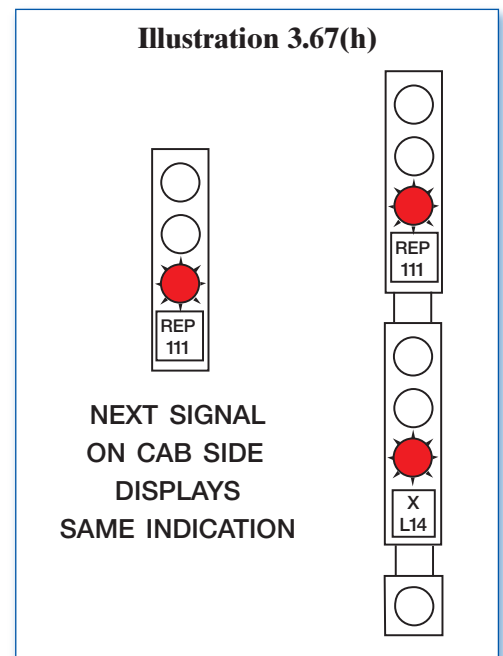
**GAP FILLER SIGNAL**

**3.67(g)** A Gap Filler Signal is a fixed signal, located a short distance beyond a 10-CAR station Car Stop Sign, which displays a RED aspect when the gap fillers are extended or not sufficiently withdrawn to clear the sides of cars. It is a STOP and STAY signal. When the gap fillers are sufficiently withdrawn, the RED aspect is replaced by an illuminated sign with the letters "GF" and the track designation. This signal is used in Subdivision "A" (IRT) only. At certain Gap Filler locations throughout the system, the Train Operator shall be directed by posted signs.



**REPEATER SIGNAL**

**3.67(h)** A fixed signal identified by the letters REP on the signal number plate. It is used to show the aspect of its associated signal, which is positioned around a curve. This repeater signal is in full view of the Train Operator and in most cases is on the opposite side of the Train Operator's position. There are no Automatic Stop Arms associated with a repeater signal.

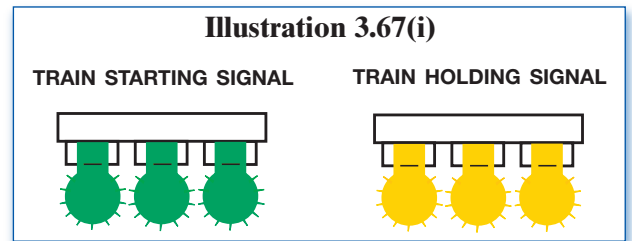


**TRAIN STARTING SIGNAL/TRAIN HOLDING SIGNAL**

**3.67(i) Train Starting Signal:** A fixed signal consisting of illuminated green lights and bells used at terminal stations to indicate to Conductors when to close the train doors.

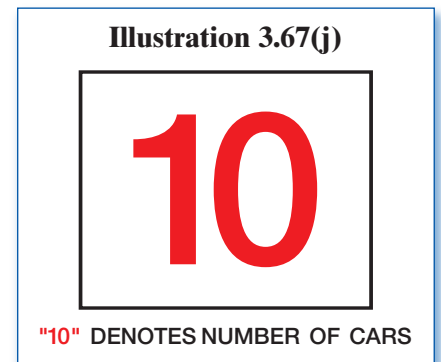
Train Holding Signal: A fixed signal consisting of illuminated amber lights used at intermediate stations to indicate to Conductors when to keep train doors open.

Any intermediate station designated as a terminal will use the Train Holding Signal as a TRAIN STARTING SIGNAL.



**GAP FILLER INDICATOR SIGNAL**

**3.67(j)** A fixed signal used in connection with gap fillers located on station platforms at the operating positions of Conductors and Train Operators of trains of various lengths, to indicate, when illuminated, the number of cars the doors of which may be safely opened. Conductors must NOT open doors until this signal is properly illuminated. Used on Subdivision A (IRT) only.



**SLOW SPEED ORDER AREAS:**

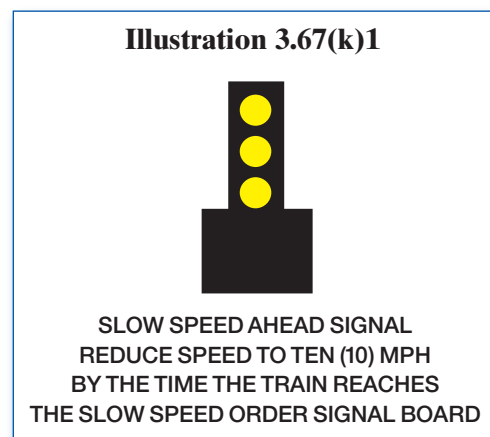
**3.67(k)** Slow Speed Order Areas are sections of track so designated during rehabilitation work or when any track or structure condition exists that makes it necessary to restrict the speed of trains to ten (10) miles per hour or less.

**WARNING**  
 The provisions of Rule 3.67(k) are not to be used for protection of personnel.  
 See Rules 3.71 through 3.82 inclusive.

**SLOW SPEED AHEAD SIGNALS:**

**3.67(k)1** Three (3) yellow lights, three (3) yellow flags or a Slow Speed Ahead Board with three (3) yellow reflectors must be displayed at a point 500-700 feet from the Slow Speed Order Signal.

Train Operators upon passing the Slow Speed Ahead Signal must begin to adjust the speed of their train, expecting to find a Slow Speed Order Signal 500-700 feet ahead. Train Operators MUST reduce their speed such that they pass the Slow Speed Order Signal at not more than ten (10) miles per hour.



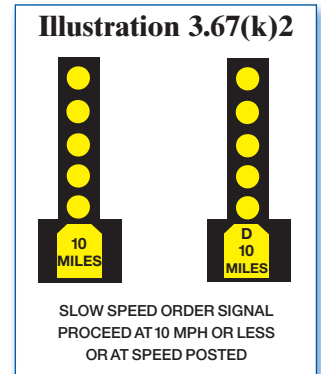


**SLOW SPEED ORDER SIGNALS:**

**3.67(k)2** Five (5) yellow lights, five (5) yellow flags or a Slow Speed Order Board with five (5) yellow reflectors must be displayed at a point 150 feet in approach to the section of track over which it is necessary to reduce the speed of trains to (10) miles per hour or less.

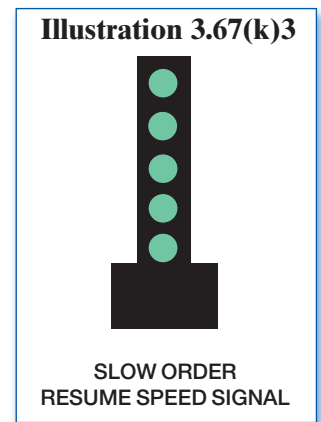
The board must have a “10 miles” or less Speed Limit Sign affixed. Should train operation be from a diverging route into the Slow Speed Order Area the board must have a “D 10 miles” speed limit sign affixed.

Train Operators must not pass this signal at speeds exceeding ten (10) miles per hour or as indicated and must not resume normal speed until they pass the Slow Speed Order Resume Speed Signal.



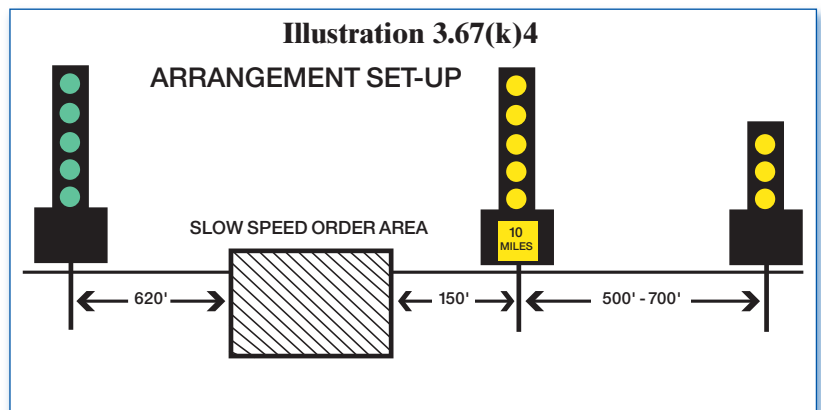
**SLOW SPEED ORDER RESUME SPEED SIGNALS:**

**3.67(k)3** One (1) green light, one (1) green flag or a Slow Speed Order Resume Speed Board with five (5) green reflectors must be displayed 620 feet beyond the farthest point of the Slow Speed Order Area. Train Operators may resume normal speed, when their train reaches the Slow Speed Order Resume Speed Signal.



**SLOW SPEED ORDER BOARDS ARRANGEMENT SET-UP:**

**3.67(k)4** A Slow Speed Ahead Board with three (3) yellow reflectors must be displayed at a point 500-700 feet from the Slow Speed Order Board with five (5) yellow reflectors used for work areas. A Slow Speed Order Board with five (5) yellow reflectors must be displayed at a point 150 feet in approach to the section of track over which it is necessary to reduce the speed of trains to not more than ten (10) miles per hour. A Slow Speed Order Resume Board with five (5) green reflectors must be displayed 620 feet beyond the farthest point of the Slow Speed Order Area.



**NOTE:** Flags must be used during day light hours and lamps must be used at night on elevated structures or in open cut areas for the above Slow Speed Order arrangement.

**SPECIAL INSTRUCTIONS TO TRAIN OPERATORS AND OTHERS**

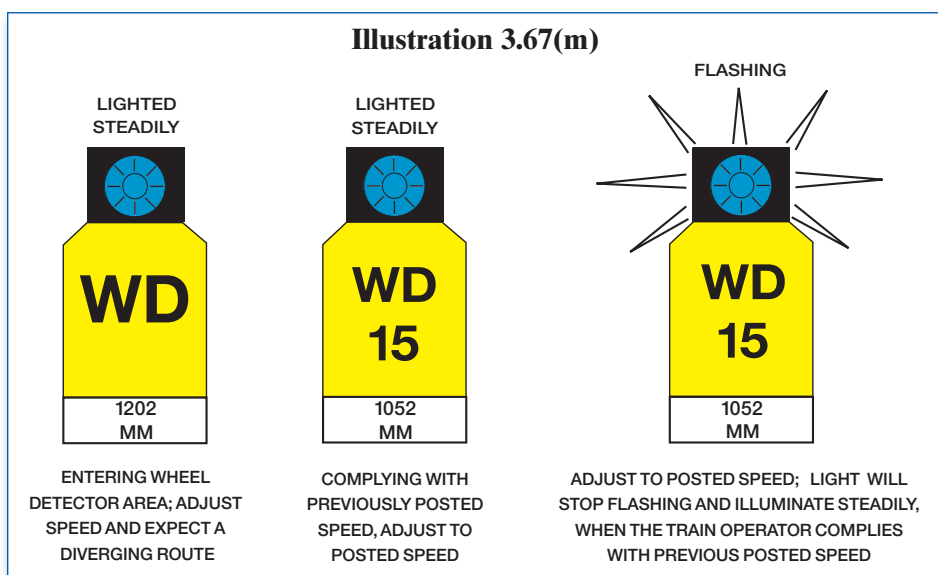
**3.67(k)5** Train Operators will sound two long blasts of the train horn or whistle when passing a Slow Speed Order Signal. They will operate at ten (10) miles per hour or less until they pass the green resume speed light, flag, or reflector board. In instances where the one (1) green light, one (1) green flag, or a Slow Speed Order Resume Speed Board with five (5) green reflectors is missing or unlit, Train Operators will proceed at ten (10) miles per hour or less to the next express or local station or adjacent to the next local stop, notify the Rail Control Center, and then proceed at the normal speed for the area. If any of the Slow Speed Order Signals are missing (see illustrations), Train Operators must notify the Rail Control Center, who will notify the Maintenance of Way Operations Center, who can then notify the responsible division to ensure that this condition is corrected expeditiously.

**3.67(l)** No longer used.

**WHEEL DETECTORS**

**3.67(m)** Wheel detector speed enforcement systems protect diverging moves over selected switches. Unlike grade time signals, wheel detectors time each axle of a passing train, and will operate an automatic stop(s) underneath a train if overspeed is detected anywhere on the train. This means that the train may not exceed the posted speed(s) until the entire train is clear of the wheel detector area.

Wayside signs (black lettering on a yellow background) with lunar white lights guide the Train Operator through wheel detector areas. If any visible sign is illuminated, then speed control is in effect. If the Train Operator cannot see any signs with its light illuminated, speed control is not in effect. Speed control will always be in effect unless the switch is set for a straight route and the home signal is cleared for that route.





**AUTOMATIC STOP**

**Rule 3.68**

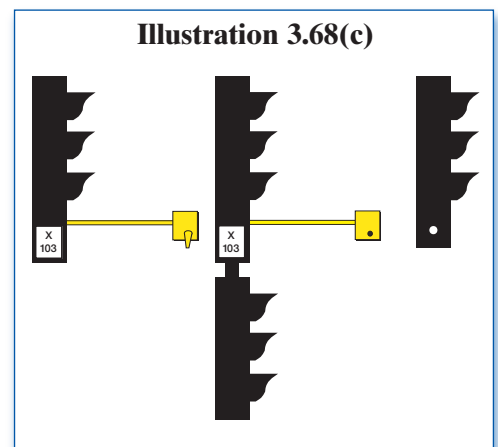
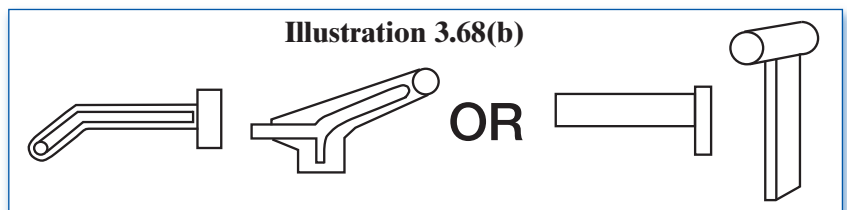
**3.68(a)** A device used in conjunction with a fixed signal to initiate an emergency application of the air brakes of a train passing that signal when it indicates **STOP**. Some Automatic Stops are operated as “**BLIND**” stops without any signal being opposite. In this case, the Automatic Stop is cleared by the train passing at a predetermined speed.

**AUTOMATIC STOP ARM**

**3.68(b)** The part of an Automatic Stop, which engages a tripping device on a car to apply the train brakes in emergency. It is located outside the running rails.

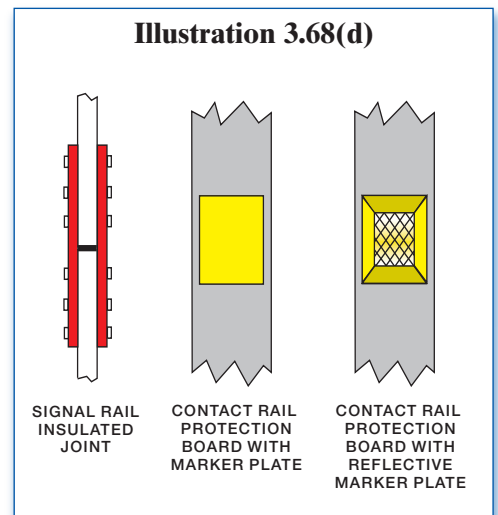
**AUTOMATIC STOP ARM MANUAL RELEASE**

**3.68(c)** A device used in conjunction with a signal to cause the Automatic Stop Arm to assume the clear position (down), when the signal indicates STOP. The release consists of a small lever or button usually located on or near the signal. This device is used in conjunction with a Call-On Signal, after the call-on indication has been displayed. At an Automatic Signal or an Approach Signal, designated by the letter **K** under the signal number, Train Operators must operate the lever or button to clear the Automatic Stop Arm.



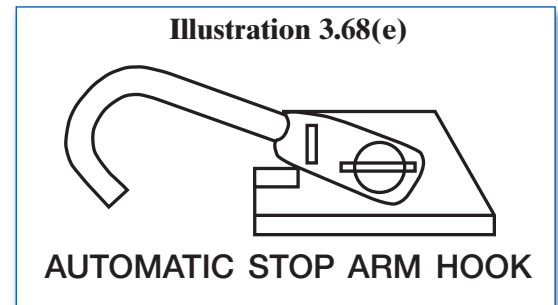
**AUTOMATIC STOP ARM AUTOMATIC RELEASE**

**3.68(d)** The automatic lowering of the Automatic Stop Arm by a train, stopping in approach of an Automatic Signal or an Approach Signal. The proper location for Train Operators to stop in order to operate the automatic stop arm release is indicated by a yellow or reflective insulated joint (IJ) marker plate located on the contact rail protection board and adjacent to the insulated joint in the approach to such signal. In the event that the insulated joint marker plate is missing, the Train Operator must stop 15 feet in approach to the signal and visually identify the insulated joint associated with the signal.



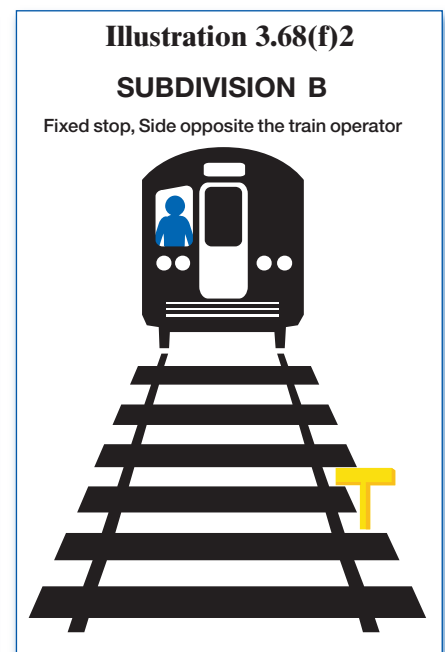
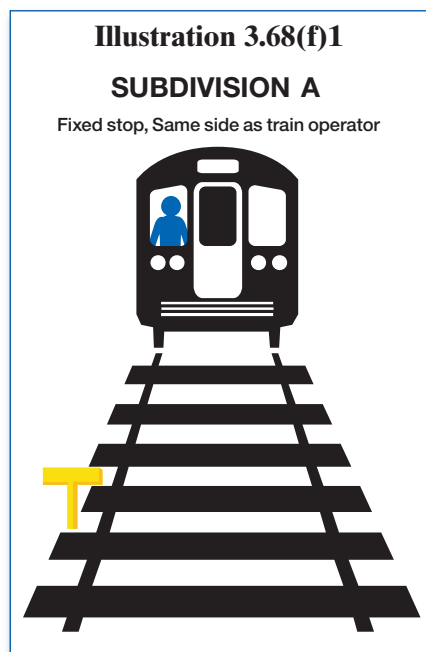
**AUTOMATIC STOP ARM HOOK**

**3.68(e)** A device used in conjunction with an Automatic Stop to secure the Automatic Stop Arm in the clear position.



**FIXED STOP**

**3.68(f)** A Stop Arm installed at a fixed location permanently in the tripping or brake application position.

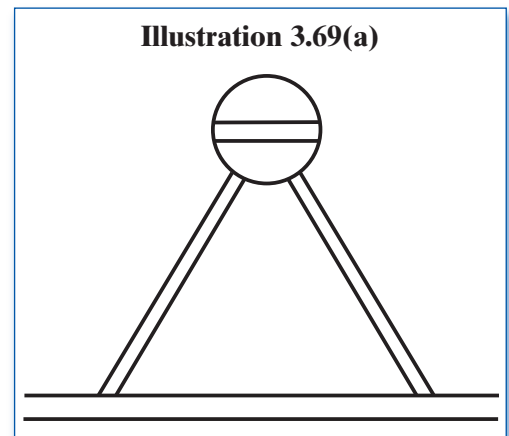


**MISCELLANEOUS STOP DEVICES**

**Rule 3.69**

**BUMPER BLOCK**

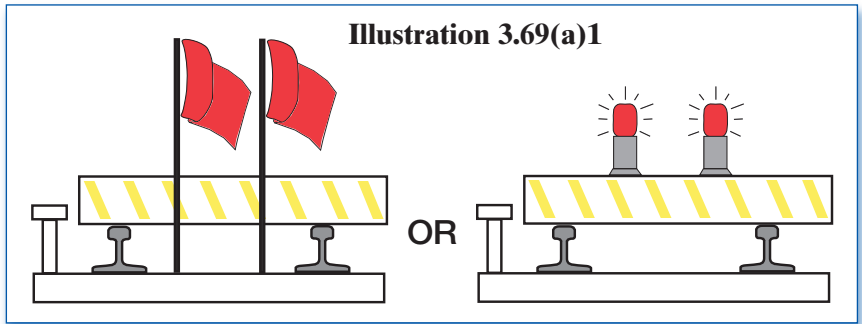
**3.69(a)** A device placed across the rails to prevent a train from overrunning the end of track.





**CROSS TIE BUMPER**

**3.69(a)1** A cross tie bumper is a type of bumper constructed of cross ties that are placed and secured to the rails to prevent a train from entering a section of track that



is temporarily out of service. The tie bumper shall be painted with yellow stripes or striped with a highly reflective yellow tape. Two red flags and/or two red lights shall be displayed, portable train stops applied in accordance with Rule 3.79, and switch and signal levers shall be tagged or blocked.



**Illustration 3.69(b)**

**WHEEL STOP**

**3.69(b)** An approved device, used in pairs, positively secured to the rails to prevent a slow rolling car consist or other rolling equipment from moving beyond a specific point. This device is designed to stop a vehicle moving less than 5 mph when used in conjunction with a fixed stop placed thirteen feet in approach and only at locations designated by the Division of Engineering of the Department of Subways.



**Illustration 3.69(c)**

**WHEEL CHOCK**

**3.69(c)** An approved device, used as a pair, placed over the rail and against both sides of a wheel or truck of a stationary car to prevent it from rolling.



**WHEEL CHOCK**



**DERAILER**

**3.69(d)** A device used in conjunction with certain Home Signals which, when displaying a red aspect indicating STOP and STAY, will cause the derailment of any train passing same. This device protects a mainline track from a switch run through by a train coming from a yard track or spur track.

**MANUAL DERAIL**

**3.69(e)** A manually operated device, used in yard areas, which can be set on the rail in such a manner as to obstruct the flangeway and cause the derailment of any train passing same.

**Illustration 3.69(d)**

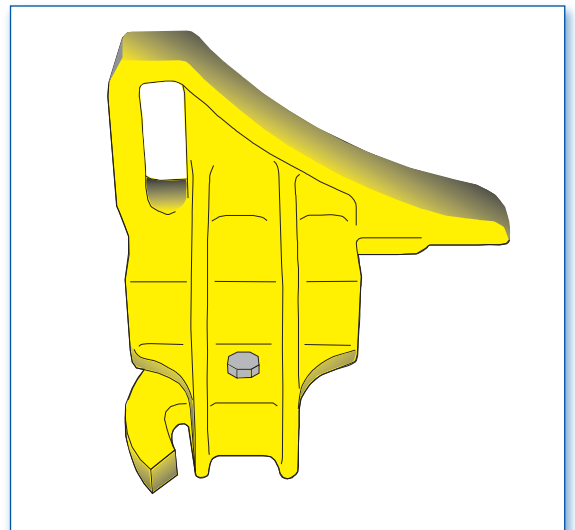


**DERAILER**

**WHEEL BLOCK**

**3.69(f)** An approved device secured to the rail to prevent a slow rolling car consist or other rolling equipment from moving beyond a specific point. This device is designed to stop a vehicle moving less than 1 mph when used in conjunction with a portable stop placed two feet in approach. In addition, Wheel Blocks shall be used at work sites and to separate work cars at work sites in accordance with Rules 4.12 and 4.33 respectively.

**Illustration 3.69(f)**



**WHEEL BLOCK**





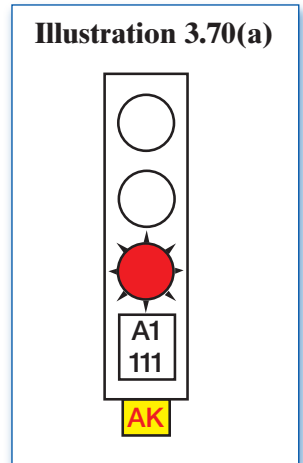
MISCELLANEOUS SIGN SIGNALS

Rule 3.70



**AUTHORIZED KEY SIGN**

**3.70(a)** A sign located on an automatic signal that permits the movement past the signal displaying a red aspect, without the Rail Control Center’s permission, with **RESTRICTED SPEED AND EXTREME CAUTION**, according to Rule 2.40(m) up to the next signal.



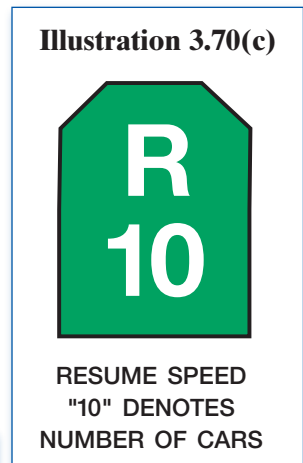
**SPEED LIMIT SIGN**

**3.70(b)** A fixed signal located at the entrance to a section of track on which trains are required to run at a reduced speed; it indicates the maximum speed which trains may be operated on said section of track.



**RESUME SPEED SIGN**

**3.70(c)** A fixed signal with a green background and white letters located at the point where a train of indicated length, which has been running at a reduced speed, may resume normal speed. Such signal, without a number, indicates resume normal speed for all train lengths.



**DIVERGING ROUTE SIGN**

**3.70(d)** A fixed signal which indicates the allowable speed on a diverging route when such speed is greater or less than the ten (10) mile per hour limit prescribed by Rule 2.39(h). It is a sign bearing the letter “D” and numerals designating the allowable speed.

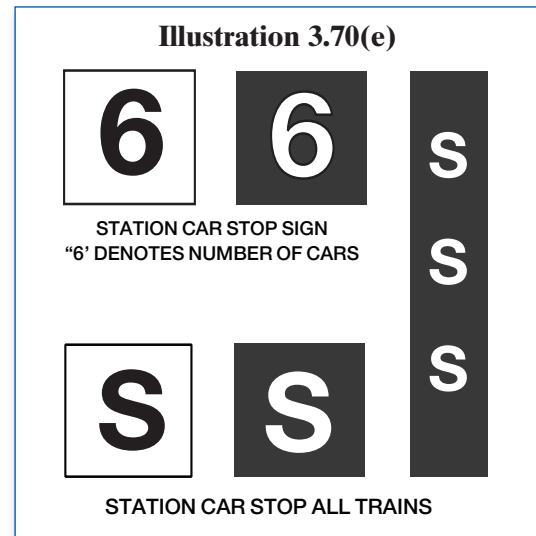


**STATION CAR STOP SIGN**

**3.70(e)** A fixed signal located within station limits to indicate the positions at which trains of specific car lengths must stop.

Trains consisting of R-46, R-68, R-68A (75 foot) cars will be governed as follows:

1. 8-car trains will stop at the 10-car sign;
2. 6-car trains will stop at the 8-car sign; and
3. 4-car trains will stop at the 6-car sign.

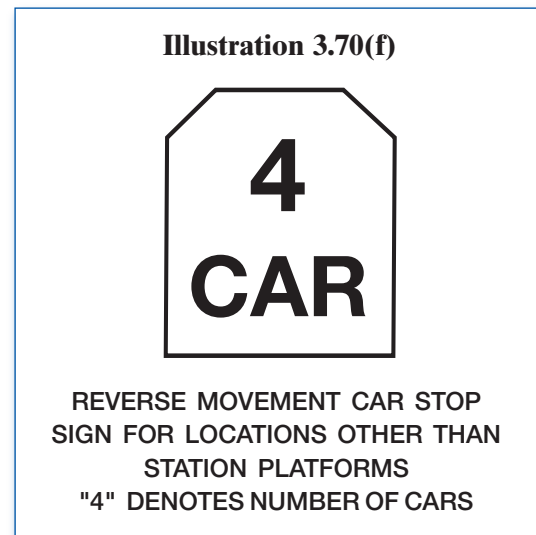


**REVERSE MOVEMENT CAR STOP SIGN**

**3.70(f)** A fixed signal in, or just beyond, an interlocking to indicate where a train of indicated length must stop to clear the proper switches and signal for a movement in the direction opposite to that in which the train had been traveling.

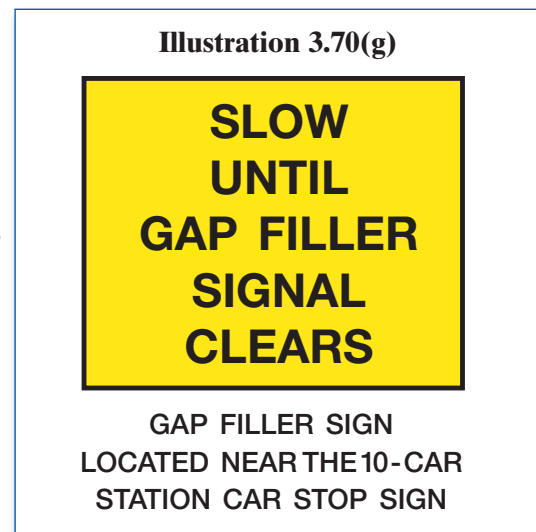
Trains consisting of R-46, R-68, R-68A (75 foot) cars will be governed as follows:

1. 8-car trains will stop at the 10-car sign;
2. 6-car trains will stop at the 8-car sign; and
3. 4-car trains will stop at the 6-car sign.



**GAP FILLER SIGN**

**3.70(g)** A fixed signal located near the 10-CAR station Car Stop Sign reading **SLOW UNTIL GAP FILLER SIGNAL CLEARS**. Used on Subdivision A (IRT) only.





**END OF SIGNAL CONTROL SIGN**

**3.70(h)** Fixed signal located at an end of the signal control system to indicate that operations will be governed with **RESTRICTED SPEED AND EXTREME CAUTION** unless otherwise indicated.

Illustration 3.70(h)



**STOP SIGN**

**3.70(i)** A fixed signal, bearing the letters “STOP”, located at the entrance to maintenance facilities, at crosswalks in yards and in certain other areas; a Train Operator must stop the train and then proceed in accordance with special instructions.

Illustration 3.70(i)



**EMPLOYEE LOADING PLATFORM “P” SIGN**

**3.70(j)** A fixed signal bearing the letter “P” located at an employee loading platform to designate where a train must stop, when signaled to do so, in order for the first door of the first car of the train to be abreast of the employee platform.

Illustration 3.70(j)



EMPLOYEE LOADING PLATFORM "P" SIGN



**STATION PLATFORM TELEPHONE “T” SIGN**

**3.70(k)** A fixed signal bearing an encircled letter “T”, located on a station platform to indicate the location of a system telephone.

Illustration 3.70(k)



STATION PLATFORM SIGN FOR STATION WITH SYSTEM TELEPHONE ON PLATFORM LEVEL



Illustration 3.70(l)



**NO CLEARANCE SIGN**

**3.70(l)** A fixed signal with white background and red slanted stripes, located on or along the trackway, or at the ends of platforms leading to trackway, or such locations, to indicate an area where there is insufficient space, between the sides of cars and structures next to the trackway, to permit a person to safely pass or stand. Employees are forbidden to enter upon these areas without proper flagging protection.

**CONDUCTOR'S INDICATION BOARD**

**3.70(m)** A fixed signal with white background and slanted black stripes located on a station platform indicating to the Conductor of a maximum length train, defined in Rule 2.39(o), that all doors of the train are abreast of the platform. Conductors must not open train doors unless:

- The train comes to a complete stop.
- They are certain that all doors are abreast of the station platform.
- In addition, Conductors must not open train doors until they point up at the Conductor Indication Board with their forefinger to acknowledge the board.

Illustration 3.70(m)



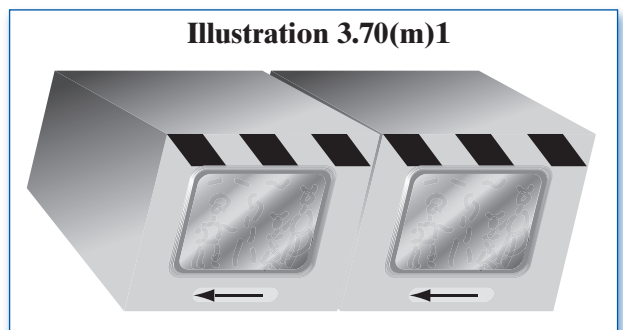
**NOTE:** If the Indication Boards are missing the Conductor must radio the Rail Control Center for further instructions.

**THE FOLLOWING SPECIAL CONDUCTOR'S INDICATION BOARDS ARE ALSO IN USE:**

**CONDUCTOR'S INDICATION BOARD ON CCTV ENCLOSURES**

**3.70(m)1** A fixed signal located on either the top or bottom of the CCTV monitor enclosure, indicating to the Conductor of a maximum length train defined in Rule 2.39(o) that all doors of the train are abreast of the station platform. Conductors must not open the train side doors unless they are certain that all doors are abreast of the station platform.

Illustration 3.70(m)1

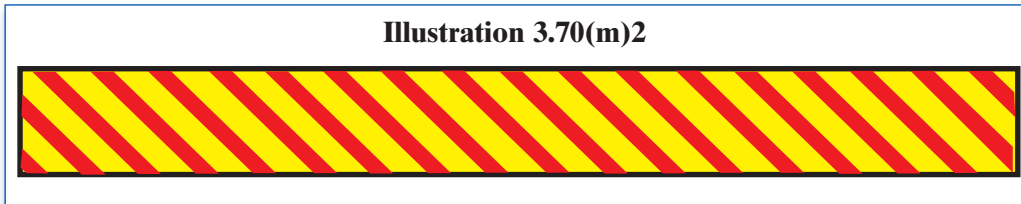




**ALTERNATE POSITION**



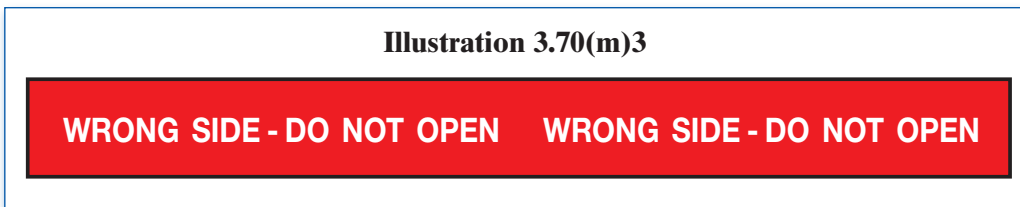
**3.70(m)2** Indicates the location of the only approved alternate Conductor’s operating position for full length trains.



**WRONG SIDE-DO NOT OPEN**



**3.70(m)3** Indicates that the Conductor must not open on this side unless directed by proper authority.

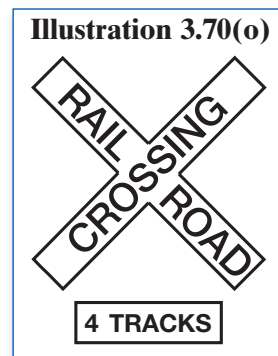


**3.70(n)** No longer used

**RAILROAD CROSSING SIGN**



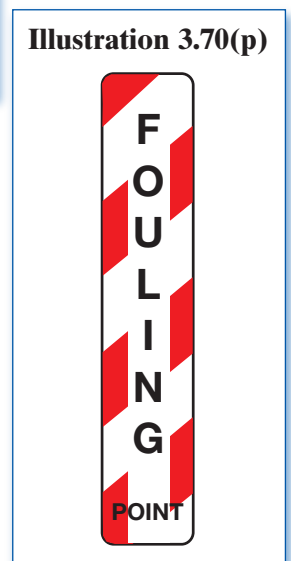
**3.70(o)** A Crossbuck Sign usually located at railroad-vehicular roadway crossings in yards to denote the presence of crossings and to convey information as to the number of tracks to be crossed. Operators of roadway vehicles must stop, look and listen, then proceed when the way is clear.



**FOULING POINT SIGN**

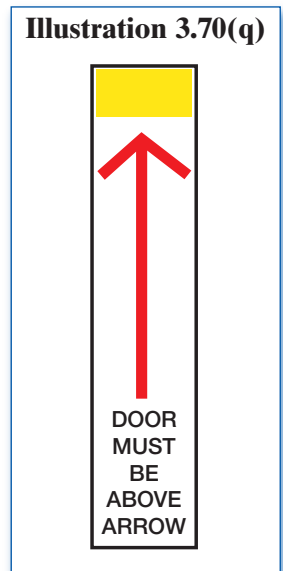


**3.70(p)** A fixed signal bearing the words “**FOULING POINT**,” to define the clearing point at switches. Cars or other equipment must not pass on the connecting track while cars occupy any portion of the track between the Fouling Point Sign and the switch. The Train Operator placing equipment on said track must observe if any part of the train is beyond the Fouling Point Sign. If this condition is observed, the Train Operator must immediately notify the Dispatcher, after securing the train.



**SHOP DOOR CLEARANCE SIGN**

**3.70(q)** A fixed signal bearing the words “**DOOR MUST BE ABOVE ARROW,**” to define the shop door open clearance point. Cars or other equipment must not attempt to pass through the doorway until the bottom edge of the door has been raised above the clearance sign.



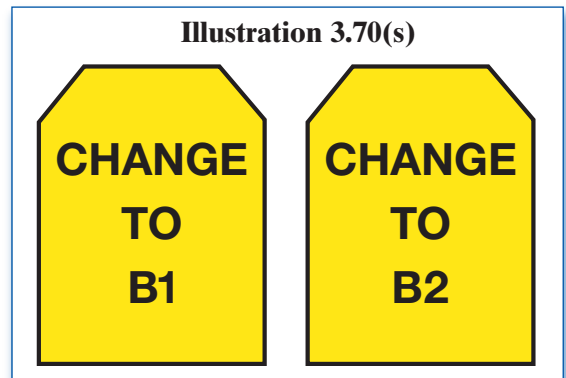
**LAY UP CAR STOP SIGN**

**3.70(r)** A fixed signal bearing the letters “LU” with a number beneath, indicating the position at which designated trains are to be STORED.



**RADIO FREQUENCY SIGN**

**3.70(s)** A fixed signal located near station car stop signs and conductor indication boards to indicate a radio frequency changeover point.




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**NOTE: ALL TRAIN CREWS OPERATING IN CUSTOMER SERVICE MUST SET THEIR RADIOS TO THE RAIL CONTROL CENTER (C) SETTING.**

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**WD END SIGN**

**3.70(t)** A fixed signal bearing the words “WD END;” in white letters on a green reflectorized background, which indicates that a maximum length train has cleared a wheel detector area and permissible speed for the track section may be resumed, unless otherwise restricted.



When leaving stations, speed restrictions that were effective prior to entering the station no longer apply. Permissible speed will be that authorized by signal indication, speed sign, and/or rules or instructions for the track(s) over which the train is then operating.



**NO-KEY BY SIGN**

**3.70(u)** A fixed signal that has black letters on a yellow background and reads “NO KEY BY.” It means the automatic key-by feature on an Automatic Signal has been deactivated and that the Train Operator must contact the Rail Control Center. Train Operators will be governed by Rule 2.40(n).



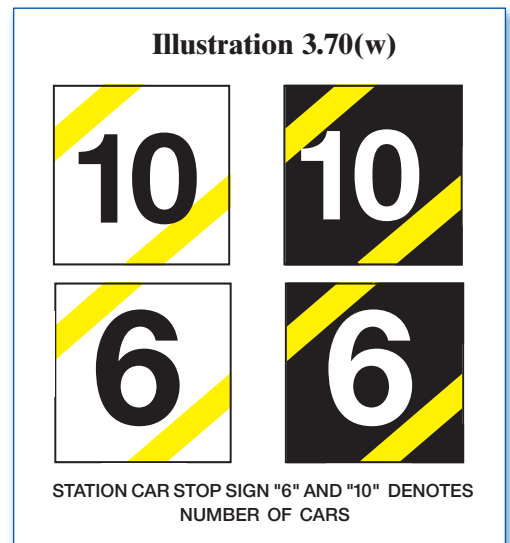
**REVERSE NO KEY-BY SIGN**

**3.70(v)** A fixed signal that has white letters on a red background and reads “NO KEY BY.” If movement against the normal direction of traffic is required (reverse moves), on a track that is not signaled in both directions, the deactivated key-by feature on Automatic Signals will prevent the stop arm from driving down as the train approaches. The Train Operator must stop at the reverse NO KEY-BY sign and contact the Rail Control Center for instructions.



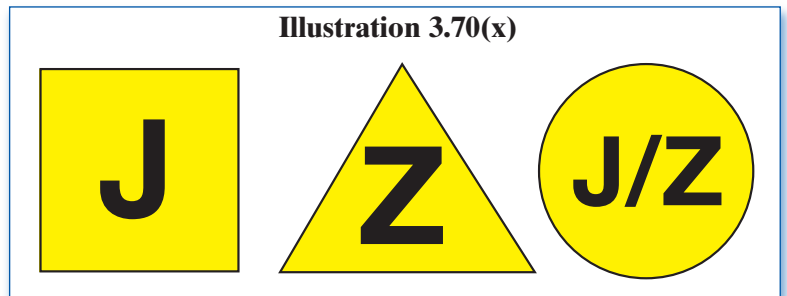
**DIAGONAL YELLOW STRIPES ON STATION CAR STOP SIGNS**

**3.70(w)** Train Operators must not move their train until the signal at the leaving end is a proceed signal. (Yellow or Green)



**“J/Z” SKIP STOP SIGNS**

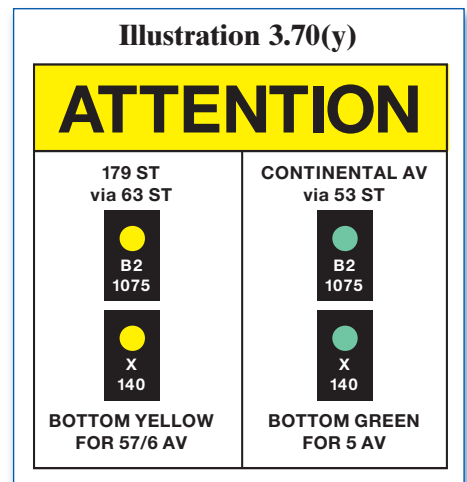
**3.70(x)** fixed signals have been installed in skip stop areas of the Broadway/Jamaica (“J/Z”) Line – Subdivision “B”. These fixed signals have been placed to alert Train Operators of train stopping patterns.



10” Classification Signs of different shapes, with black lettering on a yellow background, installed prior to entering, and also within each station, indicate which train is to make a station stop.

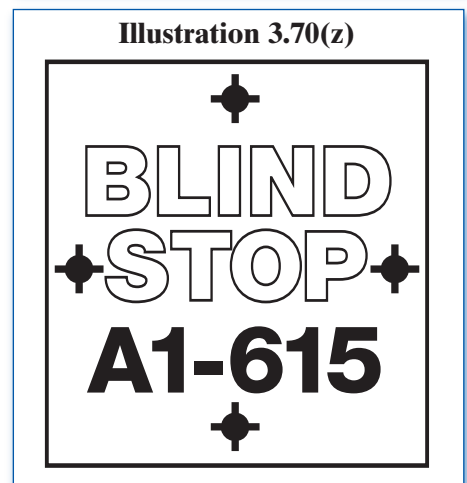
**ROUTE DISPLAY SIGN**

**3.70(y)** A fixed signal located at the end of the platform near the Station Stop Sign or along the right of way to alert the Train Operator of the Home Signal aspect, beyond the station or just ahead, that he/she must look for to stay on the appropriate route.



**BLIND AUTOMATIC STOP ARM SIGN**

**3.70(z)** Certain “BLIND” stops are identified by a BLIND STOP sign consisting of black letters on a white reflectorized background.



**REVERSE RUNNING SIGN**

**3.70(aa)** A fixed signal located at the entrance to a section of track on which trains are allowed to proceed in the reverse direction (against the normal direction of traffic) under an authorized move; it indicates the maximum speed which trains may be operated on said section of track.







## FLAGGING RULES



**NOTE:** Whenever the term “trackway” is referenced herein, it shall be understood to include the track and areas immediately adjacent to the track (e.g. benchwall, catwalk etc...)

Anyone who enters the trackway must know and obey the Rules and Regulations that apply to Track Safety. An employee who is not aware of the rules that apply to walking on tracks or who willfully neglects these rules is placing himself/herself in an extremely dangerous situation.



Any work will be cause to apply proper flagging protection as outlined in Rules 3.71 through 3.82, inclusive. They progress from the most general to the most complex track conditions and flagging arrangements. In order to ensure the simplest and most effective means of providing flagging protection, anyone engaged in work on or adjacent to the trackway must:



1. Evaluate the track configuration to determine which rules apply.
2. Determine where employees will clear for approaching train(s).
3. Apply the first rule for the type of track and condition.



## EMPLOYEES ENTERING UPON THE TRACK

### Rule 3.71



**3.71(a)** Under no circumstances will a person be permitted to enter upon any trackway of the system until they have received the proper track safety training and qualification to do so every two years, or track flagging and qualification to do so every year. Employees entering upon the trackway, including yard track, must always **WEAR** Authority issued **SAFETY VESTS** and **SAFETY GLASSES** and all other personal protective equipment mandated by their division. They must as prescribed by these rules carry approved **LIGHTED LIGHT(S)** and be in a position to observe the approach of trains.



**3.71(b)** Before entering upon the trackway, each employee must be familiar with General Order information distributed by his/her subdivision. He/she must verify that such information is current by contacting the tower in the area, or the Rail Control Center.



**3.71(c)** Before entering upon any track or onto any trackway, each employee must first listen and look in each direction for trains. They must learn the direction of normal traffic on the track and must walk **AGAINST** the flow of traffic when possible.



**3.71(d)** At all times each employee must take note of and be prepared to use the spaces available for safety, clear of cars, and avoid those locations where clearance is insufficient.



**3.71(e)** Employees are particularly cautioned with reference to sections of track on which regular operation may at times not be scheduled that such tracks are likely to be used at any time by special trains, work trains, etc.

At no time must any section of track be assumed to be out of service. Employees must not make any assumptions as to operating schedules.

**3.71(f)** Employees are particularly cautioned with reference to tracks on which trains usually run only in one direction that such tracks may be used for operation in the direction opposite to the normal direction. They must expect trains to operate in either direction and be prepared to take safe positions at all times.

**3.71(g)** When emergency conditions require the institution of non-planned single-track operation on any track or use of bi-directional track, by the Rapid Transit Operations division, Rail Control Center approval must be obtained.












It shall be the duty of the Rail Control Center to immediately notify all control desks of such single track operation, and to instruct the Train Operators of all trains which operate against the normal flow of traffic, to operate with **RESTRICTED SPEED WITH EXTREME CAUTION**, sounding continuous blasts of his/her train horn or whistle, expecting to find personnel working on, or adjacent to, such track and be prepared to stop within one-half (1/2) the range of vision.

Upon observing a train being operated in a reverse direction or upon being notified of emergency single track operation, the person in charge of each group so notified must immediately clear the track of all obstructions, move every employee in his/her charge into a safe position off the track and notify his/her respective control desk, which shall notify the Rail Control Center by telephone that this has been done. The person in charge of each group must not permit any employee to walk upon the track and must station a flagger with the group with instructions to give a proceed signal to all trains. The person in charge must maintain contact with the respective control desk.

Under single track operation on any track at any time (emergency or planned), all employees are forbidden to walk upon or undertake any work or inspection within the limits of this single track operation on this track, except in emergency, and then ONLY after having been granted permission by the Rail Control Center to do so and ONLY when proper flagging protection is provided in both directions.

**3.71(h)** During service disruptions due to Maintenance of Way equipment failure where trains are stuck between stations and where standard flagging is difficult to establish due to a train occupying the affected area, the following procedure shall be followed to move trains that are stopped out of the affected area so that proper standard flagging can be established. When the stopped trains have safely moved out of the affected area, the appropriate flagging procedures must be implemented before any work activity commences.

1. The Rail Control Center shall order all trains in the affected area to stop and stay, awaiting further instructions.
2. The Rail Control Center shall inform all trains on adjacent tracks in the affected area to operate at restricted speed due to responding personnel on the tracks.
3. Responding personnel equipped with a flashing yellow light or a fluorescent orange flag, a portable train stop, red light or flag, and an approved light will approach the first stalled train and establish face-to-face communication with the Train Operator to stop and stay until he/she receives further instructions.

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4. Responding personnel will install a portable train stop and red light or flag in front of the train, and place a flashing yellow light or fluorescent orange flag 150 feet in approach to the portable train stop. They shall communicate with the Rail Control Center to ascertain the number of trains that have to be moved through the effected area.
  5. The portable train stop must be attended by a qualified flagger at all times while responding personnel perform the required tasks to facilitate movement of stalled trains in the area.
  6. Prior to allowing any train movement, responding personnel must contact the Rail Control Center and inform them of any restrictions under which train service can resume.
  7. After ascertaining that other responding personnel have moved to a place of safety, the flagger will remove the portable train stop, move to a place of safety, conceal the red light or flag from the Train Operator's view and give the proceed signal to the Train Operator.
  8. After the passage of the last stalled train out of the effected area, responding personnel must then contact the Rail Control Center to request permission to establish standard flagging protection to make necessary repairs. Standard flagging must be implemented before repairs can be made.
- 3.71(i)** Employees walking on tracks or adjacent to tracks must, when a train approaches, move into the clear and stand in a safe location, give the Train Operator a proceed signal to assure said operator that they are aware of the approaching train and remain in such position until the train has passed.
- 3.71(j)** When it is necessary for workers to stand between adjacent tracks where there are no structure columns that clearly indicate a safe clearance space and trains on such adjacent tracks may pass such location at the same time, the person in charge must instruct the flagger to stop and hold such train as may be necessary to prevent two (2) trains from passing the workers at the same time. When it is necessary for employees to stand between adjacent tracks where there are structure columns that clearly indicate a safe clearance space, they must give equal consideration to clearance on both tracks and must expect trains to operate on these tracks at the same time.

## FLAGGING RESPONSIBILITIES

### Rule 3.72

**3.72(a)** These rules provide a uniform method and procedure to be used in establishing protection for employees, of the Authority and of others, engaged in work on and adjacent to the trackway and in ensuring the safe passage of trains where work of any nature may cause interference with same.

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**NOTE:** These rules must be strictly complied with. Any practices in any department/division that are in any way inconsistent with these rules are hereby prohibited. Prior to the establishment of flagging protection, the supervisor shall hold a pre-job meeting to designate the flaggers, to outline the job, communicate the type of flagging protection that will be established and provide an opportunity for employees to discuss their concerns. The supervisor or the employee-in-charge of the work must advise employees of the location and access to the clear-up locations for their specific work location that will be used in the event that a train unexpectedly enters the work area.

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**3.72(b)** Before employees go to work under flagging or General Order protection at a given location, authorization must be obtained from the Rail Control Center before entering the work location. Between 2200 hours and 0500 hours Monday through Friday, and all weekend between 2200 hours Friday and 0500 hours Monday, the Rail Control Center will make periodic announcements (every 30 minutes) to inform all trains in the affected area of the presence of employees on the right of way and reminding Train Operators to operate with **RESTRICTED SPEED AND EXTREME CAUTION** and sound the horn if caution lights or employees are observed.

Work on trackways must NOT be performed on operating tracks between 0600 Hours and 0900 Hours, or between 1600 Hours and 1900 Hours, Monday through Friday, inclusive. Except in emergencies, caution lights or flags must not be displayed during these hours.












In areas where there is no concentration of traffic during the restricted hours listed above, and where, in the opinion of the Rapid Transit Operations Division, planned, non-emergency work may conveniently be performed, prior arrangements for the display of lights or flags at any hour must be made between the Rapid Transit Operations representative-in-charge (Line Manager) and the person in charge of the group which desires to do the work.

**3.72(c)** The supervisor in charge of the work to be performed must provide for and ensure that the required flagging protection is established and maintained for the safety of employees and the safe passage of trains.

For all Subways divisions, an additional qualified flagger must accompany the designated flagger, in setting up and removing the flagging. The additional flagger must be specifically assigned to watch for and warn of approaching trains and must also verify that the flagging is properly established and removed in accordance with the pre-job meeting.

For Division of Track jobs that are not being performed under General Order protection, a Track supervisor must be the additional qualified flagger to accompany the designated flagger assigned to set up and remove the flags, except under the following conditions:

- 1) Where station tracks are being cleaned and flagging locations have already been pre-determined, two Trackworkers who are qualified flaggers can set up and remove flags or
- 2) For employees who normally work without a supervisor on the track (e.g., TEM, Track Inspector, Welder-Burner, etc.), the accompanying flagger can be another qualified flagger).

-  **3.72(d)** The employee(s) acting as flaggers must provide and maintain the required flagging protection.
-  **3.72(e)** Until the person in charge of the work knows that proper flagging protection has been established, he/she must not permit the persons for whom the protection is intended to go upon or obstruct a track in any way.
-  **3.72(f)** The supervisor responsible for the flagging to be performed must select the flagger, or flaggers, for each assignment from the list of qualified flaggers.
-  **3.72(g)** Employees acting as flaggers must be aware that they are assuming a great responsibility for life and property and, in all cases where a questionable situation arises the flagger, must take the SAFE course at all times. If necessary, clarification must be sought from their immediate supervisor.
-  **3.72(h)** Whenever the work to be performed involves two or more work groups jointly, the employee(s) responsible for the flagging for the major portion of work must provide and maintain all necessary flagging protection until the work groups involved have completed their work and are safely off the track with all their equipment and tools. If, for any reason, it becomes necessary for work groups performing the major portion of work to leave the site of the work before the work groups performing the lesser portions have completed their work, the employee(s) responsible for the flagging for the major portion of work must PERSONALLY notify the employee(s) in charge of the other work groups and must not remove the established flagging protection until this protection is completely supplanted by the work groups that are to remain at the site of the work.
-  **3.72(i)** Whenever AN EMPLOYEE OF AN EMPLOYER OTHER THAN NYCTA enters the trackway of the system, a designated representative of the appropriate Department of Subways Division must provide and maintain appropriate flagging protection in accordance with these rules and with the nature of the work. In cases where work is being performed in rooms (for example, electric distribution rooms, pump rooms, manholes) which can be accessed off the end of the station platform, and without entering the tracks one flagger must escort workers to and from the room while equipped with a red light or flag. This can be done only after the passage of a train.
-  **3.72(j)** When personnel working in a particular area leave said area temporarily, the red flags or lights and the Portable Train Stop must be removed.
-  **3.72(k)** The person(s) selected as a flagger(s) and performing flagging duties must not perform any other duties other than those of a flagger.
-  **3.72(l)** The person(s) selected as a flagger(s) and performing flagging duties must not perform any other duties other than those of a flagger.
-  **3.72(m)** The person(s) selected as a flagger(s) and performing flagging duties must not perform any other duties other than those of a flagger.
-  **3.72(n)** The person(s) selected as a flagger(s) and performing flagging duties must not perform any other duties other than those of a flagger.

**FLAGGING SIGNAL COLORS AND USE THEREOF**

**Rule 3.73**

- 1. **UNDERGROUND:** Illuminated LIGHTS of the prescribed color and type must be used.
- 2. **OUTDOORS:** FLAGS (at least 23” X 29” in dimension) of the prescribed color must be used between sunrise and sunset, EXCEPT that, when flags or hand signals cannot be plainly seen, illuminated LIGHTS in addition to flags must be used. Illuminated LIGHTS of the prescribed color and type must be used between sunset and sunrise.

**Flagging signal colors have the following meaning:**

	<b>COLOR</b>	<b>INDICATION</b>
<b>3.73(a)</b>	<b>Red</b>	<b>STOP</b>
<b>3.73(b)</b>	<b>Yellow</b> (including flashing lights)	proceed at a speed not to exceed ten miles per hour, be prepared to stop within one-half the range of vision
<b>3.73(c)</b>	<b>Orange</b> (fluorescent flag)	proceed at a speed not to exceed ten miles per hour, be prepared to stop within one-half the range of vision
<b>3.73(d)</b>	<b>Green</b>	resume normal speed
<b>3.73(e)</b>	<b>White</b>	to be used by flaggers as a proceed signal

**FLAGGING SIGNALS**

**Rule 3.74**

- 3.74(a)** Moving the hand or a red illuminated light to and fro across the trackway or holding a red flag across the trackway is the prescribed **STOP** signal under normal flagging conditions.
- 3.74(b)** In an emergency, the hand or any object waved violently to and fro across the trackway by anyone on or near the trackway is a signal to stop.
- 3.74(c)** When necessary to signal a train to stop, the employee giving such signal must continue to do so until the train has been brought to a stop.
- 3.74(d)** Under normal flagging conditions, moving the hand or a white light up and down means proceed **SLOWLY**. A red flag or a red light must never be used to give a proceed signal.
- 3.74(e)** Under normal flagging conditions, moving the hand or a white light up and down **SLOWLY** is a signal to a Train Operator to proceed **VERY SLOWLY**, and to be prepared to stop within one-half range of vision. A red flag or a red light must never be used to give a proceed signal.
- 3.74(f)** Under normal flagging conditions, moving a yellow light or flag up and down is a signal to a Train

**MTA** Operator to proceed **VERY SLOWLY**, and to be prepared to stop within one-half range of vision. It also signals that there is another flagger beyond.

**MTA** **3.74(g)** Holding the hand or white light away from the body in a steady position means reduce speed of train to not more than five (5) miles per hour and be prepared to stop. When the employee moves the hand, flag, light or any other object to and fro across the trackway the train must stop immediately.

**MTA** **3.74(h)** When a hand, light or flag signal to **PROCEED** is given while a fixed signal shows **STOP**, the Train Operator **MUST** question the flagger giving the **PROCEED** signal to ensure that the flagger is an authorized RTO or Division of Signals employee. The Train Operator may proceed only when he/she knows it is safe to do so.

**MTA** **3.74(i)** When two (2) or more Automatic Signals in succession are to be taken out of service, the signal heads will be bagged and their Stop Arms secured in the clear position. One (1) flagger will be stationed at the first Automatic Signal. He/she will instruct Train Operators to pass these signals in compliance with Rule 2.40(n). Depending on circumstances, and the number of signals out of service, additional flaggers may be provided to ensure the safe movement of trains.

### FLAGGERS' REQUIRED EQUIPMENT

#### Rule 3.75

**MTA** **3.75(a)** The employee(s) in charge of the work in every case must ensure that caution and proceed lights or flags are displayed in accordance with Rules 3.77, 3.78 and 3.80.

**MTA** **3.75(b)** The equipment required must consist of the following:

1. The necessary lights or flags of prescribed color, in working condition
2. A whistle or air horn

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**NOTE: In areas with excessive noise an air horn shall be used in place of the whistle.**

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3. Portable Train Stop(s)
4. Piece(s) of stout cord, at least 4 feet and not more than 6 feet in length, for tying the red light or the red flag to the Stop Arm of the Portable Train Stop
5. A reflectorized safety vest with an identifiable NYCTA logo
6. Safety glasses
7. Safety Helmet
8. Proper footwear
9. Work Gloves

**3.75(c)** Whenever persons are in under river tunnels, a flashing yellow light shall be placed twenty-five (25) feet from the station end which is nearest to the under river tunnel in the direction of normal traffic. This flashing yellow light is in addition to the required flagging protection established for the work being performed. The flagger must ensure that a green resume light has not been displayed beyond the flashing yellow light for a distance of 620 feet by another work group.

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**NOTE: If a green resume light is displayed, the flagger must coordinate with the gang that set up the green light for the removal of the green light. At the conclusion of the work for which the flashing yellow light was displayed, the flashing yellow light will be removed and the green light must be replaced when necessary.**

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## INDIVIDUALS, PAIRS, AND SMALL GROUPS MOVING FROM POINT TO POINT

### Rule 3.76

**3.76(a)** Workers who perform duties on the tracks, in pairs or in small groups, and who move from point to point along the trackway must be alert at all times, being aware that noise levels of trains have been reduced appreciably, and be prepared to clear the track when a train approaches. The work must be of such a nature that it could be suspended at any time and all the employees can immediately proceed to clear up. Each employee must have a clear up space within fifteen (15) feet of where they are working.

Prior to the establishment of flagging protection, the supervisor shall hold a pre-job meeting to designate the flaggers, to outline the job, communicate the type of flagging protection that will be established and provide an opportunity for employees to discuss their concerns. The supervisor or the employee-in-charge of the work must advise employees of the location and access to the clear-up locations for their specific work location that will be used in the event that a train unexpectedly enters the work area.

Between 2200 hours and 0500 hours Monday through Friday and all weekend between 2200 hours Friday and 0500 hours Monday, the Rail Control Center shall make periodic announcements (every 30 minutes) to inform all trains in the affected area of the presence of employees on the right of way and reminding Train Operators to operate with **RESTRICTED SPEED AND EXTREME CAUTION** and sound the horn if caution lights or employees are observed.

This type of flagging as provided under Rule 3.76(c) is prohibited on operating tracks between 0600 hours and 0900 hours or between 1600 hours and 1900 hours, Mondays through Fridays and at all times in under river tunnels. Employees not performing work (e.g., walking to a site, train, tower) need not display a flashing yellow light but must be equipped with an approved light and must use extreme caution while on duty.

**3.76(b)** Whenever such individuals, pairs or small groups are working in an area protected by caution lights or flags as prescribed by Rule 3.80, but are not members of the groups for whom the flagging protection was established, they must not give proceed signals to Train Operators. The purpose of this rule is to avoid a Train Operator confusing such signal with that of the flagger who is protecting a group.



- 3.76(c)** Whenever a pair or small group of workers is engaged in work or inspections along the trackway (excluding such activities as walking to a site, tower, train etc.) a flagger equipped with a whistle, a flashing yellow light or orange fluorescent flag, a red light or flag, an approved light, and a portable train stop must be assigned properly to warn and protect the employee(s) at work or performing inspections and must not perform any other duties while so assigned. Underground at all times and outdoors between sunset and sunrise, a flashing yellow light must be used. Outdoors between sunrise and sunset, a fluorescent orange flag must be used. Each employee assigned to warn of approaching trains must be able to see his/her flashing yellow light and the employees he/she is protecting, and must be positioned a minimum of 50 feet from the employee(s) he/she is protecting. Otherwise full flagging is required. If the employees are continuously moving while performing the work (e.g. track inspection) and clear-up space is within 15 feet, the flagger carrying a whistle, a flashing yellow light or orange fluorescent flag, may be less than 650 feet but no closer than 50 feet, in advance of the employee.

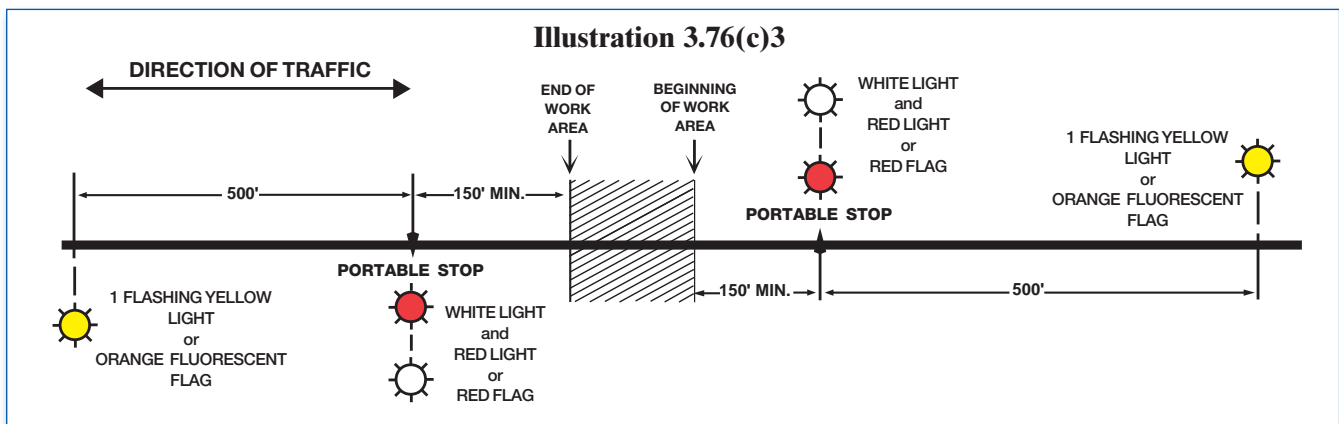
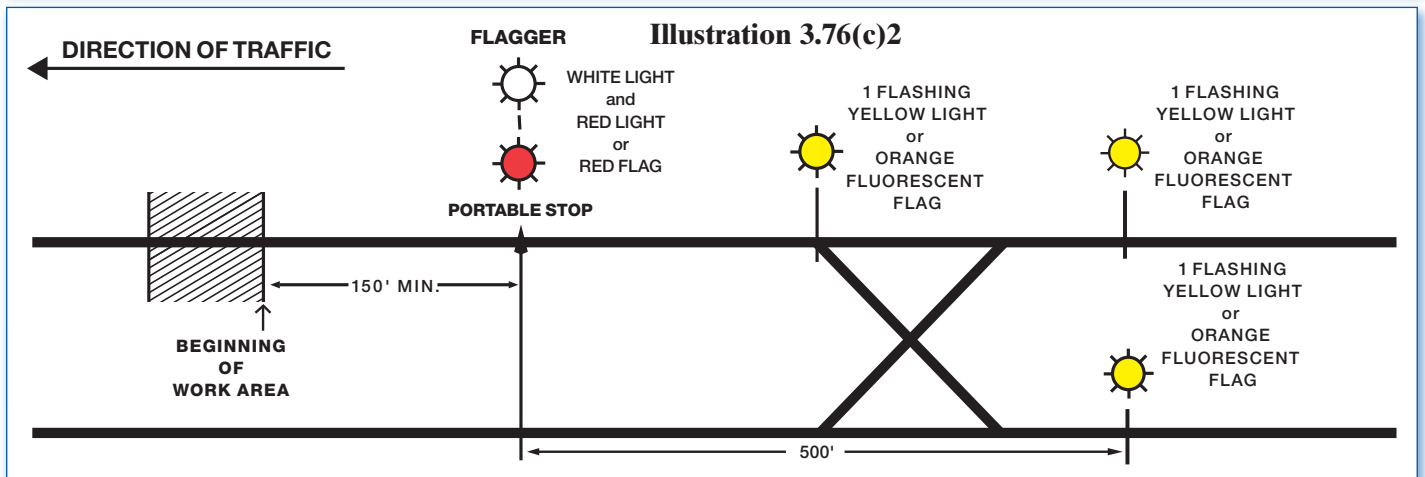
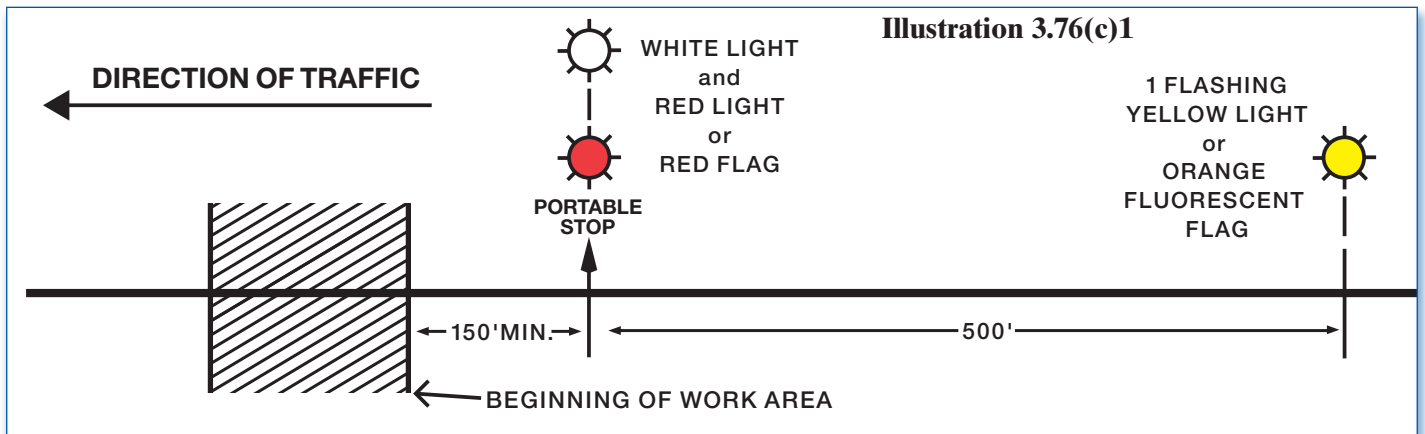
The use of the portable train stop is required when the employee pauses to work in one location. The use of the portable train stop is also required when an employee who is continuously moving while performing an inspection enters an area where a clear-up space is not accessible within 15 feet. Whenever the portable train stop must be used:

1. The flagger must have received authorization to flag the track from the Rail Control Center and report their position by track and station/survey marker number.
2. The flagger must display the flashing yellow light/orange fluorescent flag at least 500 feet in approach to the flagger's position.
3. The flagger's position must be no closer than 150 feet in approach to the work, in accordance with Rule 3.77(d).
4. The flagger must install the portable train stop utilizing the red light or flag in accordance with 3.77(c).
5. The flagger must signal approaching trains to stop until the flagger receives verification that the employee(s) being protected are clear of the track before the train can be signaled to proceed with the approved light or hand signals, in accordance with Rule 3.58(b).

On express tracks or where there is a long descending grade or at any point where track conditions or train schedules permit train speeds of thirty-five (35) or more miles per hour the flashing yellow light/orange flag must be displayed at a point three hundred (300) feet farther in the direction from which trains approach.

When a turnout or crossover that permits diverging routes from an adjacent track to the track which is to be worked upon is located between the flashing yellow light/orange fluorescent flag and the flagger's position, an additional flashing yellow light/orange fluorescent flag must be positioned on the adjacent track at least 500 feet in approach to the flagger's position and at the trailing end of the switch point on the track being worked upon or obstructed.

If an employee must perform work between two tracks, a flagger must be assigned to warn and protect the employee from trains on each of the two tracks. On lead tracks, loop tracks, and middle tracks on the mainline in a three track system, or where it is not uncommon for trains to operate in either direction, employees performing work, excluding such activities as walking to a site, train, or tower, etc., and who move from point to point along the trackway, must be accompanied by a flagger on each end equipped with a whistle, a flashing yellow light or orange fluorescent flag, a red light or flag, an approved light, and a portable train stop to warn of approaching trains in each of the two directions.





**LIGHTS, FLAGS, REQUIRED EQUIPMENT AND PROCEDURE**



**Rule 3.77**

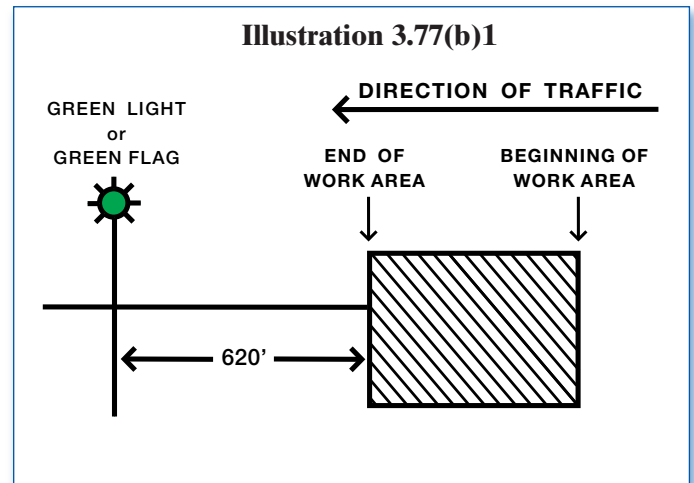
**The required procedure must be as follows:**

**3.77(a)** On any track where lights or flags are displayed the flagger along with another qualified flagger places the yellow lights or flags at their fixed positions in accordance with Rule 3.80.



**3.77(b)** The flagger then places the green lights or flags at their fixed positions:

1. One (1) green light and/or one (1) green flag must be displayed a safe distance beyond the farthest point of work or obstruction; such safe distance must be 620 feet in Subdivisions A and B.
2. Whenever turnouts or crossovers within the areas protected by caution lights or flags allow diverging train movements to another track, one (1) green light and/or one (1) green flag must be displayed on such other track the same distance as that displayed on the track to be worked upon. That distance must be 620 feet in Subdivisions A and B.



**3.77(c)** Then the flagger goes to the selected position and places the red light on a tie between the running rails adjacent to the rail to which the Portable Train Stop is to be attached and places the white light out of the view of Train Operators. If flags are being used, the red flag must be displayed on the track to be protected. The flagger now attaches the base of the Portable Train Stop to the rail in accordance with Rule 3.79 and then inserts the Stop Arm into the base with the red light or flag attached to the arm by the stout cord (at least 4 feet and not more than 6 feet in length) but in such a manner as to permit waving the red flag or swinging the red light across the track with the Stop Arm in the tripping position. The flagger then notifies the persons for whom the flagging protection is intended that preparations are completed and then stands in a safe position to perform the assigned flagging duties. The flagger must pick up the red light/flag immediately when a train is approaching the flagging area, wave it to and fro across the trackway and notify the employees that are being protected.



**3.77(d)** A flagger equipped with a red illuminated light or flag, a white illuminated light, a Portable Train Stop and an approved sound-signal device (whistle or air horn) must be stationed at a point where a place of safety from trains is readily accessible and where visible and audible warning signals can be readily observed and heard, but in no event less than one hundred fifty (150) feet from the nearest point of the beginning of the work area or obstruction. A work area is defined as an area no greater than the distance where visible and audible warnings can be readily observed or heard.

**3.77(e)** As a train approaches the caution lights or flags, the flagger must immediately: Sound two long blasts of a whistle or air horn to warn the group, leave the Stop Arm in its tripping position, pick up and swing the red light or red flag to and fro across the track, until a prearranged all clear signal is received from a designated Authority employee with the group. This all clear signal must be a positive signal from the designated Authority employee with the group to the flagger that trains may proceed through the protected area. Upon receipt of such all clear signal, the flagger must remove the Stop Arm, step into a prearranged place of safety, conceal the red light or flag from the Train Operator's view and then give a proceed signal to the Train Operator. After passage of the train, the flagger must replace the red light or re-display the red flag and replace the Stop Arm in the tripping position then return to a safe position.

**If, as a train approaches, the all clear signal is not received by the flagger from the designated AUTHORITY employee with the group or if the flagger observes any unsafe condition after receiving the all clear signal, the flagger must continue to give the TRAIN OPERATOR a stop signal with a red light or flag until the train has come to a stop. The stop arm must be left in the tripping position.**

When the train has stopped, the flagger must continue to swing the red light or hold the red flag across the track, until receiving the all clear signal from the designated Authority employee with the group or until he/she is satisfied that the unsafe condition has been corrected.

**IF IT APPEARS THAT THE TRAIN IS GOING TO PASS THE FLAGGER'S STOP SIGNAL:**

The flagger must continue to wave the red light or must wave the red flag as a stop signal to the Train Operator, at the same time sounding short blasts of a whistle or air horn to warn the group of the impending danger as long as it is safe to do so. The flagger must then release his/her hold of the red light or flag so that it falls between the running rails. Leave the Stop Arm in its tripping position and step quickly to a place of safety, continuing to sound a whistle or air horn. The flagger and/or supervisor must then **IMMEDIATELY** report the incident by telephone to the Rail Control Center.

**3.77(f)** After all persons, equipment, tools and materials, for which the flagging protection has been established are removed from the track area, and the person in charge of the work reports that the work has been completed, the flagger along with another qualified flagger must remove the flagging protection as follows:

- Remove the Portable Train Stop completely.
- Remove the red light or flag and place it in a concealed position.
- Remove the green lights or flags.
- Remove the yellow lights or flags, keeping all lights lighted until he/she has reached a station platform or the place where the lights are to be stored.

When the flagging protection is removed, all flags must be taken down, not rolled up on the flagstaff where they had been displayed.

**3.77(g)** The employee in charge of the work must remain at the location of the work until all obstructions have been removed, the flagger has safely removed all flagging protection and is safely prepared to leave the site, and until **AT LEAST ONE (1) TRAIN** has safely passed the area where the work was performed.



- 3.77(h)** When the flagging protection is removed upon suspension or completion of the work, the Rail Control Center of the Subdivision must be notified by the employee charged with the work.



#### LOCATION OF CAUTION AND PROCEED LIGHTS AND FLAGS

##### Rule 3.78



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**NOTE:** In accordance with Rule 3.75(c), which states, whenever persons are in under river tunnels a flashing yellow light shall be placed twenty-five (25) feet from the station end which is nearest to the river tunnel in the direction of normal traffic. This flashing yellow light is in addition to the required flagging protection established for the work being performed.

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- 3.78(a)** Caution and proceed lights and flags must be displayed on the right-hand side of the track and so placed that they can be readily seen by the Train Operator of an approaching train.



- 3.78(b)** Caution and proceed lights and flags must be displayed in such a manner as not to conflict with the indication of any fixed or miscellaneous signal.



- 3.78(c)** At any point where caution lights or flags cannot be displayed on the right-hand side of the track facing the direction of travel as above set forth or on elevated portions where there is no walk on the right-hand side of the track, a flagger must be stationed on the left-hand side to give the caution signal to approaching trains.



- 3.78(d)** At any point where a proceed light or flag cannot be displayed on the right-hand side of the track as above set forth or on elevated portions where there is no walk on the right-hand side of the track, one (1) green light and/or one (1) green flag must be displayed at the nearest point on the right-hand side of the track a safe distance or more beyond the farthest point of work or obstruction; such safe distance must be 620 feet in Subdivisions A and B.



#### PORTABLE TRAIN STOPS

##### Rule 3.79



- 3.79(a)** The Portable Train Stop, primarily designed for use by flaggers, is applied to the rail to ensure the positive stop of an approaching train should the Train Operator fail to acknowledge the stop signal displayed by a flagger. It is to be used in connection with flagging operations only after the proper display of caution lights or flags in accordance with these rules.



- 3.79(b)** The Portable Train Stop may be used at any point on a track where a temporary train stopping device may be required.



- 3.79(c)** The Portable Train Stop consists of two separate units, one known as the Base, the other as the Stop Arm.

**3.79(d)** The effect of the Portable Train Stop, properly installed, is the same as that of the Automatic Stop Arm located at signals. When in position the Stop Arm engages the tripping device of the moving train, causing an emergency application of the brakes.

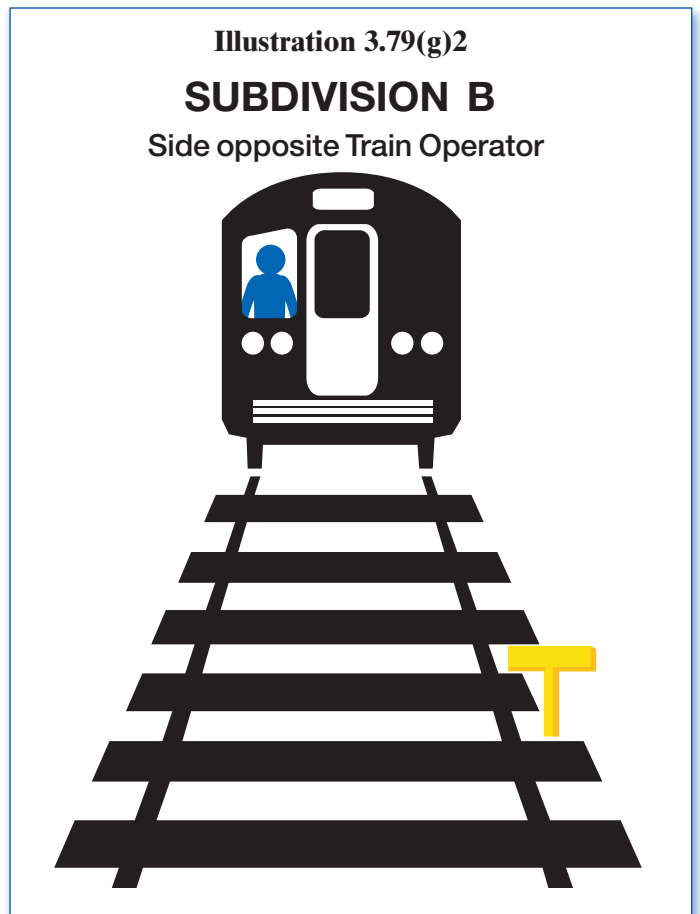
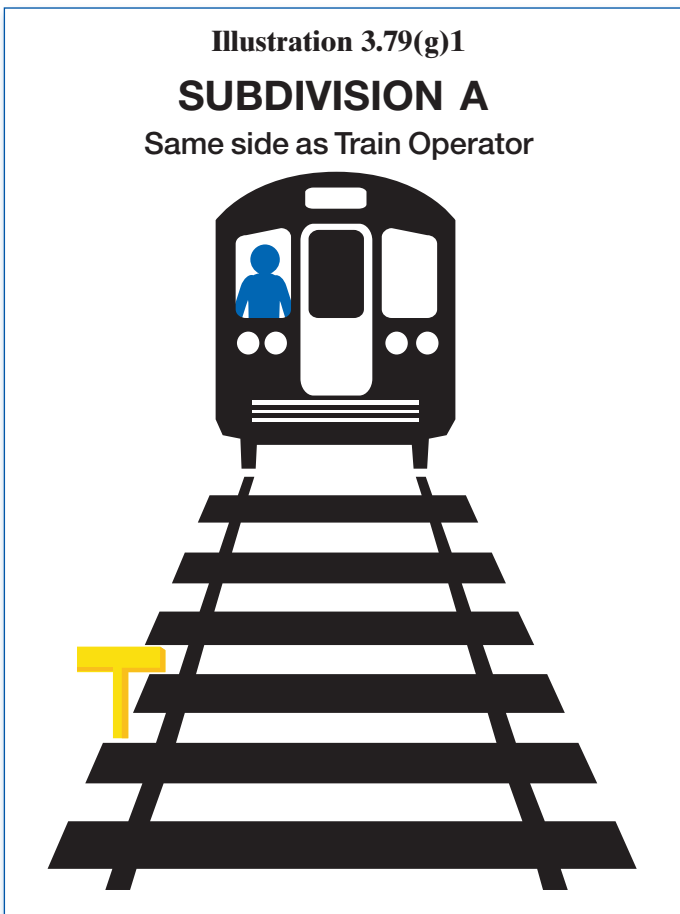
**3.79(e)** The Portable Train Stop must be applied to the track at the same location at which the flagger is stationed to perform the flagging operation.

**3.79(f)** The Portable Train Stop must be so placed that it will engage the tripping device on the forward end of an approaching train.

**3.79(g)** Because the tripping devices on Subdivision “A” cars are located at positions different from those on Subdivision “B” cars, the Portable Train Stop must be applied as follows:

**ON SUBDIVISION A:** - to the outside of the running rail on the same side as the Train Operator’s operating cab.

**ON SUBDIVISION B:** - to the outside of the running rail on the side opposite the Train Operator’s operating cab.





**3.79(h)** If for any reason it is necessary to apply the Portable Train Stop to the rail other than as above specified, the allowance must be made of an additional one hundred (100) feet on Subdivision “A” and an additional one hundred fifty (150) feet on Subdivision “B” to the distance between the flagger’s position and the start of the work area which he/she is protecting.



**3.79(i)** After the necessary caution lights or flags have been set up in accordance with these rules, the base of the Portable Train Stop must be clamped securely to the base of the rail, with the Stop Arm disengaged. When ready to flag trains using the Portable Train Stop, the flagger must place the Stop Arm securely in its proper tripping position in the base. The flagger must display the red flag or the red light to the full view of the Train Operator of an approaching train. When conditions are safe to allow the passage of a train, the flagger must remove the Stop Arm and perform flagging operations in accordance with these rules.



**3.79(j)** Under no circumstances must the Stop Arm be in its tripping position after the flagger has given a proceed signal to a Train Operator.



**3.79(k)** Flaggers must exercise special care to avoid unnecessary tripping of trains.



**3.79(l)** Only the flagger placing a particular Portable Train Stop or the flagger’s supervisor may remove the Stop Arm once it has been placed in the tripping position, except upon orders of the Rail Control Center .



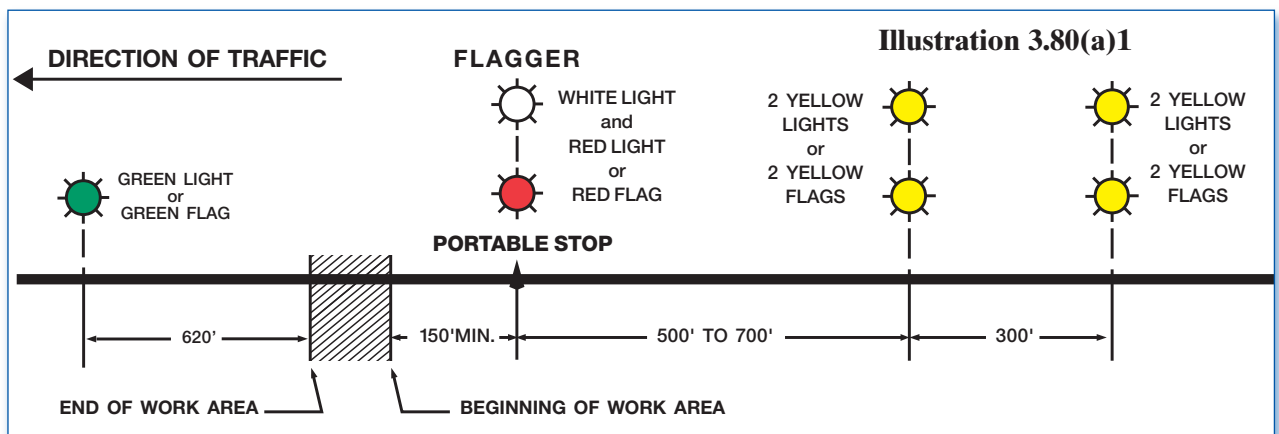
**FLAGGING ARRANGEMENTS**

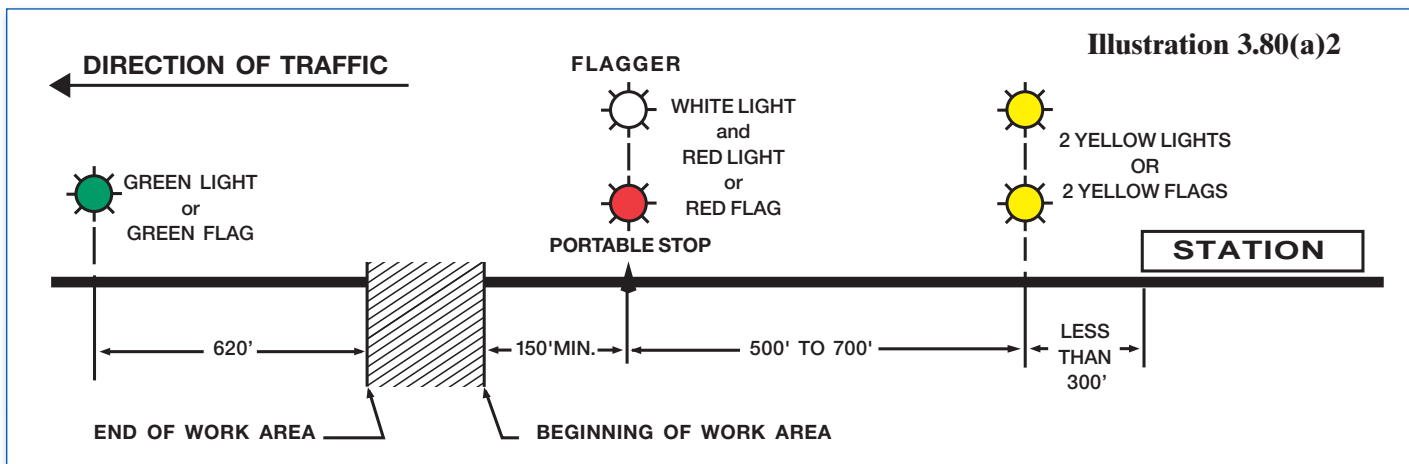
**Rule 3.80**

**On the track or tracks to be worked upon or obstructed:**



**3.80(a)** Two (2) yellow lights or two (2) yellow flags must be displayed at a point **NOT LESS THAN 500 feet**, nor more than 700 feet, in approach to the point selected as the flagger’s station, except as specified in Rule 3.80(d). Two (2) additional yellow lights or two (2) yellow flags must be displayed at a point three hundred (300) feet farther in the direction from which trains approach. If there is a station platform within the three hundred (300) feet the two (2) additional yellow lights or flags are not required.



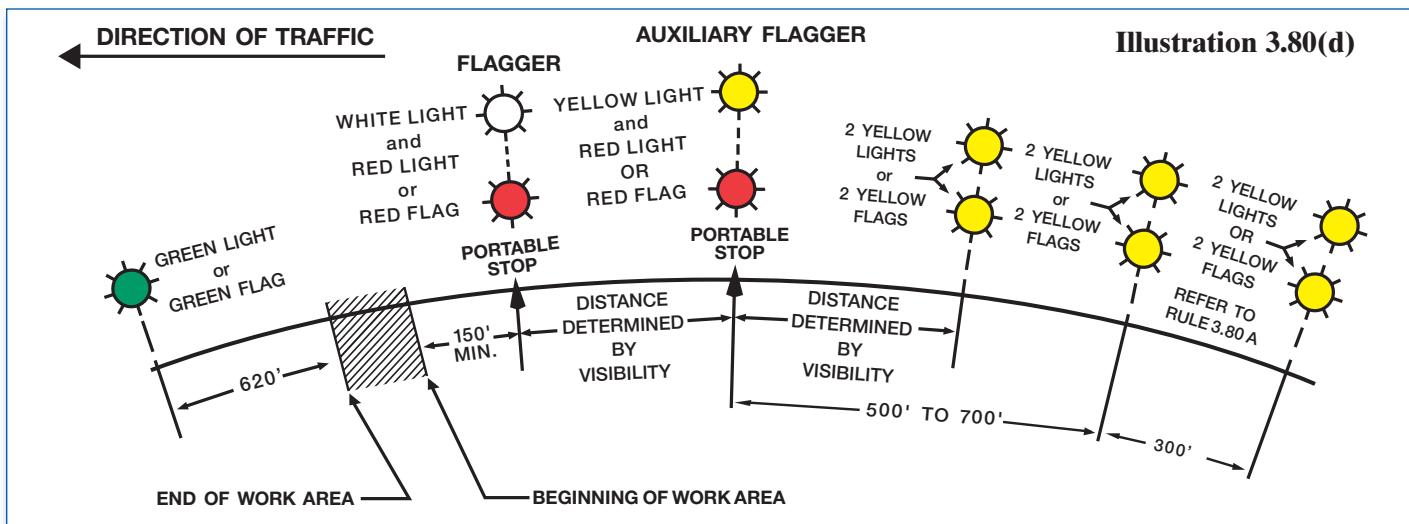


3.80(b) This Rule is deleted.

3.80(c) This Rule is deleted.

3.80(d) When a flagger's view of the closest caution lights or flags is limited or obscured by reason of curves or otherwise, an Auxiliary Flagger MUST be assigned. When assigned, the Auxiliary Flagger must be stationed at the farthest point, away from the point of work or obstruction, where she/he is still fully visible to the Flagger.

When an Auxiliary Flagger is utilized, the Lead Flagger's caution lights or flags MUST be repositioned from their original location - two yellow lights or flags must be displayed NOT LESS THAN 500 feet, nor more than 700 feet, in approach of the Auxiliary Flagger's location and two yellow lights or flags must be displayed three hundred feet farther in the direction from which trains approach. If the closest repositioned caution lights or flags are not visible to the Auxiliary Flagger, two (2) additional caution lights or flags must be placed at the farthest point, where the caution lights or flags are visible to the Auxiliary Flagger.







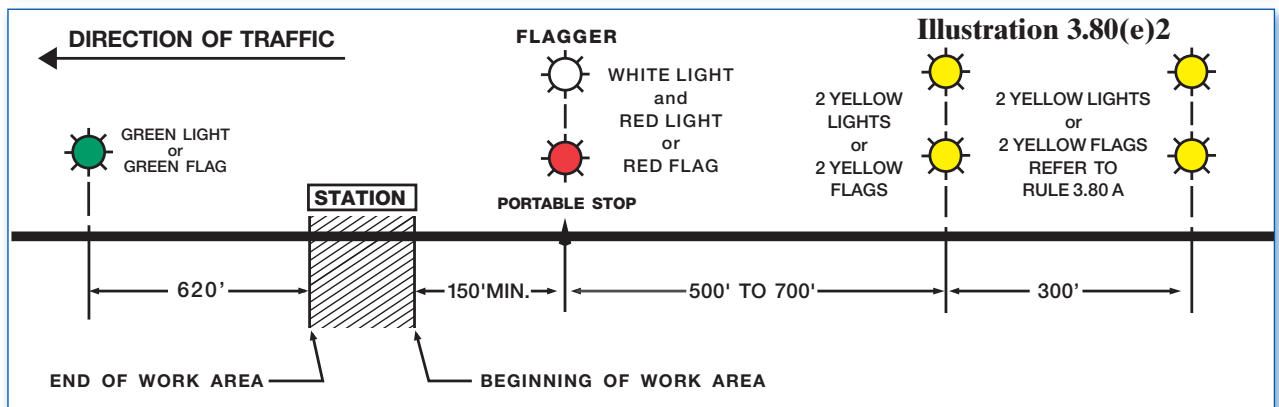
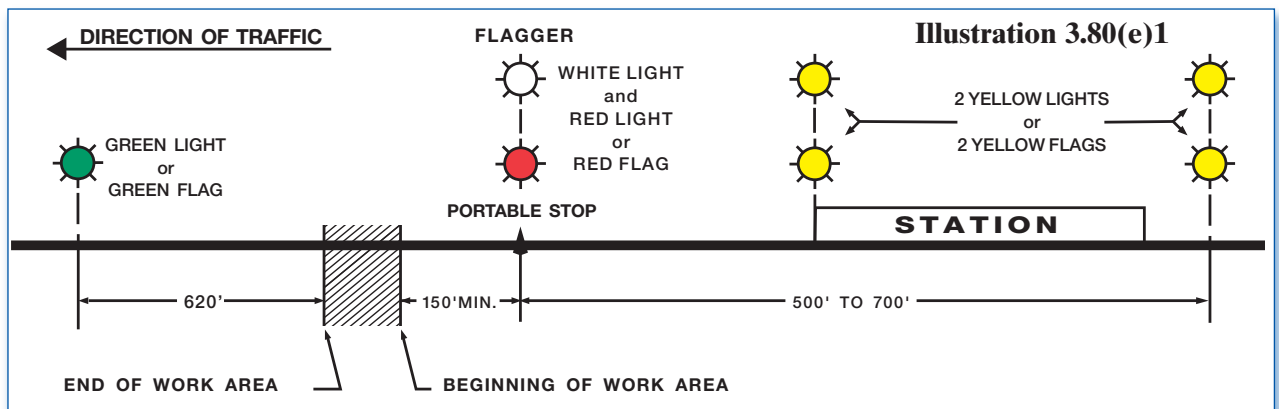
The Auxiliary Flagger must be equipped with a whistle or air horn, a yellow light/flag and a red light/flag.



**NOTE:** Air horns shall be used in areas with excessive noise.



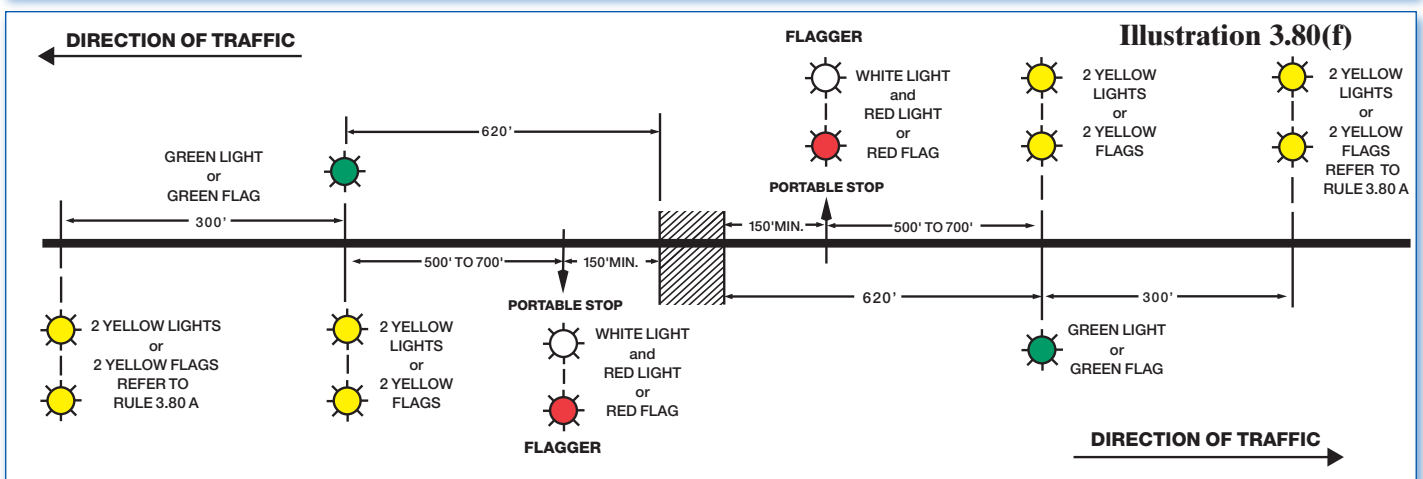
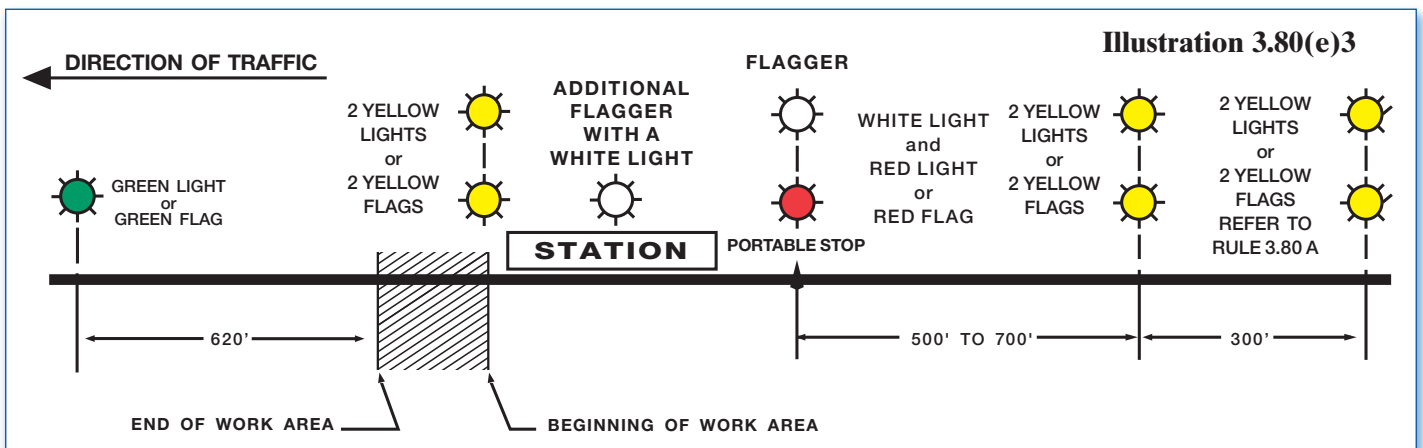
In addition, a Portable Train Stop **MUST** be used. The Auxiliary Flagger will **NOT** remove the portable train stop until the train has come to a stop, unless it is safe to do so. The Auxiliary flagger will then give the Train Operator the “proceed very slowly” signal with their yellow light/flag. The Flagger at the point of work or obstruction will **NOT** remove the portable train stop until the train has come to a full stop unless it is safe to do so.



**3.80(e)** In cases where stations, interlockings, or other unusual conditions intervene between two (2) yellow lights and/or two (2) yellow flags [referred to in Rule 3.80(a)] and the Flagger who is protecting the workers, who must be at least one car length beyond the 10 or S Station Car Stop Sign in accordance with Rule 3.82(e), two (2) additional yellow lights and/or two (2) additional yellow flags must be placed at the leaving end of the station, interlocking or other unusual condition. Whenever such lights/flags are placed at leaving end of the station, they must be located at a point beyond the place where the front end of the longest train would make a normal station stop. **If in these situations the flagger cannot see the lights/flags at the entering end of the station, interlocking or other unusual condition an additional flagger shall be assigned to ensure that these lights/flags remain illuminated/in place.** Lights set up in a flagging arrangement on the station platform must not be left unattended.

When the work for which flagging is being done is within the limits of a station platform, a flagger must NOT give a signal that will permit a train to enter the station, unless conditions permit that train, by one move, to make its normal station stop with all cars abreast of the station platform. To meet this requirement, the person in charge of the work must, when necessary, provide additional flaggers.

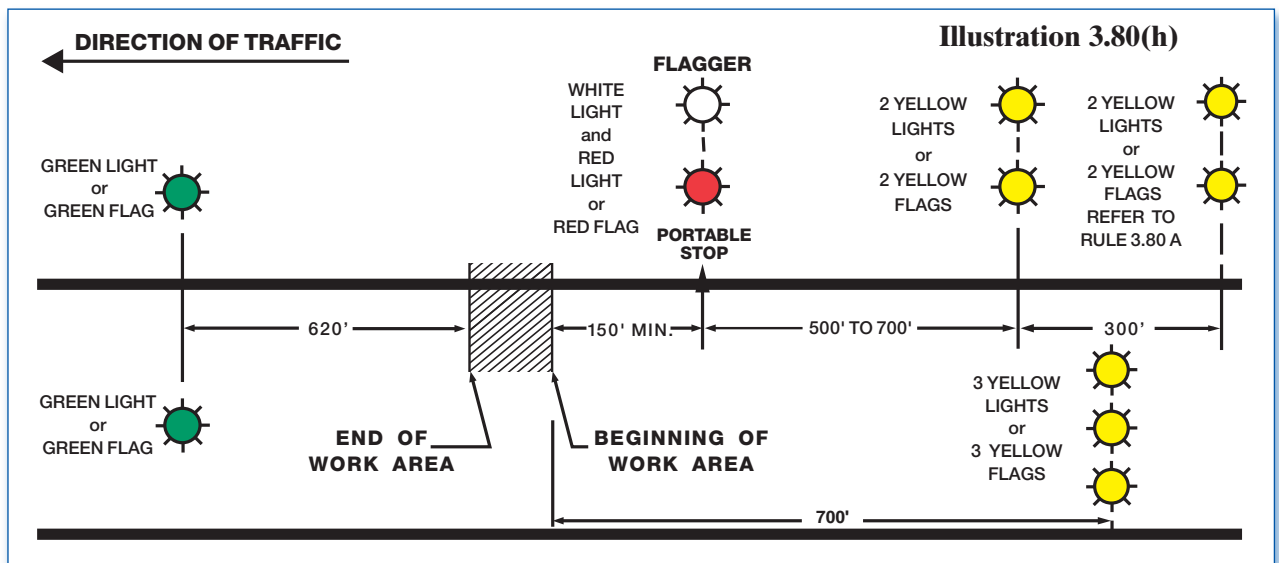
When the work for which flagging is being done is beyond the limits of a station platform, such that a flagger cannot be positioned in advance of the work area beyond the limits of the station platform, at least one car length beyond the 10 or S Station Car Stop Sign, in accordance with Rules 3.77(d) and 3.82(e), an additional qualified flagger must be positioned on the station platform or the trackway equipped with a whistle and an approved light, to relay communications between a work gang and the flagger positioned at the entering end of the station. Two (2) additional yellow lights and/or two (2) additional yellow flags must be placed at the leaving end of such station. Both flaggers must NOT give a signal that will permit a train to enter the station, unless conditions permit that train, by one move, to make its normal station stop with all cars abreast of the station platform.



**3.80(f)** On yard leads, loop tracks and middle tracks on the mainline in a three track system or where it is not uncommon for trains to operate in either direction, caution lights or flags as required in paragraphs 3.80(a) and (d) of this rule must be displayed for each direction of train operation. Train operation must be in accordance with Rule 3.71(g). This does not apply to tracks in under river tunnels under normal operation.



**3.80(g)** On tracks signaled for traffic in either direction or at any other point where caution lights or flags are displayed in both directions to protect employees engaged in working on or obstructing the track, a flagger or flaggers must be assigned as set forth in Rules 3.77(d) and 3.80(d) for each direction of train operation. These provisions are not intended to include tracks in under river tunnels during normal operation and tracks that have been removed from service. Tracks that have been removed from service will display red lights or flags and Portable Train Stops in accordance with Rule 3.80(k) and 3.80(l).



**3.80(h)** Unless the track or platform on which the employees are working is separated from an adjacent track by a physical barrier, wall or station platform (a wide area is not considered a barrier), or when, for any other reason, it is necessary, temporarily, to reduce the speed of trains to not more than ten (10) miles per hour on the adjacent track, without stationing a flagger on said adjacent or particular track, three (3) yellow lights and/or three (3) yellow flags must be displayed on adjacent or particular track at a point 700 feet in approach to the place where the employees are working or in approach to the section of track over which it is necessary to reduce the speed of trains, except where flagging protection is already required by Rule 3.80(n).



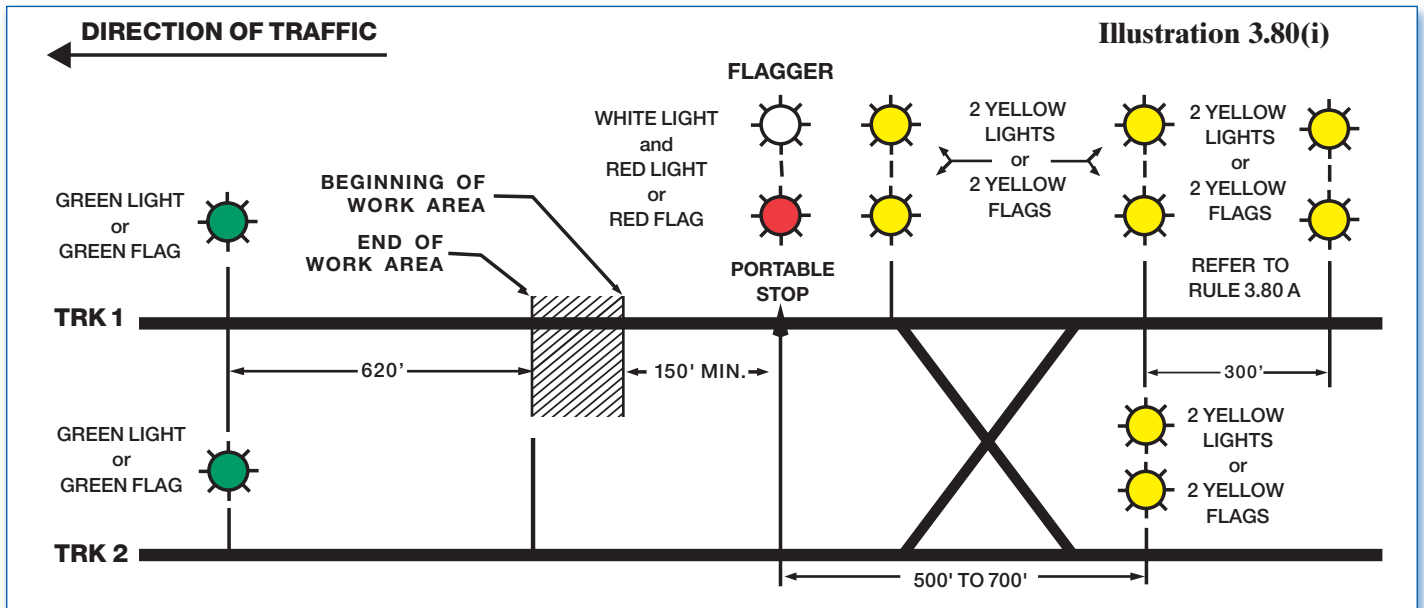
If workers must clear-up between the track being worked on and an adjacent in-service track, three (3) yellow lights and/or three (3) yellow flags must be placed on the adjacent track. If a worker must perform work between two tracks, full flagging must be provided on both tracks.



In cases where the 700-foot point where the three (3) yellow lights and/or (3) yellow flags must be placed falls within the boundaries of a station platform, the lights and/or flags must be relocated to the entering end of the station and three (3) additional lights and/or three (3) additional flags must be placed at the leaving end of such station. Whenever such lights are placed at the leaving end of the station, they must be located at a point beyond the place where the front of the longest train would make a normal station stop. Lights set up in a flagging arrangement on a station platform must not be left unattended.



Train Operators observing three (3) yellow lights or flags will reduce speed, sound two long blasts of the horn/whistle and sound a series of short blasts of the horn/whistle every 75 feet to 120 feet until the green resume signal is passed.



**3.80(i)** When turnouts or crossovers permit diverging routes from any adjacent track to the track which is to be worked upon or obstructed, caution lights or flags must be displayed on such adjacent track as set forth in Rule 3.80 and, in addition, at the trailing end of such crossover or turnout, on the track which is to be worked upon or obstructed.

Whenever turnouts or crossovers within the areas protected by caution lights or flags allow diverging train movements to another track, one (1) green light and/or one (1) green flag must be displayed on such other track the same distance as that displayed on the track to be worked upon. That distance must be 620 feet in Subdivisions A and B.

**3.80(j)** During service disruptions due to Maintenance of Way Equipment failure where trains are stuck between stations and where standard flagging is difficult to establish due to a train occupying the affected area, the following procedure shall be followed to move trains that were stopped out of the affected area so that proper standard flagging can be established. When the stopped trains have safely moved out of the affected area, the appropriate flagging procedures must be implemented before any work activity commences.

1. The Rail Control Center shall order all trains in the affected area to stop and stay, awaiting further instructions.
2. The Rail Control Center shall inform all trains on adjacent tracks in the affected area to operate at restricted speed due to responding personnel on the tracks.
3. Responding personnel equipped with a flashing yellow light or a fluorescent orange flag, a portable train stop, red light or flag, and an approved light will approach the first stalled train and establish face-to-face communication with the Train Operator to stop and stay until he/she receives further instructions.



4. Responding personnel will install a portable train stop and red light or flag in front of the train, and place a flashing yellow light or fluorescent orange flag 150 feet in approach to the portable train stop. They shall communicate with the Rail Control Center to ascertain the number of trains that have to be moved through the effected area.



5. The portable train stop must be attended by a qualified flagger at all times while responding personnel perform the required tasks to facilitate movement of stalled trains in the area.



6. Prior to allowing any train movement, responding personnel must contact the Rail Control Center and inform them of any restrictions under which train service can resume.



7. After ascertaining that other responding personnel have moved to a place of safety, the flagger will remove the portable train stop, move to a place of safety, conceal the red light or flag from the Train Operator's view and give the proceed signal to the Train Operator.



8. After the passage of the last stalled train out of the effected area, responding personnel must then contact the Rail Control Center to request permission to establish standard flagging protection to make necessary repairs. Standard flagging must be implemented before repairs can be made.



**3.80(k)** Whenever work trains enter the work site or whenever work on or adjacent to a track is of such nature as to require suspension of train movements thereon for a long period of time AND the track cannot be restored to service in a period of less than thirty (30) minutes AND THE PERSONS PERFORMING SUCH WORK ARE AUTHORITY EMPLOYEES, for all the switches within the limits of the track over which the suspension of train movements is required; switch and signal levers must be tagged or blocked and the switches must be blocked and clamped in such position that a train cannot enter said track in either direction. For those switches in approach to the track over which the suspension of train movements is required which are used to divert trains in accordance with the schedule in effect, Rule 9.05(n) shall be enforced. Maintenance of Way will secure the track out-of-service by displaying two (2) red lights or a red flag between the rails of said track at the points defining the extreme limits of the track over which suspension of train movements is required and will properly apply Portable Train Stops to the track at said points. Flagging on adjacent tracks must be in accordance with Rule 3.80(h).



The employee(s) in charge of the work must arrange, in addition, for the display of one red light or red flag between the rails of said track and for the proper application of a Portable Train Stop (MUST BE 10 FEET FROM A SWITCH) to said track not less than 200 feet from each end of every work group that are separated by more than 700 feet while working in a General Order area.



Where two or more groups are working within 700 feet of each other and are able to visually and verbally communicate, the persons directly responsible for the protection of the work groups shall coordinate the flagging as follows. One red light or red flag between



Illustration 3.80(k)1

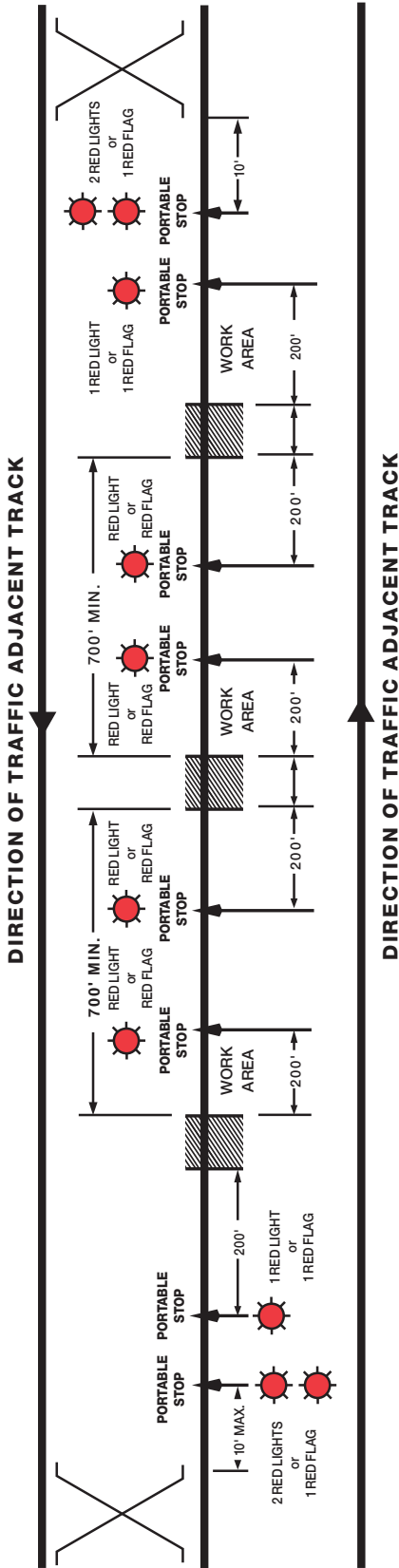
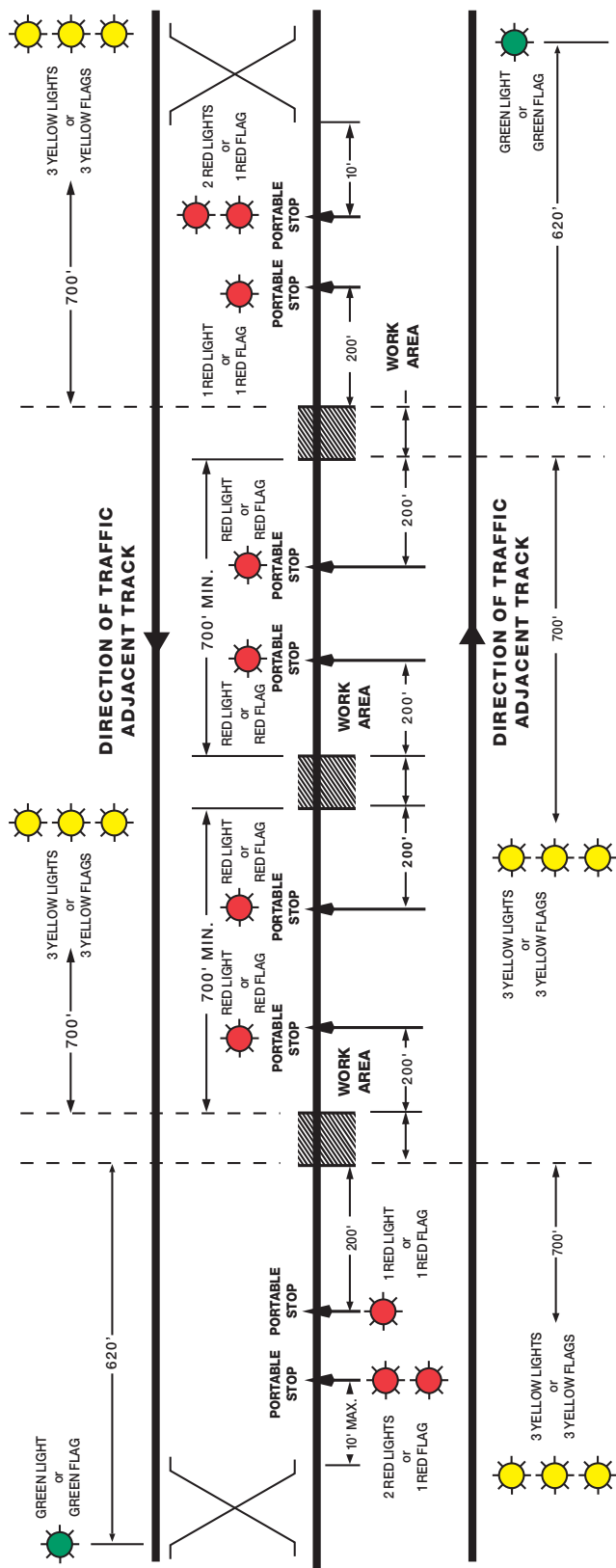


Illustration 3.80(k)2



MTA

the rails and a Portable Train Stop must be displayed 200 feet from each end of the combined groups. However, in the event a work train is on the track, supporting one or more of these groups, one red light or red flag between the rails of said track and the Portable Train Stop must be placed at an agreed distance between the groups.

MTA

Work train crews are required to stop at each unmanned portable stop (marked by a red light/flag). Upon stopping, Train Operators will sound the horn to contact an employee designated by the supervisor in charge of the work area. The employee will escort the train through the work area. If after waiting three (3) minutes, there is no response from the work gang, the Train Operator will secure the train and walk to the work area to contact the supervisor in charge. If the work gang is not present in the work area, the Train Operator will return to his/her train and contact the Rail Control Center for further instructions.

MTA

The lights, flags, and Portable Train Stops provided for in this section may be left unattended.

MTA

Additionally, if work on the track is within 200 feet from the General Order limits, the employee(s) in charge of the work must arrange for the display of one red light or red flag between the rails of said track and for the proper application of a Portable Train Stop not less than 200 feet from one end of the work group and flagging protection from the other end of the group in accordance with Rules 3.77 through 3.80, outside the limits of the General Order.

MTA

**3.80(i)** Whenever work trains enter the work site or whenever work on or adjacent to a track is of such nature as to require suspension of train movements thereon for a long period of time, such that the track cannot be restored to service in a period of less than thirty (30) minutes **AND ANY OF THE PERSONS PERFORMING SUCH WORK IS AN EMPLOYEE OF AN EMPLOYER OTHER THAN THE AUTHORITY**, flagging protection must be provided and maintained on the track as follows:

MTA

For all the switches within the limits of the track over which the suspension of train movements is required; switch and signal levers must be tagged or blocked and the switches must be blocked and clamped in such position that a train cannot enter said track in either direction. For those switches in approach to the track over which the suspension of train movements is required which are used to divert trains in accordance with the schedule in effect, Rule 9.05(n) shall be enforced. Maintenance of Way Division of Signals will display as specified in the General Order, two (2) red lights or a red flag between the rails of the track at the points defining the extreme limits of the track over which suspension of train movements is required and properly apply Portable Train Stops to the track at said points. Flagging on adjacent tracks must be in accordance with Rule 3.80(h).

MTA

The employee designated as the flagger assigned to each work group must display one red light or red flag between the rails of said track and must apply a Portable Train Stop (MUST BE 10 FEET FROM A SWITCH) to said track not less than 200 ft. from each end of every work group that are separated by more than 700 feet while working in a General Order area.

Illustration 3.80(1)1

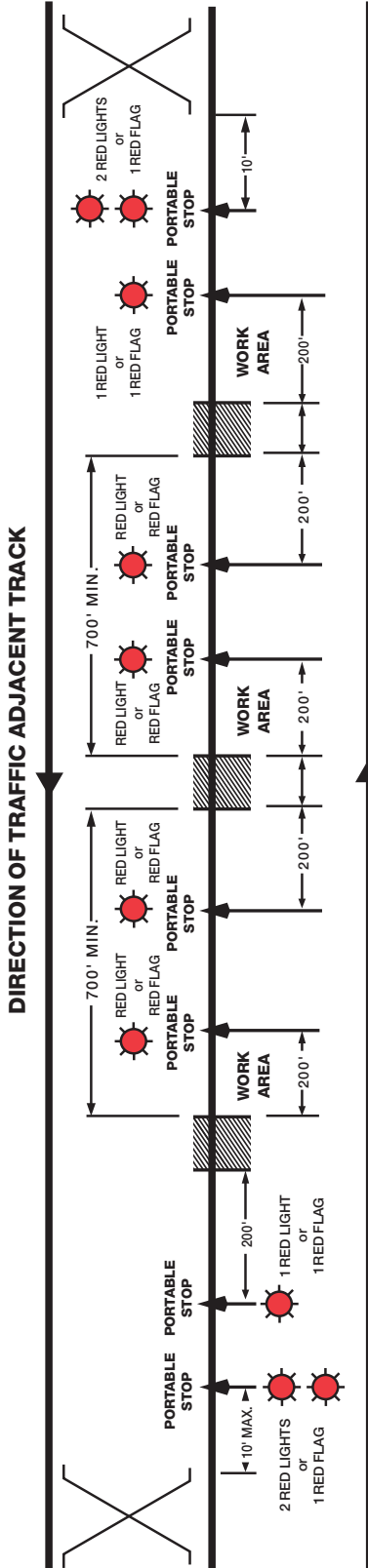
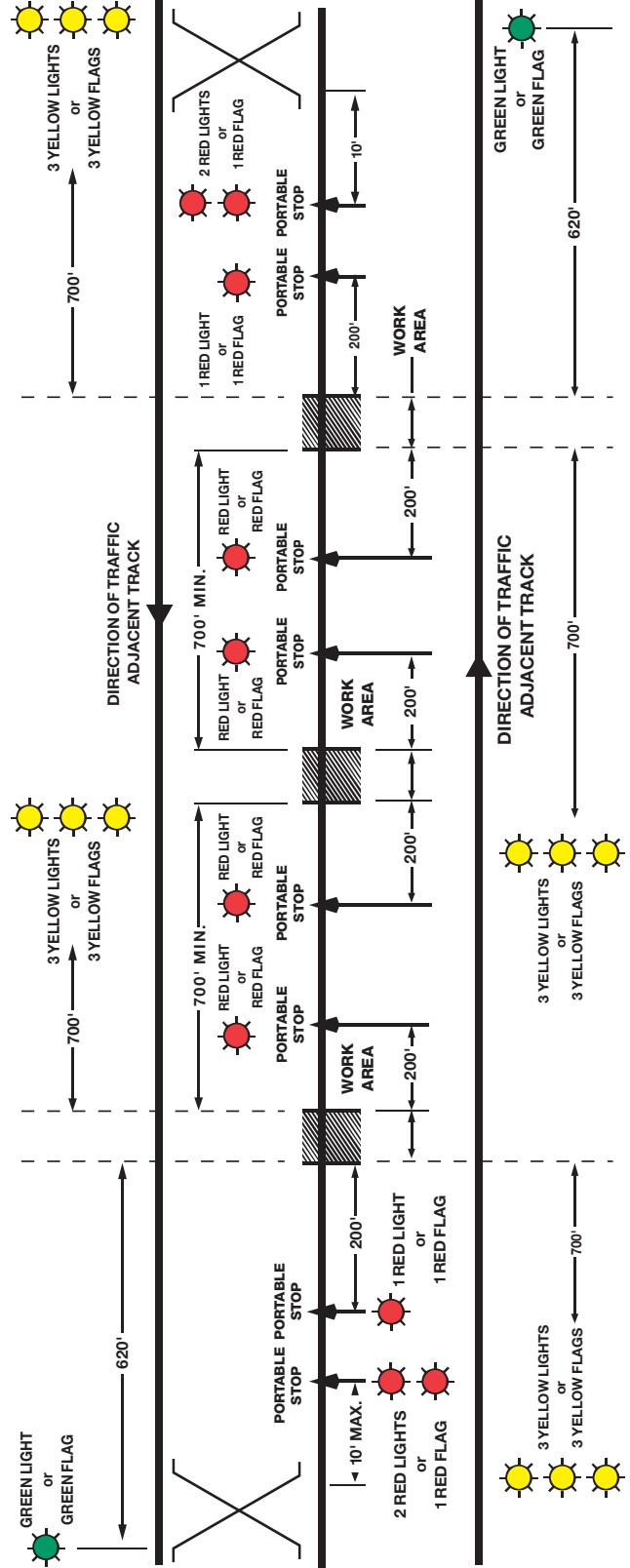


Illustration 3.80(1)2







Where two or more groups are working within 700 feet of each other and are able to visually and verbally communicate, THE PERSONS DIRECTLY RESPONSIBLE FOR THE PROTECTION OF THE WORK GROUPS SHALL COORDINATE THE FLAGGING AS FOLLOWS. One red light or red flag between the rails and a Portable Train Stop must be displayed 200 feet from each end of the combined groups. However, in the event a work train is on the track, supporting one or more of these groups, one red light or red flag between the rails of said track and the Portable Train Stop must be placed at an agreed distance between the groups.



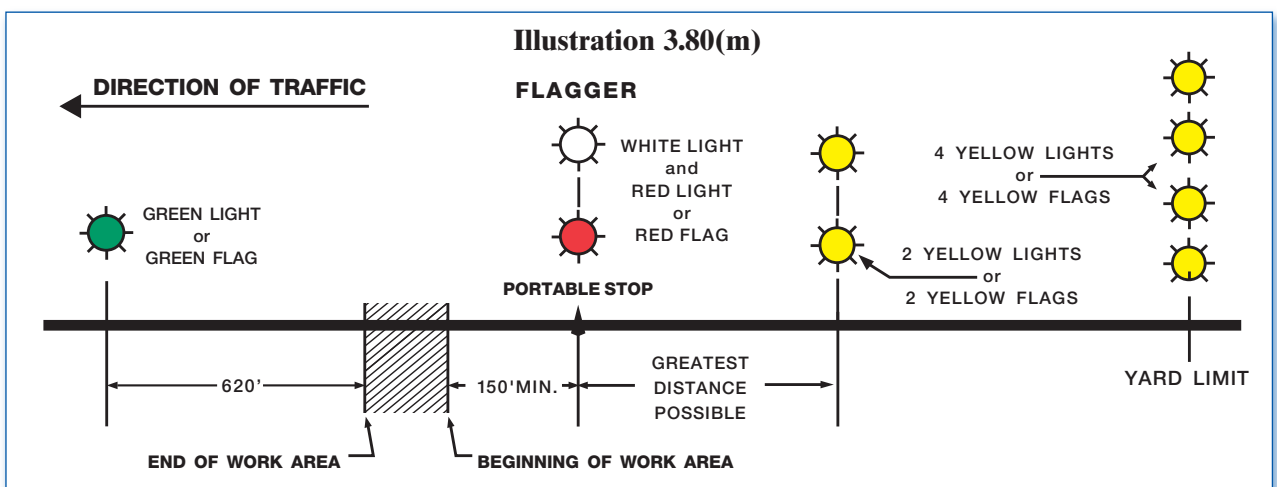
Work train crews are required to stop at each portable stop (marked by a red light/flag). Upon stopping, Train Operators will sound the horn to contact the employee designated as the flagger. The flagger will escort the train through the work area. If after waiting three (3) minutes, there is no response from the work group, the Train Operator will secure the train and walk to the work area to contact the employee designated as the flagger. If the work group or flagger is not present in the work area, the Train Operator will return to his/her train and contact the Rail Control Center for further instructions.



The lights, flags and Portable Train Stops provided for in this section may be left unattended, if in the opinion of the supervisor of the employee(s) responsible for the flagging deems it is safe to do so.



Additionally, if work on the track is within 200 feet from the General Order limits, the employee(s) designated as the flagger must arrange for the display of one red light or red flag between the rails of said track and for the proper application of a Portable Train Stop not less than 200 feet from one end of the work group and flagging protection from the other end of the group in accordance with Rules 3.77 through 3.80, outside the limits of the General Order.



**3.80(m)** Whenever work to be performed in yards is of such a nature that two (2) yellow lights or two (2) yellow flags cannot be placed a distance of 200 feet from the flagger protecting such workers, four (4) yellow lights or four (4) yellow flags shall be displayed at all locations where trains enter yard limits; in addition two (2) yellow lights or two (2) yellow flags will be displayed at the greatest distance possible from the location of work.

Four (4) yellow lights or four (4) yellow flags will indicate to all concerned that individuals are performing work within yard limits and Train Operators are to proceed with caution, be prepared to stop within vision, and expect to find construction equipment or other obstructions on the track.

In areas where two or more tracks converge to one (1) track switch and only one (1) train at a time can enter or leave through such track switch, one (1) flagger with one (1) red light or red flag and one (1) yellow light or yellow flag and Portable Train Stop will be stationed at such track switch. When, because the nature of the work is such that the flagger at the track switch cannot safely protect and warn all the workers so engaged, one (1) additional flagger with one (1) yellow light or yellow flag and one (1) red light or red flag and portable trip must be stationed within the confines of the work area to alert workers so engaged.

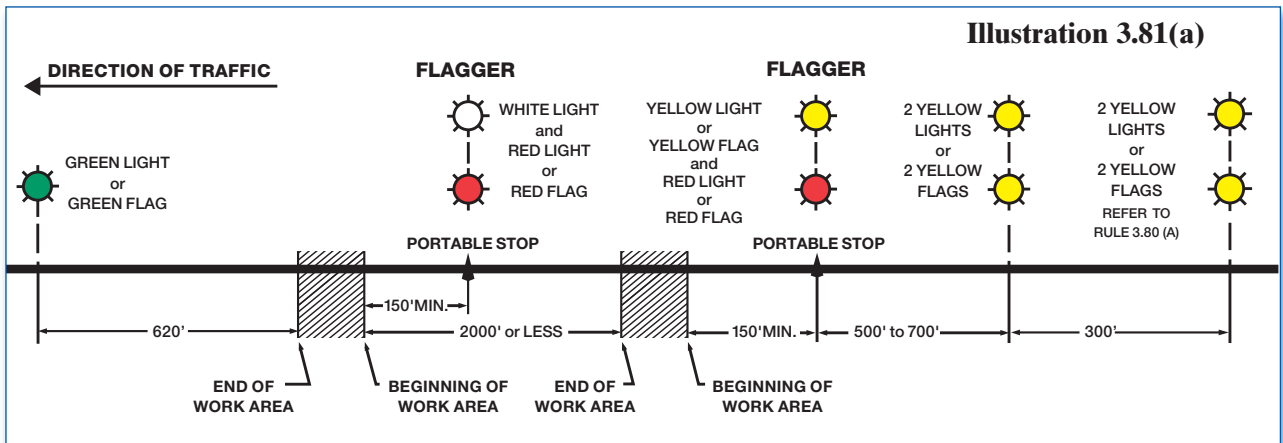
Where distances from one track switch to another are such that one flagger can easily control one or more track switches, the flagger controlling such track switches must display one (1) red light or red flag and apply a Portable Train Stop at each switch point allowing only one (1) train at a time to enter or leave such switch points.

**3.80(n)** In areas where contractor's workers can gain access to a work site without entering upon or crossing tracks and an approved barricade beyond the clearance line can properly protect or separate workers from trackways, flaggers will not be required, except under conditions where the Flagging Manager from Rapid Transit Operations determine that they are required.

The barricades provided for in this rule are to be high visibility approved barriers.

**3.80(o)** Whenever work is being performed on a platform within 2 feet 6 inches from the platform edge or workers are engaged in work on ladders on station platforms within a distance equal to or less than the height of the ladder (i.e., 8 feet for an 8 foot ladder) from the platform edge, the person in charge of the work must ensure that:

1. Full flagging shall be implemented when the flagger's view of approaching trains is less than 650 feet.
2. When full flagging is not required a yellow flashing light or a fluorescent orange flag shall be used as follows:
  - At subway locations, a yellow flashing light will be displayed in the tunnel at a distance not less than 650 feet from the work.
  - At outdoor locations, during daylight hours, a fluorescent orange flag, and during night hours a yellow flashing light, will be displayed in advance of the station at a distance not less than 650 feet in approach to the work area.
  - The employee designated to watch for approaching trains must have audiovisual contact with the employee(s) in the work area.
3. Only approved lights or hand signals will be used for emergency flagging of trains.
4. Whenever a train is entering a station where employees are working on ladders, the employees shall remove them from the edge of the platform.



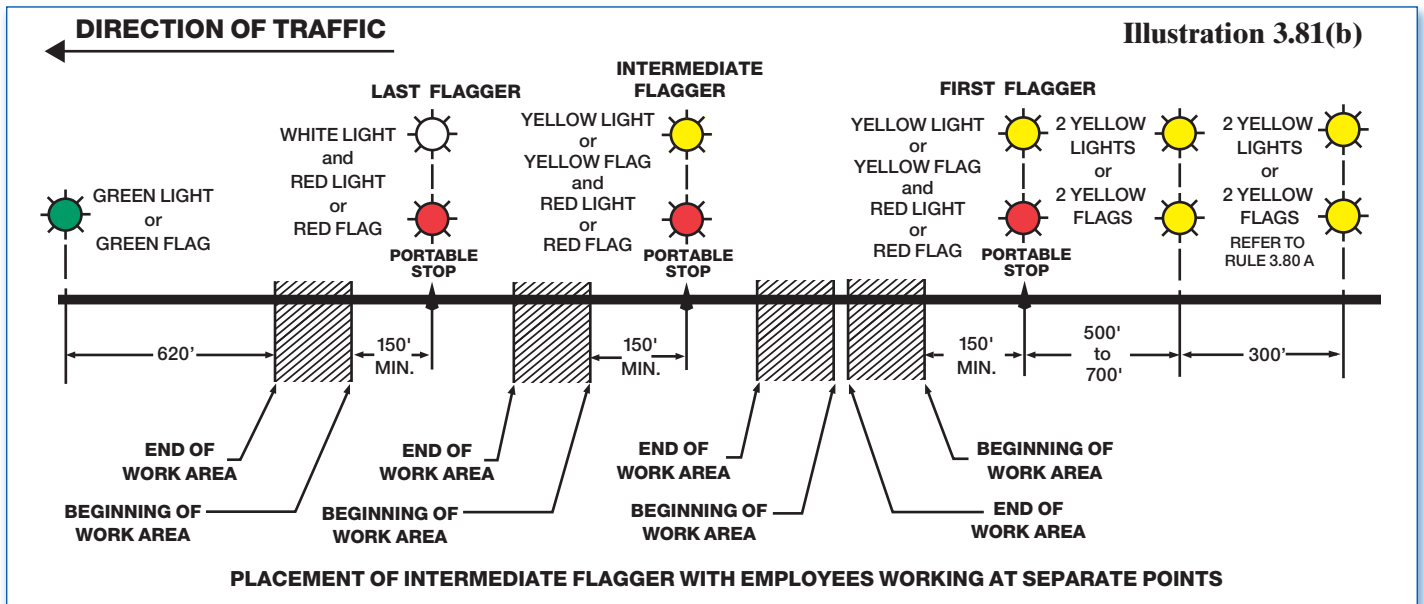
### MULTIPLE WORK GROUPS

#### Rule 3.81

**3.81(a)** In cases where two (2) or more groups of employees, whether from the same or different sections, are engaged in work on, adjacent to, or obstructing a track at such locations that the flagging protection for one (1) group would overlap that of another group, i.e. the work area of the first group encountered by trains would be within 2000 feet of the work area of the second group, the employees responsible for the flagging for such groups must arrange between themselves to provide the necessary flagging protection in accordance with these rules. The flagger protecting each group of employees, except the flagger protecting the last group of employees encountered by trains, must be equipped with a red light or flag, a yellow light or flag, a whistle or air horn and a Portable Train Stop. The flagger protecting the last group of employees must be equipped with a red light or flag, a white light, a whistle or air horn and a Portable Train Stop.

Should any one (1) group leave the location before the other group, or groups, the employee in charge of that group leaving must PERSONALLY so notify the employee in charge of the major group remaining, so that flagging arrangements can be revised to conform to the changed conditions. (The Rail Control Center must be notified of any changes in flagging arrangements).









The first flagger encountered by the train may give a proceed signal to the train when the workers in the group he/she is protecting are in the clear and their area is safe for the train to proceed. Each successive flagger encountered by the train may also give a proceed signal if the workers in the group he/she is protecting are in the clear and their area is safe for the train to proceed.



**3.81(b)** Whenever work on a track within a protected area requires employees to be working at separate points in close proximity to one another and in such manner that one (1) flagger cannot safely protect and warn all the workers so engaged, one (1) or more intermediate flaggers must be stationed at suitable successive points within that area so that each flagger has a clear view of the flagger directly adjacent to him/her and the first flagger encountered by trains has a clear view of the caution lights or flags to protect the various groups of workers. Each intermediate flagger and the first flagger encountered by trains must be equipped with a red light or flag, a yellow light or flag, a whistle or air horn and a Portable Train Stop. Proceed signals given to Train Operators by these flaggers must be by means of a yellow light or a yellow flag, to indicate to Train Operators that other persons are working beyond. The last flagger must be equipped with a red light or flag, a white light, a whistle or air horn and a Portable Train Stop. The last flagger must give proceed signals to Train Operators by means of the white light or a hand signal. The first flagger encountered by the train may give a proceed signal to the train when the workers in the group he/she is protecting are in the clear and their area is safe for the train to proceed. Each successive intermediate flagger encountered by the train may also give a proceed signal to the train if the workers in the group he/she is protecting are in the clear and their area is safe for the train to proceed.

**3.81(c)** When, because of the nature of the work, intermediate flaggers have been assigned, the first flagger encountered by trains, observing a train approaching the caution lights must:

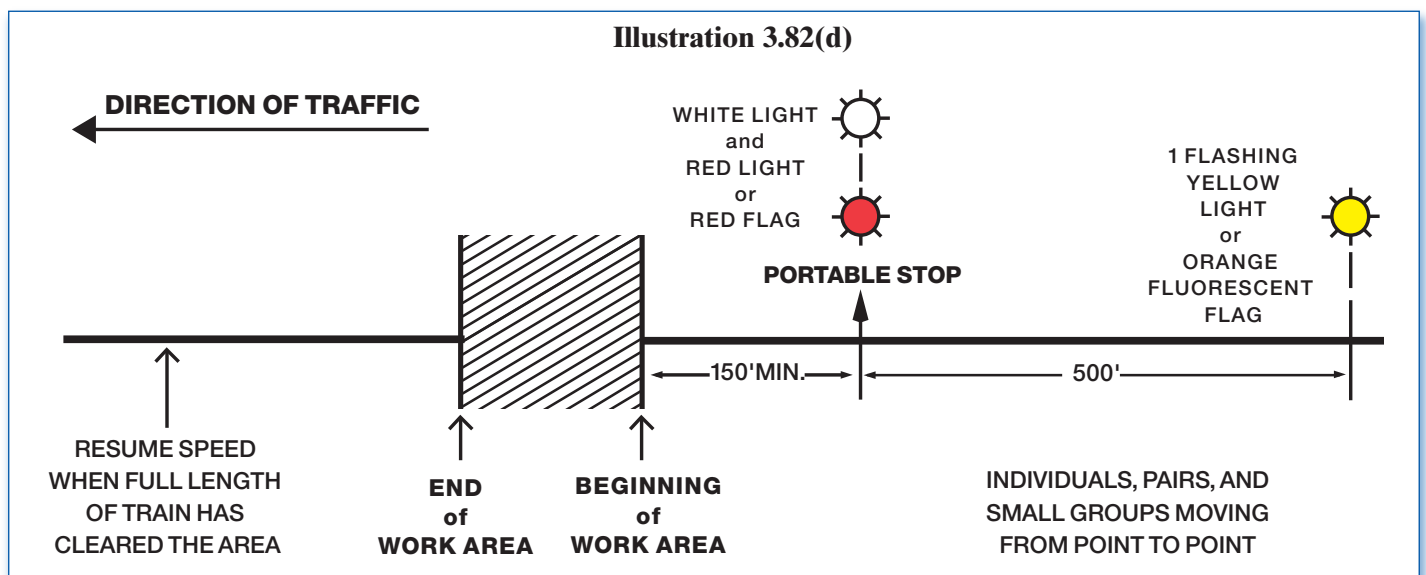
Sound several long blasts of a whistle or air horn, to warn the first work group being protected and to warn the intermediate flagger immediately beyond the first work group, leave the Stop Arm in its tripping position and swing the red light or hold the red flag across the track, until it has been observed that the persons being protected and all of their equipment are in the clear and, in addition, has received a proceed signal from the immediately adjacent intermediate flagger.







-  After receiving the proceed signal from the immediately adjacent intermediate flagger and after observing that the persons being protected and their equipment are in the clear, the first flagger must remove the Stop Arm, step into a prearranged place of safety, conceal the red light or flag from the Train Operator's view and then give a proceed very slowly signal to the Train Operator.
-  The flaggers between the first and last flaggers, upon hearing the warning signal from the intermediate flagger immediately adjacent to them in the direction of the first flagger, must:
-  Sound several long blasts of their whistles or air horns to warn the persons they are protecting and to warn the intermediate flagger immediately adjacent to them, leave the Stop Arms in their tripping position, swing the red lights or hold the red flags across the track, until they have observed that the persons they are protecting and all of their equipment are in the clear, and, in addition, have received a proceed signal from the intermediate flagger immediately adjacent to them in the direction of the last flagger.
-  After receiving the proceed signal from the intermediate flagger immediately adjacent to them in the direction of the first flagger and after they have observed that the persons they are protecting and all of their equipment are in the clear, they must remove the Stop Arm, step into their prearranged places of safety, conceal their red lights or flags from the Train Operator's view and then give a proceed very slowly signal to the intermediate flagger immediately adjacent to them in the direction of the first flagger. They must then continue to observe from their prearranged places of safety the area they are protecting and be prepared to give a STOP signal to the Train Operator if, as a train approaches, they observe any unsafe condition.
-  Otherwise, they will give a proceed very slowly signal to the Train Operator of the approaching train.
-  The last flagger, upon hearing the warning signal of the immediately adjacent intermediate flagger, must:
-  Sound several long blasts of a whistle or air horn to warn the persons being protected, leave the Stop Arm in the tripping position and swing the red light or hold the red flag across the track until observing that the employees and all their equipment are in the clear.
-  The last flagger must then remove the Stop Arm, step into a prearranged place of safety, concealing the red light or flag from the Train Operator's view, and give a proceed signal to the immediately adjacent intermediate flagger. The last flagger must continue to observe the area being protected from a prearranged place of safety and must be prepared to give a STOP SIGNAL TO THE TRAIN OPERATOR IF, AS A TRAIN APPROACHES, ANY UNSAFE CONDITION IS OBSERVED. Otherwise, the last flagger will give a proceed signal to the Train Operator of the approaching train.

**SPECIAL INSTRUCTIONS TO TRAIN OPERATORS AND OTHERS**

**Rule 3.82**

- 3.82(a)** Train Operators upon encountering any caution lights or flags on the track on which they are operating must immediately adjust the speed of their trains to not more than ten (10) miles per hour, sound two (2) long blasts of the train horn or whistle as a warning to personnel at the point of the work or obstruction and be prepared to stop within one-half (1/2) the range of vision. If the view ahead is obstructed by a curve or otherwise, they must repeat the two (2) long blasts of the horn or whistle at short intervals and be prepared to stop within one-half the range of vision until the flaggers or personnel are in sight, or until they pass the green light or flag.
- 3.82(b)** Train Operators observing three (3) yellow lights or flags will reduce speed, to no more than ten (10) miles per hour, sound two (2) long blasts of the horn/whistle and blow a series of short blasts of the horn/whistle every 75 feet to 120 feet expecting workers on the adjacent track until the green resume signal is passed.
- 3.82(c)** In instances where a green flag or green light is missing or unlit, Train Operators will proceed at no more than ten (10) miles per hour to the next station {express or local} (on an express track the train can resume normal speed for the area when the train is adjacent to the next local station), notify the Rail Control Center and then proceed at the normal speed for that area.
- 3.82(d)** Train Operators enroute observing one (1) FLASHING YELLOW LIGHT or ORANGE FLUORESCENT FLAG must immediately reduce speed of their trains to no more than ten (10) miles per hour, sound two (2) blasts of the horn or whistle, if the view ahead is obstructed by a curve or otherwise, they must repeat the two (2) long blasts of the horn or whistle at short intervals, and be prepared to stop their trains within one half (1/2) the range of vision, expecting to find workers performing work on said track in accordance with Rules 3.73(b), 3.73(c), 3.76(a) and 3.76(c). Train Operators will resume normal speed after the entire train passes the work area.



-  **3.82(e)** Train Operators must stop their train at least one (1) car length from flaggers, red flags or red lights.
-  **3.82(f)** If a proceed signal is given with a yellow flag or light, Train Operators must expect to encounter another flagger on the roadway before reaching the Resume Speed Signal.
-  **3.82(g)** Train Operators proceeding through an area protected by caution lights or flags must obey only a prescribed proceed signal given by a flagger. They must interpret any other signal given as a stop signal. They must not proceed until they have a clear understanding of the meaning of such other signal.
-  **3.82(h)** Employees stationed at the front of trains as flaggers must relay immediately to Train Operators operating from other than the forward cab of the leading car, the indications of flagging signals prescribed in these rules, whenever such signals are encountered.
-  **3.82(i)** Train Operators must sound their train horn or whistle whenever they observe lights, flags, hand lamps or banks of lights along the track, whether or not workers are visible.
-  **3.82(j)** To avoid the possibility of injury to persons who may be on the roadway or structure, Train Operators, upon observing a person on or around the tracks, must immediately reduce the speed of their train and sound their horn or whistle; they must not pass such person until the person is in the clear and the Train Operator has received a proper proceed signal.





## CHAPTER 4

### WORK TRAIN RULES

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## WORK TRAIN RULES



The following rules govern the operation of Work Trains and other Miscellaneous work equipment operated over the New York City Transit Authority system.



**NOTE: Notify Supervision in yards or the Rail Control Center, while in route or at job sites, of any defects found.**



### MANIFEST: SPECIAL INSTRUCTIONS AND NOTIFICATION

#### Rule 4.01



All Train Service employees are responsible to make sure that they are fully aware of and understand any special instructions that apply to manifested Work Trains. Train Operators and Train Dispatchers must notify the Rail Control Center and inform them of any special instructions that apply to the Work Train when it is ordered to deviate from the planned route or manifested destination. This ensures that when a Work Train arrives at the work site it is configured as specified by the Work Train Manifest.



### WORK TRAIN EQUIPMENT: CHECKING FOR OBSTRUCTIONS/GLAD HANDS

#### Rule 4.02



Before first moving a train, Train Operators must check all the wheels on the Locomotive and the consist for any obstruction or unsafe condition. They must secure Glad Hands of all unused Air Line Hoses to their respective "Dummy" Couplers (hose keepers). There are two (2) types that are used for air hoses on miscellaneous equipment: Type "E/L" and Type "F". Raised letters "E/L" or the raised letter "F" identifies the type of Dummy Coupler (hose keeper) and Glad Hand. Type "F" Glad Hand and Dummy Coupler are used for the Brake Pipe Hose, which is the largest of the hoses and is equipped with this type of Glad Hand/Dummy Coupler. Type "E/L" Glad Hands and Dummy Couplers are used for the Main Reservoir Hose, Straight Air Hose and the Throttle Air Hose, which are the smaller hoses and are equipped with either type of Glad Hand/Dummy Coupler. Angles must be checked to ensure that they are in the proper positions (opened or closed) as indicated by the air flow lines stamped on the angles.



### FUEL: CHECKING AND REPORTING

#### Rule 4.03



Train Operators must check and report to the Yard Dispatcher on duty the diesel fuel level reading of Diesel-Electric Locomotives, by physically viewing the sight glass on the fuel tank, when preparing work trains for service and after storage. During cold weather (25 degrees and below), Locomotives stored in the open are left running at idle speed, the diesel fuel reading must be checked and recorded in the Log Book daily. Locomotives with less than 200 gallons of fuel reported will not be sent out to work locations unless directed by local supervision; the Rail Control Center must be notified.



## **DIVERSION VALVES: PROPER SETTING**

### **Rule 4.04**

Train Operators must ensure that all Diversion Valves in the consist are properly set for the Division in which they operate. This is done by moving the handle fully to the right for IRT service and fully to the left for BMT and IND service.

## **WORK TRAIN CONSIST: INSPECTION PRIOR TO MOVEMENT**

### **Rule 4.05**

Train Operators must ensure that the consist being prepared for movement is configured properly and the cars are facing the proper direction as described in the Work Train Manifest. Also, they must ensure that all Connections, Couplers, Auxiliary Four Point (communication) Jumper Cables, Twelve Point (transition) Jumper Cables, Brake Pipe, Main Reservoir and Throttle Air Hoses, Angles and Brake Cylinder Cut-Outs are properly set and secured and free from obstructions.

## **WORK TRAIN CONSIST: EQUIPMENT IN GOOD WORKING ORDER**

### **Rule 4.06**

Train Operators must verify by test that all required Components, Dead Man Feature, Sound Powered Head Phones, Buzzer, Head Lights, Tail and Marker Lights, Horn, Bell, Whistle, Wipers, Sanders, Fans, Radio and Heater, etc., are in good working order prior to the movement of the consist. Notify supervision of any defects found.

## **HOPPER CARS: PREPARING**

### **Rule 4.07**

When preparing to move Work Train consists containing Hopper Cars, from work sites and yards, Train Operators must ensure that all Hopper Doors are closed and there are no exposed pistons on the door mechanisms. On Hopper Cars equipped with door locking safety chains, they must be secured in their locking receptacles. Also, Train Operators must ensure that there is no loose ballast on the exterior of the car or on the Hopper Doors, which could fall while operating. In addition, Train Operators must ensure that the Angle on the Hopper Door Air Supply Tank Drain (located on the #2 end) has been opened and the Air Supply Feed Angle is in the cut-out position.

## **LOADING OF HOPPER CARS**

**4.07(a)** When Hopper Cars are being loaded, Train Operators must check that the load does not exceed the load limit line inside the Hopper Car. When Hopper Cars are added to Locomotives without a spacer car (Flat/Rider Car, etc.), the first Hopper Car next to the Locomotive is to be loaded to one half (1/2) capacity to stay within acceptable load limits for the elevated structures. Any discrepancies must be reported to supervision before moving.

### WORK TRAIN RULES



#### MOVEMENT OF HOPPER CARS



**4.07(b)** Hopper Cars have no onboard tripping devices or Emergency Brake Valves (EBV). Therefore, when Train Operators flag Hopper Cars in yards or at work sites that are on the open end, all flagging is to be done from the ground at a slow rate of speed. Constant communication must be maintained at all times using radios or hand signals. Any loss of communication is a signal to stop.



#### DROPPING BALLAST: FLAGGING

##### Rule 4.08



At work sites where Ballast is being spread, a Maintenance of Way Supervisor or his/her designee will control the spreading of the Ballast, ensuring the flange ways are kept clear, so as not to ride over the Running Rail. A Rapid Transit Operation Employee, who is permitted to use a Portable Hand Held Radio for flagging communication with the work train crew operating the Work Train, will position him/herself on the roadway in close proximity to the Maintenance of Way Supervisor or his/her designee and will facilitate communications between the Maintenance of Way Supervisor or his/her designee and the work train crew.



#### TRANSITION UNIT: OPERATION

##### Rule 4.09



#### PREPARING A TRANSITION UNIT



**4.09(a)** When preparing a Work Train consist for movement containing Locomotive Transition Units the number one (#1) ends or nose ends of each Locomotive are to face the Spacer (Flat/Rider) Car in the consist. All Air and Electrical Connections such as the Brake Pipe Hose, Main Reservoir Hose, Air Throttle Hose (if applicable), Four Point Communication Jumpers and Twelve Point Electrical Jumpers are to be connected. All connections are only to be made between compatible equipment.



#### OPERATING A TRANSITION UNIT



**4.09(b)** Whenever a Locomotive Transition Unit is used in the consist of a Work Train (Project Train), all train operation must be from the Locomotive Transition Unit, regardless of the direction of travel. The Single Locomotive associated with such a consist is to be used only for spotting cars after the Work Train has been uncoupled (split) at the work site.



## POSITIONING OF SINGLE DIESEL

### Rule 4.10

When preparing a Work Train consist for movement containing a Locomotive running with other miscellaneous pieces such as Flat Cars, Rider Cars and Crane Cars, etc., the Locomotive Cab number two (#2) end must be head out and the number one (#1) end or nose end is to face the Flat Cars, Rider Cars and Crane Cars, etc.

### POSITION AND SECURING CRANE CARS

**4.10(a)** When preparing a consist containing Crane Cars, Train Operators must ensure that Crane Cars are positioned properly within the consist. Also, when a 10 ton Crane Car (PC – Pedestal Crane) is in the consist, the Crane's Boom must face in the proper direction as described in the Work Train Manifest. Before Train Operators move Crane Cars in yards or from work sites, they must ensure that the Crane's Turret is locked in the storage position and the Boom is level and locked down. When moving Three Ton Crane Cars (O/C- 260-271), Train Operators must ensure that the Crane's Turret is aligned with the arrow on the car body, is locked in the storage position and the Boom is level and locked down prior to movement from work sites, to or from yards.

### FLAGGING CRANES AT WORK SITE & TRAIN OPERATOR'S PROPER EQUIPMENT

**4.10(c)** When Crane Cars are operated at a work site, Train Operators must position themselves on the crane and perform the actual flagging of the work train. The Train Operator performing the flagging on the crane car must wear the approved NYCTA Safety Helmets and Safety Glasses or Goggles. The Flagging Train Operator must always be alert and stand in the clear when the Crane's Turret and Boom are in motion.

## OPERATION OF LOCOMOTIVE HORN

### Rule 4.11

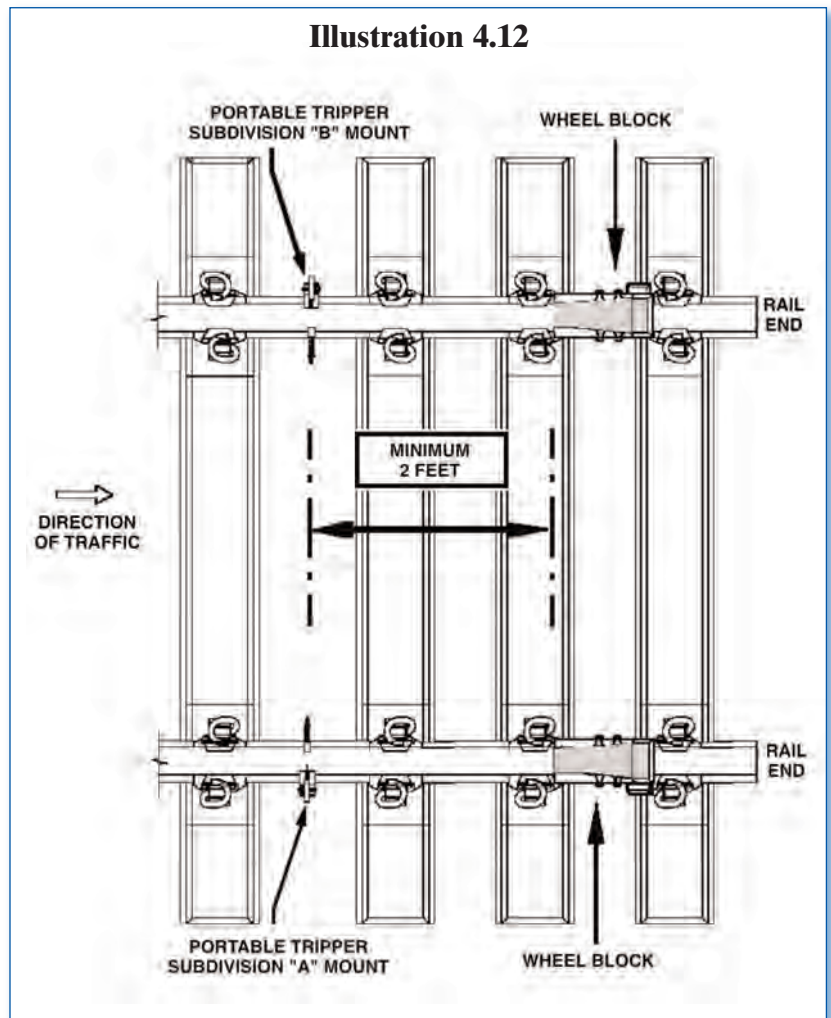
Whenever a Locomotive has stopped for any reason, before moving again, the Train Operator must sound two (2) long blasts of the Train Horn/Whistle. However, every effort must be made to minimize noise in yards between 2100-0600 hours during these hours, the Train Horn/Whistle will only be sounded to alert employees on the track of train movement.



### USE OF WHEEL BLOCKS AT WORK SITES WITH RAIL REMOVED

#### Rule 4.12

Wheel Blocks used with a portable trip are required when it is necessary to move a Work train close to a point where rail ends; a pair of Wheel Blocks is placed, prior to the end of the rail, with a portable trip 2 feet in approach of the Wheel Blocks. The Division or Department in Charge of doing the work is responsible for bringing the Wheel Blocks and the portable trip to the job sites and the proper installation and removal of the Wheel Blocks and portable trip. Wheel Blocks and the portable trip are to be in place prior to the removal of rail and removed after the rail is installed. When it is not possible to install Wheel Blocks in pairs a single Wheel Block may be used with the portable trip. Train Operators must visually observe to determine that the Wheel Blocks and portable trip have been installed or removed prior to movement.



### LOCOMOTIVES RESTRICTIONS

#### Rule 4.13

Due to excessive wheel loads, two or more Locomotives are not permitted to be coupled together on any Work Train in the Authority. If for any reason a Locomotive has to be towed or pushed, a Spacer Car (Flat/Rider/Passenger Car, etc.) must be placed between the Locomotives. The only exception to this rule is any yard not on elevated structure and the area between the South Brooklyn Railroad Connection and Ninth Avenue Station.



## WORK TRAIN COMMUNICATIONS

### Rule 4.14

Train Operators must ensure that clear and positive communication is established prior to moving miscellaneous equipment. When a Work Train is being flagged to and from job sites, Sound Powered Head Phones (headsets) shall be the primary means of communication between crew members. In the event sound powered headphones fail, buzzer signals or radios may be used with the Rail Control Center's permission. All Train Operators, when operating on Buzzer Signals, must use the proper signals as described in Rule 3.62. Any loss of communication must be interpreted as an immediate signal to Stop and Investigate.

### TRACK PANEL JOBS: FLAGGING

**4.14(a)** At work sites, where track panels are to be installed, or where the "Spotting of the Work Train" may be necessary, Train Operators will be governed by the specific instructions of the Track Supervisor-in-Charge or his/her designee. Train Operators must always perform the actual Flagging by using Sound Powered Head Phones (headsets) as primary means of communication between crew members. In the event sound powered headphones fail, radios or buzzer signals may be used with the Rail Control Center's permission. For short train movements, within the work area, involving crane cars, it is not necessary to secure the Crane Boom. The supervisor in charge of the work area or the Flagging Train Operator & Crane Operator must ensure, through positive communication, that the Crane Boom is in the clearance position prior to train movement.

## POSITION OF FLAGGING TRAIN OPERATORS: TRAILING

### Rule 4.15

Flagging Train Operators must station him/herself on the last locomotive or rider car when Flat Cars or Crane Cars are trailing to allow the viewing of the trailing cars. Flagging Train Operators must ensure the Tail Lights (Marker Lights) are turned to the "On Position" on the trailing piece of equipment and that they are illuminated prior to movement.

### POSITION OF FLAGGING TRAIN OPERATORS: HEAD OUT

**4.15(a)** When Train Operators flag a Work Train, the Flagging Train Operators must be in a standing position on the side of the Flat or Crane Cars closest to the Emergency Brake Valve (EBV), or in the case of a Rider Car, they must be stationed in the Train Operators Cab.

## DIESEL OPERATION: POSITION OF REVERSER

### Rule 4.16

When being directed by a Flagging Train Operator during short moves and/or "Spotting of the Work Train," the Operating Train Operator at the controls must Center the Reverser after each stop. This is to ensure that the Reverser will be set for the proper direction of travel upon receiving a proceed signal from the Flagging Train Operator.

### WORK TRAIN RULES



#### STORAGE OF WORK CARS

##### Rule 4.17

Any work car equipment, including single cars, without traction motors must be left, whenever possible, on level track and away from switches. They must have all Hand Brakes fully applied.



#### PROCEDURES FOR USING WORK TRAINS TO PULL RAILS

##### Rule 4.18

When a Work Train is used to pull (drag) rail that is resting on the roadbed, Train Operators are to ensure that the rail to be pulled is not under the Locomotive and the cable attached to the rail is secured only to the Master Car Builder (MCB) Coupler on the open end of the Diesel Electric Locomotive. In addition, the speed of the Work Train pulling the rail must be slow enough so that a quick stop can be made if a problem arises. Pulling rail with Electric Locomotives, Flat Cars, Crane Cars, Rider Cars, etc. is prohibited.



#### OPERATION OF WORK TRAINS IN GENERAL ORDER (G.O.) AREA

##### Rule 4.19

When operating Work Trains through a General Order (G.O.) area, all movement will be performed under the provisions of "Restricted Speed and Extreme Caution." Train Operators are required to sound a series of short blasts with the Locomotive Horn/Whistle every seventy five (75) feet to one hundred and twenty (120) feet. In General Order (G.O.) areas, Work Train crews are required to stop at least one (1) car length away from each unmanned Portable Stop (marked by a single red lamp/flag). Upon stopping, Train Operators are required to sound the Locomotive Horn/Whistle and wait for the Supervisor or designated flagger for the Group to remove the Portable Stop and Red Lamp/Flag and supervise the restricted movement of the Work Train through the area. If after waiting three (3) minutes, there is no response from the work gang, the train operator will secure the train and walk to the work area to contact the supervisor in charge. If the work gang is not present in the work area, the train operator will return to their train and contact the Rail Control Center for further instructions.



#### SPEED OF WORK TRAINS: MAIN LINE

##### Rule 4.20

Work Trains operating over Main Line Tracks are not to exceed the maximum allowable speed of twenty five (25) Miles Per Hour on straight track and fifteen (15) Miles Per Hour on curves. Train Operators must make every effort to operate their trains at the maximum allowable speed in order to prevent delays to Customer Service. The above also applies to Work Trains that are being flagged. If maximum allowable speed cannot be maintained due to equipment problems or train traffic ahead, Train Operators must notify the Rail Control Center and be governed by their instructions.



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**NOTE: This rule does not apply to Revenue Collection, Refuse Collection, Track Geometry Cars (TGC) or Sperry Cars, which will operate according to rules applicable for passenger trains and does not apply to the Vacuum Train which must not exceed 35 MPH on straight and 25 MPH on curved track.**

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## **PROPER ADAPTERS USED ON WORK TRAINS**

### **Rule 4.21**

Train Operators must check the locomotives on their work train to ensure that the MCB/H2 and MCB/Flat Face (hook type) adapters are in place and are equipped with Air Hoses (MCB/H2 only), Top Plates (MCB/H2 only) and Locking Pins. They are not permitted to leave any yard without either adapter unless permission is granted by the Rail Control Center.

## **OPERATING LOCOMOTIVES: PERSONS IN CAB**

### **Rule 4.22**

The maximum number of occupants within operating Locomotive Cabs shall not exceed four (4) persons, except by permission of proper authority (Operating Managers). Factors that may further influence the number of occupants in a Locomotive are; but not limited to: The Train Operator's view is in no way obstructed, the Train Operator must have a full view of the Right of Way, the Train Operator can operate freely and the operating space is unencumbered.

## **SPEED OF VACUUM TRAIN: MAIN LINE**

### **Rule 4.23**

The Vacuum Train operating over Main Line Tracks is not to exceed the maximum allowable speed of thirty five (35) Miles Per Hour on straight and curved track. Whenever possible, Train Operators must make every effort to operate the Vacuum Train at the maximum allowable speed in order to prevent delays to Customer Service.

## **PROCEDURE FOR VACUUM TRAIN: OVER SPEED ALARM**

**4.23(a)** If the Vacuum Train inadvertently reaches the speed of thirty nine (39) Miles Per Hour and the Over Speed Alarm sounds, Train Operators must immediately reduce the Vacuum Train speed to the posted speed, or to thirty five (35) Miles Per Hour if the posted speed is higher than thirty five (35) Miles Per Hour. They must acknowledge and silence the Over Speed Alarm by depressing the illuminated "General Fault" button. If the Over Speed Alarm and warning are ignored and the Vacuum Train's speed reaches forty one (41) Miles Per Hour, the train's Emergency Brake System will apply automatically and the operating systems will shut down. Once the operating systems have shut down, the diesel engines will not restart until all circuits have been manually reset.

## **VACUUM OPERATION/TRACK SUPERVISION**

**4.23(b)** During the actual Vacuum Operation of the Vacuum Train, Train Operators will be governed by the direction of the Division of Track Supervisor - in - Charge.



### WORK TRAIN RULES



#### **OPERATION OF VACUUM TRAIN IN G.O. AREA**



**4.23(c)** While operating the Vacuum Train within a General Order, (G.O.) this train will operate under the provisions of "Restricted Speed and Extreme Caution." In addition, Train Operators will sound the Train Horn/Whistle every seventy five (75) feet to one hundred and twenty (120) feet when within the General Order limits.



#### **ALLOWABLE HOURS FOR RESTRICTED TRANSFERS**

##### **Rule 4.24**



Restricted Speed Cars that are to be transferred between Satellite Yards or Main Shops are permitted only during the periods between 2000 hours Friday, and 0800 hours Saturday, and between 2000 hours Saturday, and 0900 hours Sunday. Permission to deviate from the above must be obtained, in advance, from the Rail Control Center.



#### **OPERATION OF LOCOMOTIVE BELL**

##### **Rule 4.25**



Train Operators are required to sound the Locomotive Bell when, operating through work areas protected by yellow lamps and/or flags, bypassing stations and running against the normal direction of traffic on tracks regularly used for passenger service.



#### **FLAGGING IN YARDS**

##### **Rule 4.26**

When Train Operators Flag Trains in yards, Communication Equipment such as Sound Powered Head Phones, Buzzer Signals, Radio and/or Hand Signals may be used for Flagging. The use of Radio, Buzzer Signals or Hand Signals is prohibited for Flagging on the Main Line, unless authorized by the Rail Control Center.



#### **BOARDING OF WORK TRAINS**

##### **Rule 4.27**



Personnel are not permitted to board or alight moving Work Trains, walk between cars, or walk on or about Flat or Crane Cars while the train is in motion.

#### **RIDING FLAT/CRANE CARS: OVER MAINLINE PROHIBITED**



**4.27(a)** Personnel must not ride flat or crane cars when work trains travel over mainline tracks to/from work sites, with the exception of flagging train operator.



#### **RIDING FLAT CARS IN WORK AREAS**

**4.27(b)** When working with a Contractor using modified Flat Cars, work crews are permitted to ride Flat Cars in work areas, only when necessary, while in the performance of their duties. When doing so, they are to secure themselves and be completely within the confines of the Flat Car.

## **SPEED OF WORK TRAINS: PERSONNEL ON FLATS IN GENERAL ORDER (G.O.) AREA**

### **Rule 4.28**

Work Train Operators are to proceed at one (1) Mile Per Hour or less in work areas where personnel are standing on the Flat Cars modified with Platforms to string and install cable along the Right of Way. When not actually stringing or installing cable, the workers must be off the Platforms and may ride the Flat Car, in a safe area, when operating within the confines of a General Order

### **WORK TRAIN MOVEMENT: CPM PROJECTS**

**4.28(a)** When Work Trains are assigned to Capital Program Management (CPM) projects, Train Operators must not make any moves at the work site unless directed by the Capital Program Management (CPM) Engineer in Charge (EIC) or his/her designee, who may be the Contractor in Charge of the work crew. However, this does not absolve the Capital Program Management (CPM) Engineer in Charge (EIC) or his/her designee from the accountability for directing the Work Train movement.

## **PROCEDURE FOR WORK TRAIN CREW: TRAIN RELEASED**

### **Rule 4.29**

When the work has been completed, Train Operators must check their Work Train as well as the roadbed prior to leaving the work site. They are to ascertain from the NYCTA Supervisor/Foreman/Capital Program Management (CPM) Engineer in Charge (EIC) of the work crew that all equipment and material being transported is loaded, stored in a safe manner and that it is safe to move. When the Work Train is released, Train Operators will then call the Rail Control Center, via radio, to inform them of their release time.

### **PROCEDURE FOR PILOT TRAIN OPERATORS**

**4.29(a)** Train Operators assigned to Pilot various pieces of Special Equipment (Tamper, Ballast Regulator, Gradall, etc.) will govern the Special Equipment Operator and inform them of all signals, grades, curves, timers, speed of equipment and special operating instructions. If any problems arise, the Rail Control Center will be notified immediately.

## **WORK TRAIN CREW: COMMUNICATION IN WORK AREAS**

### **Rule 4.30**

In work areas, Communication Equipment such as Sound Powered Head Phones, Buzzer Signals, Radio and/or Hand Signals may be used for Flagging to spot Work Trains that move at slow speeds or short distances.

## **PROCEDURE FOR ROUTING WORK TRAINS TO/FROM WORK SITES**

### **Rule 4.31**

Work Trains, Run Around Work Trains and Transfers are allowed to operate directly behind Customer Revenue Trains (Road Trains), but should not be placed directly in front of Customer Revenue Trains (Road Trains), while en-route to and from General Orders, work site staging locations, or from yard to yard.

### WORK TRAIN RULES



Customer Revenue Trains (Road Trains) will be rerouted and/or held back behind Continuous Welded Rail (CWR) Trains, Project Work Trains, or Bad Order Work Trains, or when deemed necessary to expedite service. When it is apparent to Local Supervision or Tower Operators that a Work Train will cause lateness, they must relay or drop back the Work Train, or reroute Customer Revenue Trains (Road Trains) as necessary and notify the Rail Control Center immediately when Customer Revenue Trains (Road Trains) are delayed by Work Train Operation.



#### REPORTING OF DELAYS TO WORK TRAINS OPERATING TO/FROM WORK SITES

##### Rule 4.32

Train Operators that operate miscellaneous equipment are to report immediately to the Rail Control Center any situation which delays their progress leaving the yard and to and from the work site. These situations may include but are not limited to track gangs, signal trouble, slow moving trains ahead, work train defects, etc.



#### USE OF WHEEL BLOCKS: SEPARATING CARS AT WORK SITES

##### Rule 4.33

At work sites where work cars are separated from their Locomotives, in addition to applying hand brakes, Wheel Blocks must always be placed against the wheels of the standing cars to prevent movement. Wheel Blocks must always be secured to the running rail, opposite the contact rail, on both ends of the car. The Division or Department in Charge of performing the work is responsible for bringing the Wheel Blocks to the job sites and installing and removing them. Train Operators must visually observe to determine that the Wheel Blocks have been installed prior to separating the cars at work sites and removed prior to movement.



#### PROCEDURE FOR COUPLING AND UNCOUPLING CARS

##### Rule 4.34

All procedures governing the coupling and uncoupling of cars must be adhered to. In addition; check the roadbed for any chocks or obstructions before moving standing cars.



**4.34(a)** Observe flagger and proceed according to hand signals or radio communication, making proper safety stops.

**4.34(b)** Ensure that MCB drawheads are properly aligned.

**4.34(c)** Check standing cars to ensure they are secure with handbrakes. Before coupling, connect the brake pipe hoses and open the brake pipe angles on both pieces of equipment; which will apply brakes in emergency. Recharge the brake pipe allowing the standing cars to be charged with brake pipe air.



**4.34(d)** When fully charged, close the angles on the brake pipe hose at the end of the locomotive or miscellaneous equipment and open the emergency valve on the car(s) to be coupled to, which will apply brakes in emergency. After the brakes apply in emergency, close the emergency brake valve.



- 4.34(e)** On standing cars check that the brake cylinders are fully extended (at least 3 inches, no more than 6 inches), that the brake riggings are connected, and the brake shoes are fully applied to the wheels.
- 4.34(f)** Observe flagger and couple, according to hand signal or radio communications.
- 4.34(g)** Upon receiving the hand signal or radio communication to “stretch”, back off slightly to ensure that coupling is successful.
- 4.34(h)** Open the brake pipe air hose angle on the locomotive or miscellaneous equipment, which will apply brakes in emergency.
- 4.34(i)** When uncoupling cars, secure the cars to be left standing.
- 4.34(j)** Charge entire consist. When fully charged, close angles on cars to be moved.
- 4.34(k)** Place cars to be left standing in emergency. Check that brake cylinders are fully extended (3-6 inches), that brake rigging is connected and shoes are against the wheels and handbrakes applied.
- 4.34(l)** Disconnect brake pipe hoses and secure in their respective dummy couplers. Disconnect and secure all communication cables.
- 4.34(m)** The flagger will release the drawhead locking pins on the MCB coupler.

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**NOTE: It may be necessary to hold the locking pin release bar while the cut is being made.**

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- 4.34(n)** Upon receiving hand signal or radio communication from flagger, back off 1 (one) foot to ensure a successful uncoupling.
- 4.34(o)** Before moving cars, the flagger is to be sure he/she can place the entire consist into emergency from their position by testing the emergency brake valve.

### **POSITIONING OF CONTINUOUS WELDED RAIL (CWR) CARS**

#### **Rule 4.35**

Continuous Welded Rail (CWR) trains are used to transport sections of welded rail to field locations throughout the transit system. The car equipped with a winch to facilitate the loading of the rail **MUST ALWAYS** be coupled to a diesel transition unit or multiple unit.

#### **PERSONNEL PERMITTED TO RIDE INSIDE CWR CARS**

- 4.35(a)** The only employees permitted to ride inside the CWR cars are the Rapid Transit Operations Flagging Train Operator, who will flag the train from the cab of the open end, and the Maintenance-of-Way train rider, who checks for excessive movement of rail while the train is in motion.





## CHAPTER 5

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### ONE PERSON TRAIN OPERATION (OPTO) RULES





## ONE PERSON TRAIN OPERATION (OPTO) RULES



### OPTO QUALIFICATION REQUIRED TO MOVE CARS

#### Rule 5.01

All employees engaged in One Person Train Operation (OPTO) in customer service must have completed the required operations course for qualification and shall possess a thorough working knowledge of all sections of these operating procedures in addition to all other Rules and Regulations currently in effect.



### RESPONSIBILITY OF TRAIN OPERATORS IN OPTO SERVICE



#### Rule 5.02

**5.02(a)** Train Operators assigned to One Person Train Operation service will assume full responsibility for all aspects of the operation of their trains. They must take every precaution for the safety of their customers and trains. Whether a train is stopped at a station or in motion, the responsibility for its overall safety rests entirely with the Train Operator.



**5.02(b)** Train Operators must know the class and destination of their trains and must see that the proper side destination and route signs are displayed on all cars of the trains to which they are assigned.



**5.02(c)** They must see that safety chains and/or inter-car safety barriers between adjacent cars are properly in place while the train is in service.



**5.02(d)** They must never open side doors until the train has come to a full stop with their first car opposite the proper OPTO station car stop sign, and know that all of the doors are abreast of the station platform.



**5.02(e)** If for any reason some side doors do not open, customers must be given ample opportunity to exit and enter the train. In case a side door malfunctions, the use of the door must be discontinued.



**5.02(f)** Before closing the doors, they must afford customers the opportunity to exit and enter the train. Doors must not be closed until they have been fully open for at least ten seconds.



**5.02(g)** They must be alert to prevent the operation of or interference with car doors, at any point, by unauthorized persons.



**5.02(h)** In the case of non-revenue service (Refuse collection trains), trained personnel from the Division of Stations will be responsible for door operation and communicating with the Train Operator.

**5.02(i)** At stations where starting or holding lights are installed, they must not close the train doors until such lights indicate and they must close said doors promptly, but with safety.

**5.02(j)** Train Operators must use the public address system to inform customers of delays, in emergencies and as required by special instructions.

## PREPARING TRAIN FOR SERVICE

### Rule 5.03

In addition to the normal sequence of events involved in preparing a train for service, the Train Operator preparing a train for OPTO service will do the following:

- 5.03(a)** Confirm that both the Master Door Control "**ALL CLOSED**" indication and Train Operator indication in each operating cab are working as designed. These indications **MUST** be working properly in order for the train to enter into service.
- 5.03(b)** Ensure the public address system on both sides of each operating cab to be used in service are working as designed.
- 5.03(c)** Establish the door operating positions in each operating cab and visually inspect the operation of all doors trainline.
- 5.03(d)** Check and/or properly set all side signs and end route signs.

## RADIO COMMUNICATIONS

### Rule 5.04

- 5.04(a)** Train Operators must, at all times while on duty, carry their assigned hand-held portable radios.
- 5.04(b)** Train Operators, at the beginning of each run, must conduct a radio check with the Terminal Dispatcher or the Rail Control Center.
- 5.04(c)** Train Operators must identify themselves as being in One Person Train Operation service at the beginning of all radio communications with the Rail Control Center.

### Example:

#### Train Operator:

"Rail Control Center, come in for the 0235 Rock Park Shuttle in OPTO service from Rockaway Park to Broad Channel."

#### Rail Control Center:

"0235 Rock Park Shuttle in OPTO service, this is the Rail Control Center. State your message."





## TRAIN OPERATION

### Rule 5.05



#### DEPARTING STATIONS

##### 5.05(a) From Terminals



Train Operators assigned to One Person Train Operation service must be on their trains at least two minutes before their scheduled departure time from terminals with all train identification equipment properly displayed and in place.



**5.05(b)** Upon the illumination of the Starting Lights, the Train Operator shall proceed to close the doors of his/her train as follows:



1. Insert Master Door Control key into key switch and turn to "ON."
2. Make required PA announcements alerting customers to "stand clear of the closing doors, please."
3. Observe platform from side window and CCTV monitor where installed, and when safe to do so, operate the door closing button on the Master Door Control.
4. Ensure by careful observation, that all customers and their belongings are clear of the doors and clear of the side of the train.
5. When all side doors are closed and locked, the Master Door Control indication light will illuminate.
6. Observe platform from side window and CCTV monitor where installed to once again ensure that all customers and their belongings are clear of the doors and clear of the side of the train.
7. Turn Master Door Control Key Switch to the "RUN" position, check for the "**ALL CLOSED**" indication on the Master Door Control Panel remove key and return to the operating console.
8. When available, and visible from the operating console check CCTV monitor to ensure that all customers and their belongings are clear of the doors and clear of the side of the train prior to moving.
9. Observe that the Train Operator's indication is illuminated and proceed to the next station stop, obeying all wayside signals and observing the right-of-way.
10. When the side doors are open, moving the operating key switch to the "**RUN**" position will automatically close the doors. The use of this method to close train doors is strictly prohibited.



## **OPERATING BETWEEN STATIONS**

### **Rule 5.06**

While operating between stations, the Train Operator shall be governed by the signals along the right-of-way as usual. Train operators must not attempt to make public address announcements while the train is in motion. Public address announcements between stations to notify customers of the nature and duration of a delay must only be made when the train is stopped and its brakes are in the full service position.

## **OPTO STATION CAR STOP SIGN**

### **Rule 5.07**

A fixed sign located within station platform limits to indicate the position at which the first car of the train in OPTO service must stop regardless of train length.

**Illustration 5.07**



**Station car stop sign for all OPTO trains**



#### STOPPING AT STATIONS

##### Rule 5.08



##### 5.08(a) The following procedure must be adhered to when making station stops:



1. Bring the train to a full stop at the designated OPTO station car stop marker.
2. Remain at the console until the train has been brought to a full stop.
3. Place the train's brakes in full service position.
4. Proceed to the door control position facing the proper platform. Insert the Master Door Control key into the Master Door Control operating key switch and turn it to the "ON" position.
5. Open the doors by pressing the door opening button.
6. Make the required public address announcement.
7. Allow customers the opportunity to exit and enter the train. Doors must not be closed until they have been fully open for at least ten seconds.
8. Observe platform from side window and CCTV monitor if installed to ensure that all customers and their belongings are clear of the doors and clear of the side of the train.
9. Make required PA announcements alerting customers to "stand clear of the closing doors, please".
10. Observe platform from side window and CCTV monitor if installed and when safe to do so, operate the door closing button on the Master Door Control.
11. Ensure by careful observation, that all customers and their belongings are clear of the doors and clear of the side of the train.
12. When all side doors are closed and locked, the Master Door Control indication light will illuminate.
13. Observe platform from side window and CCTV monitor if installed to once again ensure that all customers and their belongings are clear of the doors and clear of the side of the train.
14. Turn Master Door Control Key Switch to the "RUN" position, check for the "**ALL CLOSED**" indication on the Master Door Control Panel remove key and return to the operating console.
15. When available and visible from operating console, check the CCTV monitor to ensure that all customers and their belongings are clear of the doors and clear of the side of the train prior to moving.
16. Check for Train Operator's indication. Upon observing a proceed aspect on the leaving wayside signal, depart the station promptly.



**5.08(b) Procedure for Stopping Short or Overrunning the Station:**

A Train Operator must **NOT** open the doors unless the entire train has stopped safely within the station limits.

**STOPPING SHORT OF THE STATION:**

If a train in OPTO service stops short of the appropriate station car stop sign the Train Operator must pull up for a proper station stop.

**OVERRUNNING THE STATION:**

If the train stops beyond the station limits, the Train Operator must immediately notify the Rail Control Center giving the reason for the overrun and be governed by Rail Control Center instructions.

**\*If instructed by the Rail Control Center to by-pass the station, the Train Operator will make the following announcement before proceeding.**

“LADIES AND GENTLEMEN, BECAUSE THE TRAIN IS NOT PROPERLY BERTHED IN THE STATION, THE TRAIN’S DOORS WILL NOT OPEN. THIS TRAIN WILL PROCEED TO \_\_\_\_\_ STATION. CUSTOMERS WISHING TO DETRAIN AT THIS STATION CAN TRANSFER AT \_\_\_\_\_ FOR A \_\_\_\_\_ BOUND TRAIN. WE APOLOGIZE FOR THIS INCONVENIENCE”

**\*If instructed by the Rail Control Center to “key-off” customers using the crew doors the Train Operator must;**

1. Make a Public Address announcement informing the customers to walk through the train to the appropriate car where a crew door will be opened. On car classes with locked end doors (R44/46, R68/68A) the Train Operator will manually unlock only those end doors which are necessary to permit customers to reach cars with emergency/crew doors opened abreast of the station platform.
2. Take his/her portable radio and secure the train and operating cab.
3. Proceed to the first crew door adjacent to the station platform. While walking along the platform towards the rear of the train, key open all remaining crew doors. Politely inform customers waiting to board the train to step aside and allow departing customers an opportunity to exit the train.
4. After the last crew door of the train has been keyed open, and customers have safely boarded and alighted, proceed to key all crew doors closed, checking to ensure that all customers have had an opportunity to exit and enter the train. The Train Operator must lock any end doors that were unlocked and ensure there are no customers between cars.
5. Return to the operating car and notify the Rail Control Center when ready to proceed.

**The Train Operator must make all appropriate brake tests, then resume operation.**



#### MISSING OPTO STATION CAR STOP SIGN

##### Rule 5.09



**5.09(a)** Whenever a One Person Train Operation (OPTO) station car stop sign is missing, the Train Operator engaged in OPTO service **MUST** stop the train at the ten car station stop sign. If the ten car station stop sign is not at the end of the station, then the train must be stopped at the next available car stop sign indicating more than ten cars, or at an "S" station stop sign.



**5.09(b)** Under no circumstances will a Train Operator stop a train in OPTO service at the four car station stop sign.



**5.09(c)** Upon stopping the train as indicated above, the Train Operator must immediately notify the Rail Control Center of the missing OPTO station car stop sign. If the Train Operator has a clear line of sight, he/she will close the doors in accordance with the procedures set forth in the "Stopping at Stations" section of these rules and proceed to the next station.



**5.09(d)** If the Train Operator does not have a clear line of sight, he/she will close the doors in accordance with the procedures set forth in the "Stopping at Stations" section of these rules. In addition, they must secure the train against movement, remove the reverser, key open the crew door on the operating car and observe from a clear vantage point on the platform that the side of the train is clear of customers and their belongings. After making this observation, board the train, close the crew door and return to the operating console. Give the platform a last look from the cab window and ensure once again that the **"ALL CLOSED"** indication on the Master Control Panel is lit. Place the reverser in the **"FORWARD"** position observe Train Operator's indication and resume normal operation.



## PROCEDURES FOR CLOSED CIRCUIT TELEVISION (CCTV) FAILURE

### Rule 5.10

In the event of a CCTV failure at stations which use CCTV equipment, all OPTO Train Operators will adhere to the following procedure until platform personnel are present to assist them or the CCTV equipment is repaired;

1. Bring the train to a complete stop at the designated OPTO Station Car Stop Marker.
2. Place the Brake Valve or Single Master Controller Handle (on cars so equipped) to the “**FULL SERVICE**” position.
3. Open the doors by pressing the door open button on the Master Door Control Panel.
4. Make the required public address announcement(s).
5. Notify the Rail Control Center of the defective CCTV equipment.
6. Allow customers the opportunity to exit and enter the train. (Doors must remain open for a minimum of 10 seconds).
7. Observe the platform from the cab window and/or any working CCTV monitors to ensure that all customers and their belongings are clear of the doors and the side of the train.
8. Make the “stand clear of the closing doors, please” announcement and close the doors by pressing the door closing button on the Master Door Control Panel.
9. Ensure that the “**Zone Indication**” on the Master Door Control Panel is illuminated and turn the MDC Key Switch to the “**RUN**” position and observe Train Operators Indication. Observe the platform from the cab window one last time before proceeding.

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**NOTE: If the Train Operator cannot fully observe the platform from the cab window, he/she must secure the train against moving, take portable radio, secure the cab, open the crew door on the operating car, exit the train and walk along the platform until he/she can observe the rear of the train. After observing that all doorways are clear of any obstructions return to the operating car close the crew door, observe the platform from the cab window one last time and resume normal operation.**

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#### ARRIVING AT TERMINAL STATIONS

##### Rule 5.11



1. Bring the train to a full stop (service range brake application) at the designated OPTO station stop car marker.



2. Remain at the console until the train has been brought to a full stop.



3. Place the train's brakes in "**EMERGENCY**" by bringing the Master Controller handle to a low service range and releasing the controller handle (Deadman Test). Center the reverser and remove operating tools.



4. Proceed to the Door Control position facing the proper platform. Insert the Master Door Control Key into the Master Door Control operating key switch, turn it to the "ON" position and open the doors by pressing the door opening button.



5. Make the required public address announcement (last stop).



6. Operate Shuttle Switch if available (see "**SHUTTLE SWITCH**" section). If Shuttle Switch is not available, then continue to perform the following procedure.



7. Allow customers the opportunity to exit the train and close the doors by pressing the door closing button.



8. By careful observation, ensure that all customers and their belongings are clear of doors and clear of the side of the train then turn the Master Door Control key switch to the "**RUN**" position.



9. Deactivate the zone by pressing the dezoning button, secure the cab and proceed to the new operating position.



10. Set-up zone in the new operating position by inserting the Master Door Control key into the Master Door Control key switch and turning it to the "ON" position.

11. Open doors by pressing the door opening button.

12. Turn the Master Door Control key switch to the "**TERMINAL**" position and remove the key.

## EQUIPMENT PROBLEMS

### Rule 5.12

#### LOSS OF TRAIN OPERATOR AND/OR SIDE DOOR INDICATION

##### 5.12(a) At a Terminal

If the Train Operator's indication and/or Master Door Control "**ALL CLOSED**" indication fails to work at a terminal with all doors closed and locked, the train **MUST NOT** leave the terminal carrying customers nor may it be returned to service unless the trouble can be fixed.

##### 5.12(b) Between Stations

1. Stop the train immediately.
2. Check Master Door Control "**ALL CLOSED**" indication.
3. If Master Door Control "**ALL CLOSED**" indication is illuminated, contact the Rail Control Center, inform them that the train is in OPTO service with no Train Operator's indication and obtain permission to proceed to the next station.
4. Discharge customers at the next station and be governed by the Rail Control Centers instructions.
5. If Master Door Control "**ALL CLOSED**" indication as well as Train Operator's indication is lost, stop the train immediately and notify the Rail Control Center.
6. After notifying the Rail Control Center, make the necessary public address announcement, secure the train against movement, take the portable radio and reverser, secure the cab, and proceed to investigate.
7. The Train Operator must try to find and fix the door or doors causing the trouble if this can be done **WITHOUT DELAY TO THE FOLLOWING TRAINS.**
8. If the problem is related to an illuminated guard light that cannot be corrected, move customers from the affected car and isolate the car. Discharge customers at the next station and be governed by the Rail Control Center's instructions.
9. If the problem is unidentifiable, contact the Rail Control Center for further instructions.

##### 5.12(c) In Stations

1. If with the doors closed and all the guard lights extinguished the Master Door Control all closed indication does not illuminate, reopen and close the doors by pressing both door closing buttons.
2. If an illuminated guard light or unidentifiable defect is the problem, contact the Terminal Dispatcher, if at a terminal, or the Rail Control Center if en route.
3. Discharge Customers.





#### BRAKES IN EMERGENCY

##### Rule 5.13



**5.13(a)** Whenever an undesired emergency application of the train's brakes occurs, the Train Operator will immediately notify the Rail Control Center. The Train Operator must observe the Train Operator Displays (CBTC and TOD Trouble Screen), provide the information to the Rail Control Center and attempt to recharge the air brake system. The Train Operator will provide the results of the attempt to recharge the air brake system to the Rail Control Center.



**5.13(b)** Whenever it is found that the train's brakes applied in emergency due to the activation of an Emergency Brake Valve (EBV), the Train Operator must investigate to determine why and by whom the EBV was activated. If they are unable to obtain this information, they will reset the EBV, notify the Rail Control Center, and with the Rail Control Centers permission, proceed. The Train Operator is not required to check the roadway further if it is known that an activated EBV was the cause of the emergency brake application.



**5.13(c)** If the brakes of a train apply in emergency and the Train Operator does not know why, he/she must secure the train and inspect both sides of the trackway, if possible, as well as sufficient distance behind the train, to try to find the cause. If debris on the roadbed is the suspected cause, the Train Operator must bring a shoe paddle to assist in removing the debris so as to avoid coming into contact with said debris, and to prevent the possibility of being cut by sharp objects.



**5.13(d)** When leaving the train to investigate any instance of brakes in emergency, the Train Operator will make the required public address announcement, secure the train with sufficient hand brakes, on cars so equipped take along the portable radio and reverser key, and secure the cab.



#### UNATTENDED TRAINS

##### Rule 5.14



**5.14(a)** Whenever a Train Operator in OPTO service is required to leave the train to investigate any incident, he/she **MUST**:



- Notify the Rail Control Center via radio.
- Make a public address announcement advising customers of the situation. The Train Operator must walk through all cars of the train personally informing the customers of the situation and ascertain the public address announcement was heard by all.
- Secure the train and operating cab.
- Take portable radio.
- Communicate to the Rail Control Center via radio that the announcement informing customers of the situation has been made and that roadbed walk around inspection is about to begin.
- Exit the train from the operating car and begin the investigation.



**5.14(b)** If the Train Operator has not returned to the train within ten minutes and if a Department of Subways employee (RTO, DES, DCE, or DS) has not yet arrived on the scene, the Rail Control Center will instruct the Train Operator to board the train and update the customers on the situation. The Train Operator must then go to the nearest cab and make a public address announcement from that location. On R142 & up cars the T/O must zone up the MDC panel to use the P.A. system and De-Zone the MDC panel when the P.A. announcement has been completed. This process will be repeated every ten minutes until the incident is over and the train is ready to proceed.

**5.14(c)** If a Department of Subways employee arrives before the Train Operator’s investigation is complete, the appropriate DOS employee will remain on board the train updating the customers until the investigation is completed.

## **PUBLIC ADDRESS ANNOUNCEMENTS FOR OPTO SERVICE**

### **Rule 5.15**

**It is absolutely essential that the OPTO Train Operator communicate information to persons aboard the train. Here is the OPTO Announcement Policy.  
It must be followed to the letter.**

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#### **5.15(a)** Station to Station Announcements

In the station with the doors open:

**“THIS IS (Station Name). STAND CLEAR OF THE CLOSING DOORS, PLEASE.”**

At transfer points:

**“THIS IS (Station Name). TRANSFER IS AVAILABLE TO (Announce Transfer points).”**

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#### **5.15(b)** Delay Announcements

In the event of a delay between stations:

**“LADIES AND GENTLEMEN, THIS IS THE TRAIN OPERATOR, WE ARE DELAYED BECAUSE OF \_\_\_\_ . PLEASE BE PATIENT.”**

If the delay continues, the announcement must be repeated every two minutes.

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#### **5.15(c)** If You Must Leave The Train

**“LADIES AND GENTLEMEN, THIS IS THE TRAIN OPERATOR. IN ORDER TO DETERMINE THE EXACT CAUSE FOR THE DELAY, I MUST LEAVE THE TRAIN MOMENTARILY TO INVESTIGATE. I WILL UPDATE YOU AS SOON AS I REBOARD THE TRAIN.”**

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#### **5.15(d)** If After Ten Minutes You Are Still Investigating

**“LADIES AND GENTLEMEN, THIS IS THE TRAIN OPERATOR. I AM STILL INVESTIGATING THE CAUSE OF THE DELAY. THE RAIL CONTROL CENTER HAS BEEN NOTIFIED AND ASSISTANCE IS EN ROUTE. I WILL NOTIFY YOU AS SOON AS I HAVE MORE INFORMATION.”**



## SHUTTLE SWITCH

### Rule 5.16



**5.16(a)** The “SHUTTLE SWITCH” is located on the Master Door Control (MDC) panel below the door control and buzzer buttons. The “SHUTTLE SWITCH” is provided with a cover plate and is marked “SHUTTLE SWITCH.” Train Operators must lift the cover and depress the button for the Shuttle Switch feature to activate on the train. The “SHUTTLE SWITCH” will illuminate when it is activated. The “SHUTTLE SWITCH” will be utilized to keep the side doors open at terminal stations when the Train Operator changes operating positions. The following procedure must be adhered to when the “SHUTTLE SWITCH” is used:



1. Upon arrival at a terminal, the Train Operator will place the trains brakes in emergency, activate the MDC panel (by turning the MDC key switch to the “ON” position), open the doors, and make the prescribed public address announcement. He/She will then turn the MDC key switch to the “TERMINAL” position, activate the “SHUTTLE SWITCH” by lifting the cover and depressing the push button; the button will illuminate. The Train Operator will then turn the MDC key back to the “RUN” position, dezone (normalize) the MDC panel and proceed to the new operating position. The side doors will remain open.



2. At the new operating position, the Train Operator will activate the MDC by turning the MDC key to the “ON” position and depress the door open push buttons. The Train Operator will then depress the “BUZZER” button to deactivate the “SHUTTLE SWITCH.” The doors will remain open.



3. If the “BUZZER” is depressed first, the side doors will close, **THE “BUZZER” IS NOT TO BE USED TO CLOSE THE SIDE DOORS.**



4. When it is time for the train to leave the terminal, the Train Operator will proceed in the manner outlined in the “Departing Stations/ From Terminals” section of the OPTO Rules and Regulations.



**5.16(b)** If the Train Operator experiences a failure of the “SHUTTLE SWITCH” Green Indicator Light (failure to illuminate when the feature is activated), the Train Operator will be governed by the rules in the “Arriving At Terminal Stations” section of the OPTO Rules and Regulations.



1. The Train Operator will immediately notify the Rail Control Center, who will notify the on duty Train Service Supervisor and the Division of Car Equipment.



2. The Train Operator will continue to operate the train in customer service, using the “SHUTTLE SWITCH” feature.

**5.16(c)** When preparing trains for OPTO service, Train Operators WILL NOT test the “SHUTTLE SWITCH” feature. Train Operators will be governed by the rules in the “Preparing Trains For OPTO Service” section of the OPTO Rules and Regulations.



## **5.16(d) GRAND CENTRAL SHUTTLE**

OPTO Train Operators on the Grand Central Shuttle will use this method when operating the “SHUTTLE SWITCH.”

- Times Square Train Operator (TSTO): responsible for train operation to Times Square from Grand Central, door operation and platform observation leaving Times Square.
- Grand Central Train Operator (GCTO): responsible for train operation to Grand Central from Times Square, door operation and platform observation leaving Grand Central.

### **Customer service from Grand Central to Times Square will entail:**

1. TSTO- charges train brakes.
2. GCTO- makes proper announcements, observes CCTV, closes doors, observes indication, turns Vapor Key to Run, removes Vapor Key, passes two long buzzer signals to TSTO and observes platform leaving Grand Central.
3. TSTO- observes T/O indication, receives two long buzzer signals, releases train brakes and proceeds out of Grand Central.
4. TSTO- places train brakes in emergency upon arrival to Times Square, operates gap filler (tracks 1 and 3 only), observes gap filler indication illuminate.
5. GCTO- observes gap filler "out" indication, opens train doors, activates shuttle switch, dezones MDC panel, charges train brakes.

### **Customer service from Times Square to Grand Central will entail:**

1. TSTO- zones up MDC, deactivates shuttle switch, makes proper announcements, observes CCTV, closes doors, observes indication, turns Vapor key to Run, removes Vapor Key, passes two long buzzer signals to GCTO and observes platform leaving Times Square.
2. GCTO- observes T/O indication, receives two long buzzer signals from TSTO, operates gap filler (tracks 1 and 3 only), visually ensures gap fillers retract, releases brakes and proceeds out of Times Square.
3. GCTO- places train brakes in emergency upon arrival to Grand Central.
4. TSTO- opens train doors, activates shuttle switch, dezones MDC panel, makes proper announcements.
5. GCTO- zones up MDC, deactivates shuttle switch.

**The above procedure is repeated on each trip.**

### ONE PERSON TRAIN OPERATION (OPTO) RULES



#### DOOR ENABLE SYSTEM OPERATION

##### Rule 5.17



The Procedure for One Person Train Operation of cars equipped (all car classes except R62 and R62A) with the Door Enable System differs from traditional Door Enable System train crew operation. The Door Enable System includes two light pushbuttons, one for each side of the train. The pushbutton lights will illuminate green or amber when the door closed train lines are energized. These lights have nothing to do with the Train Operator's indication. The system activates after the Train Operator's reverser key has been placed in the forward position and the door operating position has been zoned-up.



**5.17(a)** The following must be adhered to when operating a train with the Door Enabler System while in One Person Train Operation;



1. Bring the train to a full stop at the designated OPTO station car stop marker.
2. Remain at the console until the train has been brought to a full stop.
3. Place the trains brakes in the full service position.
4. Proceed to the control position facing the proper platform. Turn the Master Door Control Key Switch to the "ON" position.
5. Depress the lighted button on the Door Enable switch that corresponds to the side of the train that is adjacent to the platform. When the light goes out, release the button. The extinguishing of the light indicates that the Master Door Key Switch is in the "ON" position on the same side of the train in which the Door Enable Button has been depressed. If the lighted button fails to extinguish, ensure that the button depressed is on the side where the Master Door Key Switch has been energized.
6. Open the doors by pressing the open doors button.
7. Make the required public address announcement and continue station stop procedures as outlined in Rule 5.08 of this Rule book.



**5.17(b)** If the Door Enable buttons fail to illuminate, continue to operate in revenue service to the terminal, report the malfunction to the Rail Control Center. The Terminal Dispatcher will enter it on the Car Defect Sheet, notify the Rail Control Center and take appropriate action.





## CHAPTER 6

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### COMMUNICATIONS BASED TRAIN CONTROL (CBTC) RULES





## COMMUNICATIONS BASED TRAIN CONTROL (CBTC) RULES



### KNOWLEDGE OF AND COMPLIANCE WITH THE RULES

#### Rule 6.01

**6.01(a)** These rules and regulations govern all employees on, or working with, CBTC-equipped trains and all employees in CBTC Territory.



**6.01(b)** Should there be any discrepancy and/or conflict, while in CBTC Territory, between the rules and regulations contained herein and other rules and regulations contained in other chapters of this document, the rules contained in this chapter shall take precedence.



### CBTC QUALIFICATION REQUIRED TO MOVE CARS

#### Rule 6.02

**6.02(a)** Only CBTC-qualified Train Service Supervisors and Train Operators may operate CBTC-equipped trains in CBTC Territory. Train Dispatchers and Assistant Train Dispatchers are to ensure that reporting Train Operators are CBTC-qualified.



**6.02(b)** A student Train Operator being qualified for CBTC may operate a train only under the supervision of a CBTC-qualified Train Service Supervisor or authorized CBTC-qualified Train Operator.



### CBTC OPERATING MODES

#### Rule 6.03

**6.03(a)** Unless otherwise authorized by the Rail Control Center, CBTC-equipped trains are to operate with the CBTC Mode Switch in the "NORMAL" position.



**6.03(b)** Unless otherwise authorized by the Rail Control Center, CBTC-equipped trains are to operate with the CBTC Bypass Switch in its sealed "CBTC" position. The seal must be checked in the operating cab before each trip; if the seal is discovered broken, it must be reported immediately to the Rail Control Center.



**6.03(c)** Unless otherwise authorized by the Rail Control Center, CBTC-equipped trains are to operate with the RM Release Switch in its sealed "NORMAL" position. The seal must be checked in the operating cab before each trip; if the seal is discovered broken, it must be reported immediately to the Rail Control Center.



## **AUTOMATIC TRAIN OPERATION MODE**

- 6.03(d)** Automatic Train Operation is the normal operating mode for CBTC-equipped trains in CBTC Mainline Territory.
- 6.03(e)** While in Automatic Train Operation mode, the Train Operator must always be prepared to select Automatic Train Protection Manual mode whenever necessary.
- 6.03(f)** A train with a malfunctioning Alerter is prohibited from being operated in Automatic Train Operation mode.

## **AUTOMATIC TRAIN PROTECTION MANUAL MODE**

- 6.03(g)** Automatic Train Protection Manual is the normal operating mode used when manual train operation is required in CBTC Mainline Territory.

## **YARD MODE**

- 6.03(h)** While in CBTC-controlled yards, CBTC-equipped trains must be operated in CBTC Yard mode. Train Operators must observe CBTC indications on the Train Operator Display, and move the train **WITH RESTRICTED SPEED AND EXTREME CAUTION AND EXPECT TO FIND TRACK OCCUPIED.**

## **WAYSIDE SIGNAL PROTECTION MODE**

- 6.03(i)** Unless otherwise authorized by the Rail Control Center, CBTC-equipped trains operating in non-CBTC territory will operate in Wayside Signal Protection mode.

## **AUXILIARY WAYSIDE PROTECTION MODE**

- 6.03(j)** Before selecting Auxiliary Wayside Protection mode, a Train Operator must obtain authorization from the Rail Control Center.
- 6.03(k)** When taking over a train that has been operating in Auxiliary Wayside Protection mode, the Train Operator must obtain authorization from the Rail Control Center to continue in Auxiliary Wayside Protection mode before moving the train.
- 6.03(l)** When leaving a train that has been operating in Auxiliary Wayside Protection mode, or when changing ends of a train that has been operating in Auxiliary Wayside Protection mode, the Train Operator must place the CBTC Mode Switch back to the **NORMAL** position.

## **RESTRICTED MANUAL MODE**

- 6.03(m)** Before selecting Restricted Manual mode, a Train Operator must obtain authorization from the Rail Control Center.
- 6.03(n)** While in Restricted Manual Mode, the Train Operator must proceed **WITH RESTRICTED SPEED AND EXTREME CAUTION.**



### COMMUNICATIONS BASED TRAIN CONTROL (CBTC) RULES



**6.03(o)** When taking over a train that has been operating in Restricted Manual mode, the Train Operator must obtain authorization from the Rail Control Center to continue in Restricted Manual mode before moving the train.



**6.03(p)** When vacating an operating cab that has been operating in Restricted Manual mode, the Train Operator must place the CBTC Mode Switch back to the NORMAL position.



#### **CBTC BYPASS MODE**

**6.03(q)** Before breaking the CBTC Bypass seal and selecting the CBTC Bypass mode, a Train Operator must obtain authorization from the Rail Control Center.



**6.03(r)** Unless otherwise authorized by the Rail Control Center, a CBTC-qualified RTO Supervisor must be on board the train before moving and during operation in CBTC Bypass. The Train Operator must proceed **WITH RESTRICTED SPEED AND EXTREME CAUTION** to the next wayside signal.



**6.03(s)** When taking over a train that has been operating in CBTC Bypass mode, the Train Operator must obtain authorization from the Rail Control Center to continue operation in CBTC Bypass mode.



**6.03(t)** Before vacating the operating cab of a train that has been operating in CBTC Bypass mode, the Train Operator must place the CBTC Bypass Switch back to the CBTC position.

### **TRAIN BRAKES**

#### **Rule 6.04**



#### **BRAKE TEST**



**6.04(a)** A train must not be operated in Automatic Train Operation mode immediately after it has been stopped due to an application of the train's emergency brake system, or when assuming operation of a train on a storage or relay track, or at a terminal. The Train Operator must make all the required brake tests. At the next station stop, select Automatic Train Operation mode if conditions allow.



#### **SNOW BRAKES**

**6.04(b)** A train must not be operated in Automatic Train Operation mode whenever snow brakes are applied.



#### **BRAKES CUTOUT**

**6.04(c)** A train with brakes cutout on one or more trucks must not be operated in Automatic Train Operation mode and must be removed from service at the next station.



**TIMETABLE**

**Rule 6.05**

When a conflict exists between the CBTC Train Operator Display and Schedule Card, the Train Operator must operate in accordance with the CBTC Train Operator Display.

**Rule 6.06 NOT USED**

**ENTERING CBTC MAINLINE TERRITORY**

**Rule 6.07**

At each entry point to CBTC Mainline Territory, an “ENTERING CBTC AREA” sign is displayed. On approach to the entry point, CBTC-equipped trains will receive a Movement Authority Limit, and the train’s mode changes to Automatic Train Protection Manual. When the CBTC Aspect is displayed on the entry Home Signal, the train may proceed into CBTC Territory in accordance with the Movement Authority Limit indicated on the CBTC Train Operator Display. If the CBTC Aspect is not displayed, the Train operator is to stop the train at the Home Signal and report the condition immediately to the Rail Control Center.

**Illustration 6.07**



**LEAVING CBTC TERRITORY**

**Rule 6.08**

At each exit point from CBTC Territory, a “LEAVING CBTC AREA” sign is displayed. The leaving Home Signal will display non-CBTC aspects. After passing the leaving Home Signal, the train’s mode will change to Wayside Signal Protection and the Movement Authority Limit indication is removed from the CBTC Train Operator Display. All trains are to proceed according to the rules governing operation by wayside signals.

**Illustration 6.08**



### COMMUNICATIONS BASED TRAIN CONTROL (CBTC) RULES



#### CBTC-EQUIPPED TRAINS OPERATING OUTSIDE CBTC TERRITORY

##### Rule 6.09



**6.09(a)** When CBTC-equipped trains are operating outside CBTC Territory the CBTC Train Operator's Display will indicate "WSP". If the CBTC Train Operator's Display does not indicate "WSP", contact the Rail Control Center and be governed by their instructions.



**6.09(b)** If a CBTC-equipped train experiences a CBTC failure when operating outside CBTC Territory with the CBTC Bypass Switch in the "CBTC" position, contact the Rail Control Center to obtain authorization to place the CBTC Bypass Switch in the "BYPASS" position.



#### CBTC EMERGENCY BRAKE APPLICATION

##### Rule 6.10



Train Operators must take all necessary actions to prevent an automatic application of the train's emergency brakes by CBTC.

#### NON-REVENUE CBTC-EQUIPPED TRAINS

##### Rule 6.11



Unless otherwise authorized by the Rail Control Center, CBTC-equipped trains operating in non-revenue service must not operate in Automatic Train Operation mode.

#### UNEQUIPPED TRAINS AND TRAINS WITH FAILED CBTC

##### Rule 6.12



**6.12(a)** Unequipped one-car consists, including unequipped work cars, are prohibited from entering CBTC Mainline Territory, unless authorized by the Rail Control Center. CBTC-ATS operators must monitor the movement of one-car consists in CBTC Territory under their control.



**6.12(b)** Unequipped Trains and trains with failed CBTC operate in CBTC Territory under Auxiliary Wayside System signal protection. Unequipped Trains and trains with failed CBTC receive non-CBTC aspects and are to proceed according to non-CBTC wayside signal rules. Train Operators of Unequipped Trains or trains with failed CBTC must obey all posted speed restrictions.



**6.12(c)** On the Canarsie Line: Unequipped Trains or trains with failed CBTC may not enter CBTC Territory between Broadway Junction and 8th Avenue except for work trains and special movements authorized by the Rail Control Center. Train Operators of Unequipped Trains or trains with failed CBTC must activate the Unequipped and Failed Operation wayside pushbutton at Broadway Junction to receive a wayside signal to enter this territory. Unequipped Trains may be operated on the Canarsie Line between Atlantic Avenue and Rockaway Parkway.



## RESTRICTED AUTHORITY

### Rule 6.13

Whenever a Restricted Authority is in progress, the train must proceed in Automatic Train Protection Manual mode **WITH RESTRICTED SPEED AND EXTREME CAUTION** until the CBTC Train Operator Display no longer indicates a Restricted Authority.

## PUSHING A TRAIN THAT CANNOT MOVE UNDER ITS OWN POWER

### Rule 6.14

A Train Service Supervisor, RTO Superintendent or other qualified supervisor must be on the train whenever possible. The employee supervising the move must not permit the train to move until the Train Operator, and Road Car Inspector, if any, have made sure BY TEST that there is enough braking power. Whenever two CBTC-equipped consists are mechanically coupled together, Restricted Manual mode must be selected in any active cab. When a CBTC-equipped unit is coupled to an unequipped unit, the CBTC-equipped unit must be operated in Restricted Manual mode.

## COUPLING AND UNCOUPLING OF CBTC-EQUIPPED TRAINS

### Rule 6.15

**6.15(a)** CBTC-equipped trains that are operated in Automatic Train Operation or Automatic Train Protection Manual mode must not be coupled in consists greater than two units. CBTC-equipped trains must normally be coupled and uncoupled in the CBTC locations designated for coupling and uncoupling. Train Operators must contact the Rail Control Center for permission to couple or uncouple at any other location.

**6.15(b)** On the Canarsie Line: The designated coupling and uncoupling locations are:

- Platform Pocket tracks at 8th Avenue.
- Relay track at 8th Avenue.
- Relay track at Myrtle Avenue.
- Platform Pocket tracks at Rockaway Parkway.
- Canarsie Yard.

## SPEED ENTERING TERMINALS ENDING IN A BUMPER BLOCK

### Rule 6.16

When entering a terminal ending in a bumper block, Train Operators must not exceed the recommended speed on the CBTC Train Operator Display.



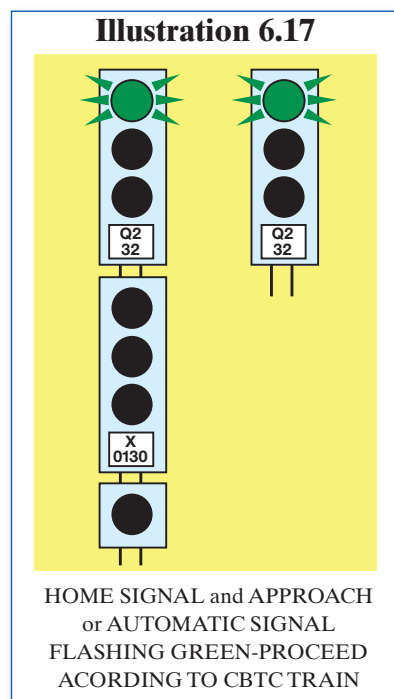
## RULES RELATIVE TO SIGNALING



### AUTOMATIC WAYSIDE SIGNAL AND WAYSIDE HOME SIGNAL

#### Rule 6.17

A Signal that flashes Green indicates that the signal is overridden by CBTC and requires that the train operation be governed in accordance with the CBTC Train Operator Display. When flashing Green is displayed on a Standard Home Signal, the route aspects are dark.



### CONFLICT BETWEEN CBTC TRAIN OPERATOR DISPLAY AND WAYSIDE SIGNALS AND SIGNS



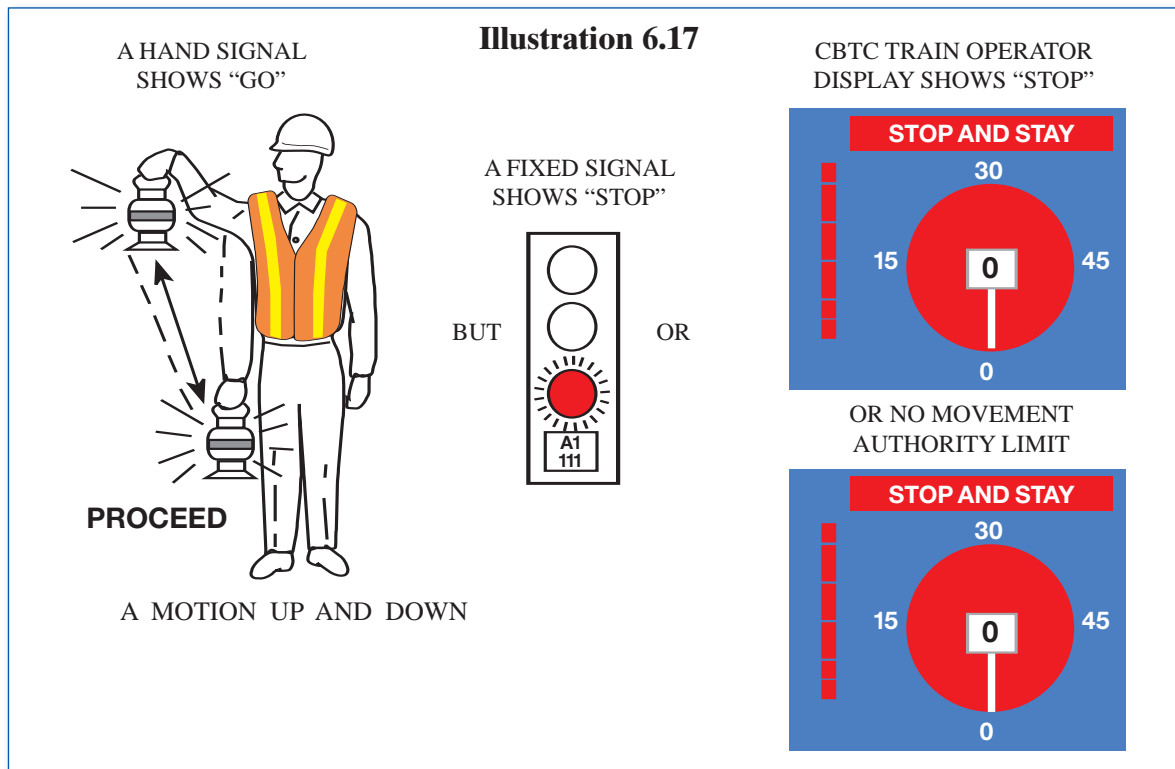
#### Rule 6.18

**6.18(a)** If a conflict exists between a wayside signal and a CBTC Train Operator Display indication (MAL bar), the Train Operator must stop the train, report the conflict to the Rail Control Center and be governed by their instructions.



**6.18(b)** If a conflict exists between a fixed wayside speed sign and a CBTC Train Operator Display speed indication (Speed dial) while the train is operated in Automatic Train Operation or Automatic Train Protection Manual, with the exception of Slow Speed Order areas, the Train Operator must follow the speed indicated on the Train Operator Display. In Slow Speed Order areas, the Train Operator must stop the train, report the conflict to the Rail Control Center and be governed by their instructions.





### FIXED VERSUS HAND SIGNALS

#### Rule 6.19

When a hand, light, or flag signal to proceed is given while a fixed signal or CBTC Train Operator Display indication shows STOP or the CBTC Train Operator Display indicates no Movement Authority Limit, the Train Operator must STOP the train. The Train Operator must question the flagger giving the signal to ensure the flagger is an authorized RTO or Division of Signals employee and contact the Rail Control Center for authorization to proceed.

### FLAGGING A TRAIN PAST A HOME OR DWARF (LOW HOME) SIGNAL

#### Rule 6.20

**6.20(a)** Train Operators of trains being flagged past a Home or Dwarf (Low Home) Signal must receive permission from the Rail Control Center to select Restricted Manual mode and then proceed until “CBTC AVAILABLE” is indicated on the CBTC Train Operator Display.

**6.20(b)** Train Operators of Unequipped Trains and trains with failed CBTC being flagged past a Home or Dwarf (Low Home) Signal must receive permission from the Rail Control Center to proceed past the signal. The Train Operator may then activate the Automatic Stop Arm Manual Release Lever or button at the signal, observe the automatic stop arm go down and retain in the clear position and proceed past the signal **WITH RESTRICTED SPEED AND EXTREME CAUTION** to the next wayside signal.



#### HOME SIGNAL WITH CALL-ON

##### Rule 6.21



**6.21(a)** Train Operators of CBTC-equipped trains must receive permission from the Rail Control Center to accept the Call-On, ensure the CBTC Train Operator Display indicates “Restricted Authority ahead”, move up to the Home Signal **WITH RESTRICTED SPEED AND EXTREME CAUTION**, activate the Automatic Stop Arm Manual Release Lever or Call-On button at the signal, observe the automatic stop arm go down and retain in the clear position. When the CBTC Train Operator Display indicates “Restricted Authority in progress” the Train Operator may proceed past the signal **WITH RESTRICTED SPEED AND EXTREME CAUTION** until the CBTC Train Operator Display no longer indicates a Restricted Authority.



**6.21(b)** If the train is operating in Auxiliary Wayside Protection mode and the Home Signal displays a Call-On aspect, the Train Operator must receive permission from the Rail Control Center to select Restricted Manual mode and to accept the Call-On. The Train Operator may then activate the Automatic Stop Arm Manual Release Lever or button at the signal, observe the automatic stop arm go down and retain in the clear position, and proceed past the signal **WITH RESTRICTED SPEED AND EXTREME CAUTION** to the next wayside signal.



**6.21(c)** Train Operators of Unequipped Trains and trains with failed CBTC must receive permission from the Rail Control Center to accept a Call-On. The Train Operator may then activate the Automatic Stop Arm Manual Release Lever or button at the signal, observe the automatic stop arm go down and retain in the clear position and proceed past the signal **WITH RESTRICTED SPEED AND EXTREME CAUTION** to the next wayside signal.



#### RED AUTOMATIC SIGNAL ICON ON CBTC TRAIN OPERATOR DISPLAY

##### Rule 6.22



When the CBTC Train Operator Display indicates a Red Automatic Signal icon as the limit of the movement authority, the Train Operator must:



1. Receive authorization from the Rail Control Center to move past (Key-By) the signal
2. Ensure the CBTC Train Operator Display indicates “Restricted Authority ahead”
3. Slowly proceed up to the signal and bridge (move past) the Insulated Joint (IJ) with the first set of wheels and come to a complete **STOP**.
4. Observe that the Automatic Stop Arm lowers to the clear position and ensure it remains in the clear position.



When the CBTC Train Operator Display indicates “Restricted Authority in progress” the Train Operator may proceed past the signal **WITH RESTRICTED SPEED AND EXTREME CAUTION** until the CBTC Train Operator Display no longer indicates a Restricted Authority.



## TRIP STOP ICON ON CBTC TRAIN OPERATOR DISPLAY

### Rule 6.23

When the CBTC Train Operator Display indicates a trip stop icon as the limit of the movement authority, the Train Operator must:

1. Receive authorization from the Rail Control Center to move past (Key-By) the trip stop
2. Ensure the CBTC Train Operator Display indicates “Restricted Authority ahead”
3. Slowly proceed up to the trip stop and bridge (move past) the Insulated Joint (IJ) with the first set of wheels and come to a complete STOP
4. Observe that the Automatic Stop Arm lowers to the clear position and ensure it remains in the clear position.

When the CBTC Train Operator Display indicates “Restricted Authority in progress” the Train Operator may proceed past the trip stop **WITH RESTRICTED SPEED AND EXTREME CAUTION** until the CBTC Train Operator Display no longer indicates a Restricted Authority.

## PERSONNEL ACCESSING CBTC MAINLINE TRACK

### Rule 6.24

**6.24(a)** All personnel accessing CBTC Mainline Track must receive permission to enter the trackway and confirmation that Automatic Train Operation has been inhibited from Rail Control Center before entering the tracks, and must inform the Rail Control Center immediately after their task is completed and they have left the trackway. At each access point to the CBTC Mainline Territory, a “**WARNING**” sign is displayed as shown below.

Illustration 6.24



**6.24(b)** If Train Operators operating in Automatic Train Operation encounter personnel on the roadbed, they must stop the train, contact the Rail Control Center then proceed in Automatic Train Protection Manual **WITH RESTRICTED SPEED AND EXTREME CAUTION**.





#### FLAGGING RULES – RESPONSIBILITIES

##### Rule 6.25



#### AUTHORIZATION TO ENTER TRACKS



**6.25(a)** All personnel who perform duties on/or adjacent to tracks wholly or partly within CBTC Mainline Territory must obtain authorization in advance from the Rail Control Center. The Employee-in-Charge of the work must state their name and pass number, the limits of the area and track(s) affected, the nature of the work, the account number, and the Department's name. The Rail Control Center may require the area of work to be reduced.



#### WORK UNDER POINT-TO-POINT FLAGGING RULES



**6.25(b)** Before allowing any personnel to enter the trackway, the Employee-in-Charge of the work must obtain confirmation from the Rail Control Center that Automatic Train Operation has been inhibited in the required area, Primary and Auxiliary traffic are set in the same direction and in which direction they are set.



If work is required at a single location, subsequent to the placement of the flashing yellow light/orange fluorescent flag 650 feet in approach of the work location and subsequent to the placement of the portable train stop in accordance with Rule 3.76(c), the Employee-in-Charge must inform the Rail Control Center of the stationing numbers of the location of the flashing yellow light/orange fluorescent flag and the leaving end of the work area (at no less than 100 feet from the actual work location). Prior to allowing any personnel to engage in work, the Employee-in-Charge of the work must obtain confirmation from the Rail Control Center that a CBTC Work Zone has been established.



The Rail Control Center must authorize in advance any changes in flagging arrangements or movements made after the initial call. The Employee-in-Charge of the work must notify the Rail Control Center immediately after work is completed or suspended, all personnel involved have left the trackway, and all flagging protection has been removed.



#### WORK UNDER FULL FLAGGING RULES



**6.25(c)** Before allowing any personnel to enter the trackway, and setting up flagging protection, the Employee-in-Charge of the work must obtain confirmation from the Rail Control Center that Automatic Train Operation has been inhibited on the track where work will be performed and on the adjacent track (s) if required, Primary and Auxiliary traffic are set in the same direction and in which direction they are set.



After setting up the Full Flagging protection in accordance with Rules 3.77 – 3.81, the Employee-in-Charge of the work must inform the Rail Control Center of the stationing numbers for the locations of the first yellow lights/flags and the green light/flag. Prior to allowing any personnel to engage in work, the Employee-in-Charge of the work must obtain confirmation from the Rail Control Center that a CBTC Work Zone has been established on the track where work will be performed and on the adjacent track if required.



The Employee-in-Charge of the work must notify the Rail Control Center immediately after the work is completed, all personnel involved have left the trackway, all equipment used in the work and all flagging protection has been removed.

### **TRAIN OPERATION**

**6.25(d)** All CBTC-equipped trains operating in areas where personnel are performing duties on/or adjacent to tracks must proceed in Automatic Train Protection Manual mode. If a train is about to enter an area protected by caution lights/flags or where persons are known to be performing work on or adjacent to CBTC Territory, but the CBTC Train Operator Display does not indicate “ATO Unavailable” or a Work Zone, the Train Operator must immediately stop the train, contact the Rail Control Center then proceed in Automatic Train Protection Manual mode **WITH RESTRICTED SPEED AND EXTREME CAUTION**.

### **GENERAL ORDERS - TRACKS OUT OF SERVICE**

**6.25(e)** Prior to allowing any personnel to enter the trackway, the Employee-in-Charge of work must obtain confirmation from the Rail Control Center that the General Order limits have been properly secured.

When the General Order is completed, the Employee-in-Charge of work must notify the Rail Control Center.

### **“ATO UNAVAILABLE” INDICATED ON CBTC TRAIN OPERATOR DISPLAY**

#### **Rule 6.26**

**6.26(a)** When “ATO Unavailable” is indicated on the CBTC Train Operator Display, the Train Operator must be prepared to reduce the speed of their train and sound their horn or whistle upon observing a person in or around the trackway ahead.

**6.26(b)** When a CBTC train is operating against the normal direction of traffic and the CBTC Train Operator Display indicates “ATO Unavailable”, the Train Operator must stop the train immediately, contact the Rail Control Center and be governed by their instructions.



#### DUTIES AND RESPONSIBILITIES OF TRAIN OPERATORS

##### Rule 6.27



**6.27(a)** Train Operators must know the meaning of all CBTC Train Operator Display indications and messages, and must operate according to CBTC Train Operator Display indications. Any conflicting indications must be reported to the Rail Control Center.



**6.27(b)** Train Operators must never follow any indications or directions that they know may endanger the safety of the train or passengers, or which may involve a violation of these rules.



**6.27(c)** When prompted on the CBTC Train Operator Display, Train Operators must sign on by keying in their employee Photo ID Pass number.

**6.27(d)** Train Operators must check that the correct Trip ID is displayed on the CBTC Train Operator Display.



**6.27(e)** Train Operators must take every precaution for the safety of their trains and customers. When a train is in motion, the responsibility for safe running rests entirely upon the Train Operator, including when operating in Automatic Train Operation mode. When operating in Automatic Train Operation mode, the Train Operator must press and release the Alerter button mounted on the console every 20 seconds or less.



**6.27(f)** In addition to stopping at the proper Station Car Stop Sign, Train Operators of CBTC-equipped trains operating in Automatic Train Operation or Automatic Train Protection Manual mode must observe the CBTC Train Operator Display to ensure the “Train Berthed” and “Doors Enabled by CBTC” messages are displayed.





## CHAPTER 7

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### RULES RELATIVE TO THE OPERATION OF BUSES





## RULES RELATIVE TO THE OPERATION OF BUSES



### BRAKES

#### Rule 7.01



**7.01(a)** When taking charge of buses, Bus Operators and maintenance employees who are authorized to operate buses must test both park/hand and foot (service/air) brakes to make certain that braking equipment is in good operating condition.



**7.01(b)** Employees must immediately notify supervision if the bus has a defective park or service brake. Supervision will not permit buses with defective or inadequate park or service brakes to be operated in service. Bus Operators must stop and secure the bus at the nearest bus stop or safe stopping location if the bus develops brake trouble while in service. Immediately thereafter, Bus Operators must report the defect to the Bus Command Center (BCC). The BCC will provide the Bus Operator with instructions and authorize the transfer of customers to the following bus.



**7.01(c)** When required to leave a bus, employees must effectively apply the park/hand brake fully, place the gear shift lever in neutral position, turn the wheels to the curb against grade, shut off the engine and otherwise secure their vehicles as conditions require.



### REPORTING UNUSUAL CONDITIONS

#### Rule 7.02



Unusual conditions affecting the movements of buses must be promptly reported by bus radio or telephone to the Bus Command Center.



As soon as a Bus Operator in passenger service experiences difficulty in steering, braking or any other safety related area, the Bus Operator is required to curb the bus; or, if this is not possible proceed to the extreme right lane and stop. Use bus radio to notify the console dispatcher of defect. If bus radio is inoperable, use a public telephone and comply fully with the console dispatcher's instructions.



All Bus Operators, prior to releasing the bus either to a Supervisor, Maintainer or to another Bus Operator at the depot or at a point on route, must fill out an Operator's Vehicle Condition Report (OVCR) listing all items found to be defective on the bus. Bus Operators are to give a verbal account of such defects. Bus Operators must also sign the OVCR.



## CUSTOMER STOPS, UNUSUAL STOPS, ETC.

### Rule 7.03

**7.03(a)** Operators of buses must be alert to stop signals of customers desiring to board and of customers desiring to alight. When customers stand at points other than regular stopping points, they will wave such persons to the next regular stopping point.

**7.03(b)** When stopping buses for customers to board or alight, operators must bring buses to a full stop, as close as possible and parallel to the right-hand curb and so as not to block street crossings or crosswalks. Passenger stops must be made only at points designated as bus stops, with full consideration for customer safety unless Request-A-Stop is in effect and unless the conditions described in (c) and (d) arise.

Request-A-Stop is in effect during specified hours. Customers are permitted to alight the bus at locations other than bus stops, if the bus operator considers the location to be safe. Should the bus operator consider the location to be unsafe, the operator will select the nearest safe point to the requested location and permit the customer to alight there. Operators will continue to make all regular stops.

**7.03(c)** When hazardous conditions exist at a regular bus stop, operators must select a safe stopping point, as near as possible to the regular stopping point, and distinctly call the attention of alighting customers to any unusual pavement conditions observed by the operator and notify the Bus Command Center.

**7.03(d)** When a stop is made in back of a regular stopping point, because of vehicular congestion at a traffic light or for other cause, operators are not relieved of making another stop at the regular stopping point, if signaled to do so, when traffic starts moving again. After starting from a regular stopping point (unless on a diversion), operators must not stop again for customers to board or alight, (except during the hours when Request-A- Stop is in effect) until they reach the next regular stopping point.

## MOVEMENT OF BUSES

### Rule 7.04

**7.04(a)** Operators must familiarize themselves with and obey all regulations of the Police, Traffic Departments and Vehicle and Traffic Laws.

**7.04(b)** Operators must not operate through, or approach within 100 feet of, a line of children during a school fire drill nor interfere with, hinder, obstruct or impede in any way whatsoever any such fire drill.

**7.04(c)** When bus route streets are blocked by fire equipment or emergency vehicles, street conditions etc., operators must stop not less than fifty (50) feet from any such obstruction.

**7.04(d)** Operators of buses must not operate through or within established fire or police lines or over any unprotected hose of a fire department when laid down on any street, to be used at any fire or alarm, without the consent of proper authority.

### RULES RELATIVE TO THE OPERATION OF BUSES



**7.04(e)** Buses may never be moved except by operators or members of management, supervision or maintenance qualified by the Department of Buses Safety and Training Division. Student operators may move buses only when having written authorization and then only under the supervision of an instructor or a qualified operator.



**7.04(f)** Operators of buses, under normal conditions must keep a spacing distance of not less than 100 feet between moving buses. When a bus ahead is stopped, operators must be prepared to stop not less than ten (10) feet behind such bus, with further closure of the distance between vehicles dependent on prevailing traffic conditions.



**7.04(g)** On streets used by more than one bus line, operators must stop not less than ten (10) feet behind a bus stopping or standing ahead. In congested areas the distances between vehicles may thereafter be reduced as traffic conditions permit.



**7.04(h)** Operators of buses must stop clear of all intersections and crosswalks and, when standing at the near side of an intersection, must not proceed if a bus on the intersecting street is approaching within 100 feet of the intersection.



**7.04(i)** Operators of buses operating on the same street and approaching each other from opposite directions must exercise extreme caution and not pass each other unless certain that there is sufficient clearance to avoid contact, particularly on streets where movement of traffic is restricted by double-parked vehicles, street obstructions etc.



**7.04(j)** In situations where an operating area is reduced to a single lane for traffic in both directions, operators of buses must exercise extreme caution and proceed only when it is safe to do so.



**7.04(k)** Operators of buses must make a full stop not more than fifty (50) feet nor less than fifteen (15) feet from the nearest rail of any railroad crossing and never attempt to cross such crossing before ascertaining that it is entirely safe to do so. Operation over a railroad crossing must be kept at slow speed.



**7.04(l)** Operators of buses must follow the established route when operating on public streets. If diverted therefrom, they must report such diversion to the Bus Command Center, as soon as possible, by bus radio or phone and then verbally at the first opportunity to a member of road supervision or management and also note the route diversion on their Operator's Daily Report.



**7.04(m)** Operators of buses must inspect the lug nuts for tightness and the tires of their buses for proper inflation. While in service, the Bus Operator must avoid striking curbs, sliding wheels, spinning wheels, and other actions which damage tires.



**7.04(n)** Upon the approach of an authorized emergency vehicle, when the driver thereof is giving a signal by siren, exhaust whistle, bell or blinker lights, operators of buses must immediately drive to a position parallel to, and as close as possible to, the nearest right side curb, clear of any intersection, and must stop and remain in such position until the authorized emergency vehicle has passed, unless otherwise directed by a police officer.



- 7.04(o)** Operators of buses must not use buses to push other buses or vehicles unless so ordered by a member of supervision or management.
- 7.04(p)** Operators of buses must drive carefully over rough pavement and immediately report all unusual pavement conditions to a member of supervision or management.
- 7.04(q)** Operators of buses must remain constantly alert for Authority vehicles emitting excessive fumes or leaking fluids while in motion. They must promptly report such vehicles to the Bus Command Center by bus number, with any further identifying information available.
- 7.04(r)** Bus Operators must turn their bus engines off immediately after properly securing the bus upon completing arrival at a terminal stop.
- 7.04(s)** Operators of buses must be constantly on alert to avoid running over obstructions in street areas and must promptly report by telephone to the Bus Command Center all unusual conditions that may present an accident hazard.
- 7.04(t)** Where flood conditions exist, operators must operate through water at a slow rate of speed.
- 7.04(u)** Operators must reduce speed when passing schools, hospitals, churches and other houses of worship during hours of services therein and not sound their horns unnecessarily.
- 7.04(v)** Operators must not pass a school bus with flashing red lights unless waved on by the school bus driver.
- 7.04(w)** Bus Operators must have their vehicle headlights on at all times when their bus is in operation. During periods of darkness (day or night), bus operators must have all interior and exterior lights turned on whenever their bus is operated on public streets.
- 7.04(x)** When approaching workers on the streets, operators must sound a warning signal at a distance sufficient to give the workers ample opportunity to step to a place of safety and must never proceed until they are certain that all workers are in the clear and it is safe to do so.
- 7.04(y)** A Bus Operator is prohibited from engaging in any unreasonable conduct that may result in a collision of the bus he or she is operating with any person or object.
- 7.04(z)** In foggy weather or at any time when vision is obstructed by snow, rain, sleet or smoke, etc., operators must operate their buses so that they can stop within range of vision in order to ensure the safety of customers and/or their bus. Under these conditions schedule time may be disregarded.
- 7.04(aa)** Bus Operators must regulate the movements of their buses, as nearly as possible, to a uniform speed on all parts of the road, except as otherwise necessary for curves, bridges, etc.
- 7.04(bb)** Bus Operators must not operate ahead of schedule time unless ordered to do so by proper authority. Bus operators must make every effort consistent with safety to operate on schedule or restore themselves to scheduled operations. Reckless operations are absolutely forbidden.



### RULES RELATIVE TO THE OPERATION OF BUSES



**7.04(cc)** Bus Operators must use care in starting and stopping their buses to avoid sudden jerking.



**7.04(dd)** Bus Operators must promptly report any defects or damage found on buses.

**7.04(ee)** Operators must not leave buses unattended without specific authorization from supervision or management.



**7.04(ff)** The Bus Operator shall not move his/her bus when customers or objects extend from the windows of the bus.

### REVERSE MOVEMENT OF BUSES



#### Rule 7.05

Buses will be operated in reverse only when no other turn or movement is possible. The movement in reverse must not be made until a visual inspection of the area to the rear of the bus has been made by the operator.



The operator should be guided, when possible, by some responsible person stationed at the rear left of the bus. When the operator has ascertained that it is safe to back up, he/she must signal by sounding the horn three times before starting a reverse movement.



Safety of operation is the full responsibility of the operator in charge of the vehicle. Failure to exercise the caution required in a reverse movement is considered and treated as reckless and incompetent operation.



### BUSES PASSING BUSES



#### Rule 7.06

**7.06(a)** Operators must use extra caution when approaching the bus ahead with the intended purpose of passing it. When passing, operators must: slow their bus down, position their right foot over the service break (at the ready), check that there is sufficient clearance to circumvent the bus they are passing, and that there is sufficient clearance after passing to resume right side of the road operation, sounding the horn before and during the passing movement. When an operator's bus is being passed, the operator must: if standing, not move the bus until the passing bus has safely cleared, and if moving, cover their brake and check the mirrors before proceeding.



**7.06(b)** Under normal operating conditions on a given bus route, when the bus ahead is stopped at a bus stop, operators are required to pass the bus ahead using the procedures set forth in paragraph 7.06(a) of this Rule.



## WINDOWS, CLIMATE CONTROL AND ROOF HATCHES

### Rule 7.07

**7.07(a)** Bus Operators are responsible for keeping the climate control switched to the ON position. Operators are also responsible for adjusting windows as conditions warrant.

**7.07(b)** Bus Operators pulling buses into the depot must close all windows, roof hatches and doors. Any windows, roof hatches or doors that are found to be defective must be reported on the OVCR card.





## CHAPTER 8

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### RULES RELATIVE TO ACCIDENTS AND UNUSUAL OCCURRENCES





## RULES RELATIVE TO ACCIDENTS AND UNUSUAL OCCURRENCES



### PREVENTING ACCIDENTS; EMPLOYEES TO GUARD CUSTOMERS

#### Rule 8.01

Employees must take every precaution required by conditions to prevent accidents or injuries to persons or damage to property. Employees are required to know and wear the exact personal protective equipment identified and required at all times. The required personal protective equipment may include, but is not limited to, safety goggles, safety glasses, face shield, respirator, hard hat, gloves, reflective vests, hearing protection and approved safety shoes. In case of accidents or disturbances on trains or buses, or at stations or any other locations along the System, **THE SAFETY OF CUSTOMERS MUST RECEIVE FIRST CONSIDERATION** and prompt action must be taken to prevent excitement and alarm. **EMPLOYEES MUST RENDER ALL PRACTICAL ASSISTANCE** in cases of accidents, disturbances or disorders, must preserve order to the best of their ability and must use every effort to guard customers against accidents.



### EMPLOYEES TO MAKE WRITTEN REPORTS OF ACCIDENTS OR UNUSUAL OCCURRENCES

#### Rule 8.02

**8.02(a)** In case of accidents or unusual occurrences, or injuries to persons (whether employees or not) or in cases of damage to property, all employees having knowledge of the accident or the unusual occurrence, whether on duty or not, must make written reports on the prescribed forms as soon as it can be done. If the accident is serious, the employee must immediately report same to his/her department's designated control office, by radio or telephone.



**8.02(b)** In case of an accident to a customer, employees must, if possible, secure the business address and telephone number, in addition to the home address and telephone number, of the person or persons injured or alleged to be injured.



**8.02(c)** Persons involved in accidents, or claiming to have been involved in accidents, must never be informed that a representative of the Authority will communicate with them; all persons requesting information with respect to claims against the Authority may be directed to telephone the Authority's Law Department at 718-694-3950.



### FURTHER FACTS TO BE INCLUDED IN REPORTS

#### Rule 8.03

**8.03(a)** In cases of accidents or unusual occurrences, employees must obtain the names, addresses and phone numbers of all witnesses. If any witnesses are employees of the System, the names, pass numbers, phone numbers and departments to which they are assigned must be given and such information must be included in the written report of the accident or occurrence. If any persons present are such uniformed personnel as are permitted pursuant to Rule 27(a) to ride on the transit facilities of the Authority without payment of fare by reason of their being in uniform, reasonable efforts must be made to secure the shield numbers and the names of the agencies employing such persons.



- 8.03(b)** Employees having, or learning of, information in regard to an accident, an unusual occurrence or a disturbance must promptly submit such information in writing to their department heads.
- 8.03(c)** In reporting accidents, disturbances or unusual occurrences, employees must include the date, the time, the exact location where the incident occurred, or is claimed to have occurred, and any unusual or irregular incidents that may be related.
- 8.03(d)** With respect to accidents in which a bus or train is involved, when the number of such bus or of at least one car of such train or the name of the operator or the names of the Train Crew have not been secured, employees must indicate the exact time of the occurrence and secure the number of the following bus or of at least one car of the following train.
- 8.03(e)** In making reports in which doors, stairways, escalators, turnstiles etc., are involved or mentioned, employees must always give the letter or number appearing on same when there are such designating marks.
- 8.03(f)** In cases of an accident on a station platform, escalator, stairway, passageway, turnstile, or anywhere else where the condition of the place might be important, employees must, where practicable, examine the condition of the place where the accident happened and should ask the witnesses also to examine such place. If the accident is on or about the station, the employee discovering same must, in addition, report it to the Station Agent on duty.
- 8.03(g)** When an accident occurs, or is reported to have occurred, on System property, an immediate inspection of the structure or equipment involved must be made and a report of such inspection on the prescribed form submitted. If the accident occurs on any part of a station or approaches thereto, a Cleaner's report must be immediately secured and forwarded with the prescribed accident report.
- 8.03(h)** When two or more trains or buses are involved, reports must be made by the crew or operator of each.
- 8.03(i)** When one employee turns over an injured person to the care of another employee, both employees must exchange names, titles and pass numbers and include this information in their reports.
- 8.03(j)** Employees must not act upon the suggestion of an injured or allegedly injured or aggrieved person "not to make a report" or "that it is not worth reporting" but must follow the foregoing instructions and submit a report on the prescribed forms.
- 8.03(k)** All disputes or disturbances of any kind must be reported in the same manner as accidents.



#### ACCIDENT REPORTS CONFIDENTIAL

##### Rule 8.04

Accident reports, facts and conditions connected with accidents and names of witnesses are confidential information. Employees must not communicate, either orally or in writing, with any person in reference to accidents except with the proper officials of the System and other authorities entitled to such information. Communications with other authorities concerning accidents should be reported to the proper officials of the System unless those communications are entitled to confidentiality by law.



#### CUSTOMERS UNABLE TO CARE FOR THEMSELVES

##### Rule 8.05

An employee who observes a customer or other member of the public on the System who appears to be impaired by any reason so that he or she is a danger to himself/herself or others should notify the Rail Control Center, Bus Command Center or his/her respective control office, and their immediate supervisor.



#### ACCIDENTS TO EMPLOYEES

##### Rule 8.06

**8.06(a)** Employees must at all times take the time necessary to perform their duties safely. All instructions and procedures pertinent to occupational safety must be strictly adhered to at all times by all employees.

**8.06(b)** Employees must exercise care to avoid injury to themselves and others by observing the condition of the equipment and tools with which they work and the condition of the structures upon which they work and, if same are found to be defective or in such condition as might result in malfunction, they must, if practicable, put them in safe condition and report the facts to their superiors.

**8.06(c)** Employees must make immediate report of the injuries by means of the On-the-Job-Injury form. If an employee is physically unable to prepare and sign the form, a supervisor must prepare the form for him/her. As soon as he/she is able to do so, the injured employee must submit his/her own signed form. A supervisor must call the Telephone Accident Reporting System within 24 hours of the notification of an On-the-Job-Injury. In addition, the supervisor of the injured employee must submit the On-the-Job-Injury form according to division policy or otherwise directly to the Law Department's Workers Compensation Unit within 48 hours of the accident and submit other reports as required upon the prescribed forms.

**8.06(d)** In any case in which an employee requests immediate treatment at a hospital or by their personal physician, he/she must report any work restriction to his/her supervisor by the beginning of the next work shift. Drug and alcohol testing will be conducted as ordered by a department supervisor. A medical examination may also be required.



**8.06(e)** The provisions of this rule shall in no way restrict or forbid the exercise of the employee's rights under the New York State Workers' Compensation Law.

### **FIRST AID KITS AND STRETCHERS**

#### **Rule 8.07**

**8.07(a)** First aid kits and/or stretchers are located at certain service booths and at Train Dispatchers' Offices, Yard Dispatcher's Office, Towers, Shops, substations and other convenient points within the System for use in case of injury to customers or employees. They must not be used for any other purpose. The person who opens a kit or uses a stretcher must promptly telephone a report of the occurrence to the Rail Control Center, Bus Command Center or to his/her respective control office, giving the nature and extent of the injury, the name of the party treated (employee or customer), the articles used from the kit and, if a stretcher was used, whether it was returned to its proper location or where it can be located.

**8.07(b)** The employee in charge of the kit, at each location, is responsible for its being kept properly sealed and in good order.

### **SAFETY: SUPERVISORS AND MANAGERS**

#### **Rule 8.08**

##### **All Authority supervisors and managers:**

- Must be conversant with all safety instructions and rules for their department
- Are responsible and accountable for the administration of these safety instructions and rules
- Will ensure that their subordinates fulfill their responsibilities regarding all safety instructions and rules
- Will be responsible for the correction of any unsafe practices or conditions
- Will be responsible for the enforcement of all safety rules and regulations
- Must ensure that every accident or incident within their jurisdiction is investigated promptly and properly
- Must ensure that all required documentation involving an accident or incident is properly completed and forwarded in the prescribed manner
- Must ensure that each new employee under their jurisdiction satisfactorily completes all required initial and refresher safety training for the tasks that the employee is assigned to perform







## CHAPTER 9

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF RAPID TRANSIT OPERATIONS





## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF RAPID TRANSIT OPERATIONS



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### CONDUCTOR

#### Rule 9.01



**9.01(a)** Conductors report to Train Dispatchers and Assistant Train Dispatchers; in addition, they are subject to orders from Superintendents (RTO), Train Service Supervisors and other ranking supervision.



#### REVENUE TRAIN SERVICE:



9.01(b) Conductors who are assigned to revenue train service have charge of trains and are responsible for the safety, regularity and proper care and condition of trains and such orders as they may give, not conflicting with the rules and regulations or special instructions, must be obeyed. Where Conductors are not assigned to revenue train service, Train Operators will be in complete charge of their trains.



**9.01(c)** THEY MUST TAKE EVERY PRECAUTION FOR THE SAFETY OF THEIR TRAINS AND CUSTOMERS.



**9.01(d)** They are directly responsible for carrying out the rules and regulations and special instructions as they apply to the cars governed from their respective operating positions.



**9.01(e)** Conductors finding any defects in the cars of their trains must report same promptly to the Train Operator thereof and to the first Road Car Inspector and Train Dispatcher available and must enter all defects on the Car Defect Sheet upon arrival at the terminal.



**9.01(f)** They must familiarize themselves with the rules and regulations and special instructions governing Train Operators and the movement of trains so that they may know that such rules, regulations and instructions are properly executed. Should a Train Operator, without authorization, fails to make a scheduled station stop, they must immediately operate an emergency brake valve, notify the Rail Control Center and investigate the cause thereof.



**9.01(g)** While enroute, they must never leave their train (except in cases of emergency) and will then be governed by division thereof until they have been properly relieved.

## OPERATIONS

- 9.01(h)** They must know the class and destination of all trains and must see that the proper side destination and route signs are displayed on all cars of the trains to which they are assigned.
- 9.01(i)** They must see that safety chains between adjacent cars are properly in place while the train is in service.
- 9.01(j)** They must never open side doors until the train has come to a full stop, and they know from careful observation that all doors are abreast of the station platform.
- 9.01(k)** If for any reason some side doors do not open, customers must be given ample opportunity to detrain and entrain. In case a side door is out of order, the use of the door must be discontinued.
- 9.01(l)** Before closing the doors they must afford customers the opportunity to detrain and entrain. Doors must not be closed until they have been fully open for at least ten (10) seconds.
- 9.01(m)** They must be alert to prevent the operation of, or interference with car doors, at any point, by unauthorized persons.
- 9.01(n)** At stations where starting or holding lights are installed, they must not close the train doors until such lights so indicate and they must close said doors promptly, but with safety.
- 9.01(o)** They must keep doorways, aisles and passageways clear of all obstructions.
- 9.01(p)** Conductors assigned to store trains must close all storm doors and windows on such trains.
- 9.01(q)** If a customer becomes disorderly or dangerous, such customer must be asked to leave the train at the next station, if the customer refuses to do so contact the Rail Control Center and request assistance.
- 9.01(r)** Conductors must observe the doors of their trains from their operating positions until the train has moved for 75 feet. Failure to comply with this division constitutes, of itself, a reason for charges of misconduct and incompetence.
- 9.01(s)** Train Conductors must pay strict attention to the cleanliness of the cars of their trains and must report shortcomings promptly.
- 9.01(t)** Before leaving their trains to descend to the trackway or go to a station platform, they must first open an emergency brake valve. Upon their return, they must reset the emergency brake valve, and when it is safe to proceed, pass the prescribed proceed buzzer signal to the Train Operator.
- 9.01(u)** Not used



**9.01(v)** When it is necessary to set up a new door operating position, and THE TRAIN IS NOT EQUIPPED WITH DRUM SWITCHES, the train must be stopped in a station. The Conductor must open an emergency brake valve at his or her original operating position, pass one (1) long buzzer signal to the Train Operator, and cancel the zone or zones at the operating positions. The Conductor will then proceed to the new operating position, open an emergency brake valve, and then set up the new operating position. The Conductor must then reset the emergency brake valve at the original position and then return to the new operating position where he or she will reset the emergency brake valve, and when it is safe to proceed, pass the prescribed proceed buzzer signal to the Train Operator. Trains equipped with drum switches must be removed from service.



**9.01(w)** Conductors must use the Public Address System to inform customers of delays, in emergencies and as required by special instructions.

**9.01(x)** Conductors must be on their trains and at their operating position at least two (2) minutes before their scheduled departure time from terminals.



#### **HANDSWITCHING:**



**9.01(y)** Conductors who are assigned to duties as handswitchers are responsible for the safe passage of trains over manually operated switches which must be properly secured. Their duties require the closest attention - since any neglect may cause serious accident - and must be performed in accordance with the following:

1. They must carefully examine the condition of all switches and promptly report any defects therein.
2. They must keep switches clear of snow and other obstructions.
3. They must familiarize themselves with horn, whistle, hand and light signals.
4. When using switches at points not interlocked, they must see that they are properly set and locked before allowing trains to pass over same and must not unlock or unlatch a switch until the entire train has passed. They must be positive that switches are properly set and locked after use.



#### **PLATFORMS:**

**9.01(z)** Conductors who are assigned to platform duty must render such assistance as is needed to maintain the scheduled movement of trains and must take such precautions as are necessary to maintain order and guard customers against accident or annoyance.



1. They must announce in a carrying voice the class and destination of approaching trains and must stand at car doors when trains stop to see that customers detrain and entrain as rapidly as possible consistent with safety.
2. Just before the doors close they must announce, in a carrying voice, "Stand clear of the closing doors," and pass the proper signal.

## OPERATIONS

3. They must carefully observe closing doors to prevent customers from being struck, or clothing or packages of customers being caught by same.
4. They must prevent anyone from entering upon or crossing the tracks from one platform to another, or entering upon the benchwalks or catwalks at the end of stations, unless he or she is an official of the system or an employee in the discharge of his or her duties or a person with a special permit.
5. They must not leave their posts of duty unless they notify supervision and are properly relieved, except in an emergency or to render assistance to customers.
6. If necessary to leave their post of assignment to guard defective door on a train or otherwise to ride a train, or to assist in an emergency at their assigned station or elsewhere, they must report the circumstances immediately to the Rail Control Center or their supervisor at the first opportunity. They are not, however, permitted to perform the duty of the Conductor of any train they may be called upon to ride unless they are properly qualified.
7. Conductors assigned to platform duty must pay strict attention to the cleanliness of the station platform to which they are assigned and will report any shortcomings noted.

**TRAIN OPERATOR****Rule 9.02**

- 9.02(a)** Train Operators report to Train Dispatchers and Assistant Train Dispatchers; in addition, they are subject to orders from Superintendents (RTO), Train Service Supervisors and other ranking supervision.
- 9.02(b)** THEY MUST TAKE EVERY PRECAUTION FOR THE SAFETY OF THEIR TRAINS AND CUSTOMERS. WHEN A TRAIN IS IN MOTION THE RESPONSIBILITY FOR SAFE RUNNING RESTS ENTIRELY UPON THE TRAIN OPERATOR.
- 9.02(c)** They are under the orders of the Conductor assigned to their train in regard to starting, stopping and general operation of the train between terminals, but they shall not obey any order that may endanger the safety of the train or customers or which may involve a violation of the rules.
- 9.02(d)** They must never leave their train enroute, except in an emergency; in such case they must first secure the train against moving and must notify the customers of the reason for the delay as prescribed by Rule 21.



**9.02(e)** While enroute they must keep a constant lookout to observe the position of all switches and signals. If a route is set up for other than their schedule line, they must bring their train to an immediate stop and report to the Tower Operator, Train Dispatcher or Rail Control Center stating the circumstances, and must not start their train until satisfied that it is safe to do so. If a route is established from the express to the local track, they must accept the route and proceed without further orders, PROVIDED SAID ROUTE DOES NOT DIVERT THEM FROM THEIR SCHEDULED LINE. They must, when running on other than their normal track, upon arrival at a subsequent interlocking equipped with a route request device, operate the route request button or use the route request telephone to communicate with the Tower Operator to return to their normal track. If, after a route request button is used, the alternate route continues to be displayed, they must accept said route, PROVIDING SAID ROUTE PERMITS THEM TO CONTINUE ON THEIR SCHEDULED LINE AND TO RETURN TO THEIR NORMAL TRACK AT A SUBSEQUENT INTERLOCKING.



**9.02(f)** They must not rely on information from anyone as to the time interval between their train and the one ahead as the preceding train may have stopped just after passing out of sight. They must govern themselves strictly in accordance with the rules at all times.



**9.02(g)** At any time when passing a fixed signal indicating proceed, prepared to stop at the next signal. Train Operators must govern the speed of their trains so that there is no possibility of their running past the next signal, should that signal indicate STOP. They must reduce speed to conform to Speed Limit Signs and other instructions before reaching curves and continue at the prescribed speed until the entire train has rounded the curve. Train Operators must approach all STOP signals, trains ahead, junctions and terminals with their trains under full control.



**9.02(h)** They must regulate the movement of the train, as nearly as possible, to a uniform speed on all parts of the road, except as prescribed around curves, over switches or to close a gap per the requirements of section (i) below. They must coast as much as possible consistent with maintaining schedule time.



**9.02(i)** They must not run ahead of schedule time unless ordered to do so by proper authority. When a train leaves a terminal late or when an excess interval separates it from the train ahead, Train Operators will endeavor to economize time to close the gap, PROVIDING THIS CAN BE DONE WITH SAFETY. Reckless running is strictly forbidden.



**9.02(j)** They must see that there is always sufficient air in the main reservoir, brake cylinder, straight air and brake pipes. The duplex air gauge must be carefully examined in every instance before starting a train, rounding curves, descending grades, approaching signals or other trains and before materially increasing speed.



**9.02(k)** They must observe station car stop signs and must stop the first car of the train of designated length opposite the proper sign.



**9.02(l)** They must use care in starting and stopping the train to avoid sudden jerking.

## OPERATIONS

- 9.02(m)** They must see that on the front end of the train the safety chain is in position, the storm door is closed and locked and the proper end destination and route signs, marker and running lights are illuminated and displayed. They must also see that the proper side destination signs are illuminated.
- 9.02(n)** In the uncoupling of cars, the signal to move must NOT be given until safety chains, intercar barriers, air hoses and electrical connections etc. have been disconnected.
- 9.02(o)** In coupling cars, the air hose connections must be made before any others. They must see that air hoses not in use are secured in dummy couplings and that electrical jumper cables not in use are never left lying where they may be damaged.
- 9.02(p)** They must familiarize themselves with destination signs, route signs and signals on cars and with the general and special rules and regulations governing the operation of the trains.
- 9.02(q)** They must not move a train at any point without first knowing that the train has sufficient brakes working properly.
- 9.02(r)** At all times, to avoid damage to the equipment, they must be extremely vigilant to observe that switches and signals are operating properly, particularly during cold and stormy weather.
- 9.02(s)** Train Operators assigned to road service must be on their train at least two (2) minutes before their scheduled departure time from terminals with all train identification equipment properly displayed and in place.

**ASSISTANT TRAIN DISPATCHER****Rule 9.03**

- 9.03(a)** Assistant Train Dispatchers will report to Superintendents (RTO) and Train Dispatchers.
- 9.03(b)** They have charge of the crewing of trains and must keep Train Register and Yard Movement Sheets on which they will note the time of arrival and departure of all trains, the car numbers, the names of the Train Operators and Conductors and such additional information for submission to the Superintendent as may be required. They must also enter the names of the Train Operators and Conductors putting trains into or storing trains from service.
- 9.03(c)** They will regulate the intervals of trains as traffic requires. They will maintain Train Intervals Sheets, when required, on which they will note the time of arrival and departure and, when possible, the leading car number of all trains. They will report any resulting changes in intervals to the Rail Control Center or other superiors as may be required.
- 9.03(d)** They will report to the Train Dispatcher the names and pass numbers of all absent Train Operators and Conductors and of the employees who have been substituted for such absentees.
- 9.03(e)** They must qualify to operate and, upon such qualification, must when directed, crank and secure switches, operate interlocking plants and control points within the limits of the section assigned to them.





**9.03(f)** They may be required to hook down Stop Arms, flag trains in emergencies and perform such other duties as are necessary to expedite train movements..



**9.03(g)** At terminals and yards, they must ascertain that Train Operators are fit for duty and in proper uniform and are at their posts on their trains two (2) minutes before their trains are scheduled to depart with all train identification equipment and other fixtures properly displayed and in place. They must also ascertain that any other train service employees assigned are fit for duty and in proper uniform, if required, and that they perform their duties as assigned.



**9.03(h)** They must not permit a train to start with a Train Operator or Conductor unfit for duty. They must immediately remove any unfit for duty employee from service and report such unfitness to the Rail Control Center.



**9.03(i)** In the absence of a Train Dispatcher, they are responsible for all Bulletin Boards in their respective sections and must know that all authorized material is properly posted or removed in accordance with the positions designated for each type thereof.



#### TRAIN DISPATCHER

##### Rule 9.04



**9.04(a)** Train Dispatchers will report to Superintendents (RTO).



**9.04(b)** They are responsible for the expeditious and correct dispatch, preparation and safe movement of trains and must maintain accurate records thereof. They have general supervision of all employees in train and yard service in their respective sections.



**9.04(c)** Whenever extra trains are authorized they must give sufficient advance notice to all concerned of the starting time and destination thereof, the tracks to be operated over and the nature of the work to be performed.



**9.04(d)** They must report to the Superintendent of their line any neglect of duty or infraction of the rules which comes to their attention.



**9.04(e)** They must report at once to the Rail Control Center all unusual intervals between trains with a view to regulating train movements so as to provide intervals in accordance with the current timetable.



**9.04(f)** They must immediately notify the Rail Control Center of any unusual occurrences or any interruptions in train service or movements. Until the Rail Control Center or a ranking supervisory employee assumes charge of the situation, the Train Dispatcher must assume charge. They will be governed by the recommendations of ranking supervision regarding the safe movement of disabled trains.

**9.04(g)** They must keep records of all absent employees and of others who fill their places and of the time worked and must submit such records daily to the timekeeping units concerned.

## OPERATIONS

- 9.04(h)** At terminals and yards, they must ascertain that Train Operators and Conductors are fit for duty and in proper uniform and are at their posts on their trains two (2) minutes before their trains are scheduled to depart with all train identification equipment and other fixtures properly displayed and in place. They must also ascertain that any other train service employees assigned are fit for duty and in proper uniform, if required, and that they perform their duties as assigned.
- 9.04(i)** They must not permit a train to start with a Train Operator or Conductor unfit for duty. They must immediately remove from service any employee unfit for duty and report such unfitness to the Rail Control Center.
- 9.04(j)** They are responsible for all Bulletin Boards in their respective sections and must know that all authorized material is properly posted or removed in accordance with the positions designated for each type thereof.
- 9.04(k)** They will, when required, conduct and supervise all picks of runs and tours of duty in accordance with the positions designated for each type thereof.
- 9.04(l)** They must qualify to operate and, upon such qualification, must when directed, crank and secure switches, operate interlocking plants and control points within the limit of the section assigned to them.
- 9.04(m)** They may be required to hook down Stop Arms, flag trains in emergencies and perform such other duties as are necessary to expedite train movement.
- 9.04(n)** They must use or direct the use of the Station Public Address System, where provided, to inform customers of delays and diversions of service, in emergencies and as otherwise directed.
- 9.04(o)** They must report promptly any defects in cars, tracks, signals and other equipment which may cause trouble or interfere with the safe and expeditious movements of trains. They must report all "out of service" cars and their movements.
- 9.04(p)** They must make a weekly physical inspection of their yards and compile a written inventory of the cars actually therein at the time of such inspection.
- 9.04(q)** They must cooperate with the Division of Car Equipment to facilitate the movement of cars to and from inspection and repair facilities and must be extremely vigilant to prevent cars requiring repairs from being placed in revenue operations.



#### TOWER OPERATOR



##### Rule 9.05



**9.05(a)** Tower Operators will report to Train Dispatchers and Assistant Train Dispatchers. In addition, they are subject to orders from Superintendents (RTO), Train Service Supervisors and other ranking supervision.



**9.05(b)** They must obey the instruction of their supervisors as to the proper use of the interlocking levers or buttons, emergency devices and other parts of the signal system that they are required to operate.



**9.05(c)** They must not use unauthorized appliances in the operation of interlocking or control machines. They must not remove authorized appliances from said machines without proper authority.



**9.05(d)** They must pay close attention to their duties in order to avoid delays or accidents and are fully responsible for the proper and safe movement of all trains over the track and switches in their charge.



**9.05(e)** They must observe the control machine panels and/or model boards in their respective towers and must report to the Rail Control Center all unusual conditions and unusual intervals between trains.



**9.05(f)** They must, when directed, crank and secure switches, hook down Stop Arms, flag trains and perform such other duties as are necessary to expedite train movements.



**9.05(g)** They must familiarize themselves with train schedules and with the rules and regulations and special instructions governing train movements. They must know the class and destinations of all trains operating on the subdivision.



**9.05(h)** They must, when required, maintain records of all train movements on the prescribed forms at their respective locations.



**9.05(i)** They must not clear a signal for a reverse movement beyond the limits of the interlocking and against the normal direction of traffic without the Rail Control Center's authorization and without proper flagging protection when required. They must also notify the Train Crew of such movement.

**9.05(j)** They must observe, as far as practicable, whether the position of switches and the indications of the signals correspond with their respective levers, lever lights, buttons and control panel lights.

**9.05(k)** At part time towers, they must, when practical, prior to scheduled train operations, test operate the required portions of the interlocking.

**9.05(l)** When opening or closing a part time tower, they must notify the Rail Control Center of such action.

## OPERATIONS

- 9.05(m)** They must cooperate with employees of the Division of Signals engaged in testing and maintaining any of the devices or appliances used in the operation of an interlocking.
- 9.05(n)** When for any reason it is necessary to divert a train from its regular route, the switch must not be set for the diverging move nor the signal for that route cleared until the train has stopped, unless the Tower Operator can see the train and has observed that its speed has been reduced to that allowable for the crossover movement.
- 9.05(o)** They must not allow two (2) non-revenue trains to follow one another except in emergencies or in cases where light trains are required to be operated to terminals for the makeup of service or when otherwise directed by proper authority.
- 9.05(p)** They must not permit unauthorized persons in or about the control area.
- 9.05(q)** In cases of an obstruction on the track, they must at once display a red signal and stop approaching trains.

**TRAIN SERVICE SUPERVISOR****Rule 9.06**

- 9.06(a)** Train Service Supervisors will report to Superintendents (RTO).
- 9.06(b)** They have general supervision over the qualification and performance of all Train Operators, Conductors and Tower Operators.
- 9.06(c)** They must ride trains frequently, note the manner in which train service employees perform their duties, and correct any improper actions.
- 9.06(d)** They must report promptly any violation of the rules or any neglect of duty on the part of employees.
- 9.06(e)** They must conduct, as required, a school of instructions on car equipment, train operation and flagging for such employees as shall be designated by the proper authorities.
- 9.06(f)** They must promptly investigate all complaints, accidents or delays to service and render whatever assistance is possible.
- 9.06(g)** When on or at the location of a disabled train, they are responsible for and must assist in the safe movement of such train.
- 9.06(h)** They must qualify to operate and, upon such qualification, must operate, when directed, interlocking plants and control points within the limits of the section assigned to them.
- 9.06(i)** They may be required to crank and secure switches, hook down Stop Arms, flag trains and perform such other duties as are necessary to expedite train movements.





## CHAPTER 10

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF CAR EQUIPMENT





## **DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF CAR EQUIPMENT**



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### **CLEANER**

#### **Rule 10.01**

#### **DUTIES AND RESPONSIBILITIES**



Under general supervision, cleans, sweeps and washes subway and elevated stations, interiors and exteriors of subway cars and buses in shops, depots, yards, equipment rooms, facilities and on the road. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### **EXAMPLES OF TYPICAL TASKS**



Cleans, polishes, sweeps and washes the interiors and exteriors of subway cars and buses, subway and elevated stations, yards, including steps, platforms, mezzanines, bus ramps, tile walls and floors, sidewalks, wash rooms, toilets, vending machines (MVM/MEM), elevators/escalators, glass, turnstiles, railings, trash receptacles, service booths and related rooms and enclosures. Operates cleaning equipment, such as vacuums, scrubber machines and sweepers. Performs light maintenance work on cleaning equipment, such as changing brushes and rollers. Removes snow using equipment such as shovels, pushers, choppers and snow blowers.



### **CAR INSPECTOR**

#### **Rule 10.02**



#### **DUTIES AND RESPONSIBILITIES**



Under supervision, maintains, inspects, tests, examines, cleans, lubricates, troubleshoots and makes repairs and adjustments on any part of the Transit Authority's multiple-unit cars, service cars, shop and shop equipment and car washers in the car shops, terminals, yards and on the road, including car body, electrical, electronic, mechanical and pneumatic equipment, truck equipment, body and truck brake rigging, electrical and pneumatic brake equipment and electronic control, air conditioning, track test, test equipment downloads and motor equipment; performs related work.



**EXAMPLES OF TYPICAL TASKS – ASSIGNMENT A**

Car Inspectors reclassified from the deleted titles of Air Brake Maintainer, Car Maintainer-Group A, Car Maintainer-Group F and Mechanical Maintainer-Group C (Car Equipment Division only) are responsible for performing the tasks included in their former specialty title and may be instructed in and required to perform the tasks of the other specialty titles, reclassified into Car Inspector-Assignment A, at a level commensurate with their abilities and experience as follows:

- Works on and operates electro-mechanical, hydraulic and pneumatic shop equipment and machinery, such as cranes, forklifts, hi-los, jacks, conveyors, lathes, drill presses and milling machines.
- Performs sheet metal work auxiliary to the repair of car bodies.
- Works on car truck parts, such as brake rigging, wear plates and shoe beams. Mechanically connects and disconnects trucks to and from subway car bodies. Removes and reinstalls motors, wheels, brake rigging, wear plates, brake shoes, journal bearings and shoe beams. Lubricates gear cases, motor couplings and journal boxes. Adjusts car body height, brake shoes and rigging, shoe beams and motor couplings. Works from mechanical drawings.
- Works on car air brake and air conditioning equipment of subway cars, including all parts of the air brake system and couplers. Connects and disconnects trucks to and from subway car bodies. Disassembles and reassembles all parts of the air brake system and repairs or replaces defective components. Removes, repairs, overhauls, tests and installs subway car air conditioning units. Recovers refrigerants, evacuates and recharges air conditioning units with refrigerant. Makes standard tests (including electro-pneumatic testing) on test racks to check and calibrate for proper performance of equipment.
- Works on subway car bodies, mechanical and pneumatic equipment, truck equipment, body and truck brake rigging and pneumatic brake equipment and motor equipment. Inspects air compressors. Tests belts, replaces worn belts and makes necessary adjustments. Examines motor mounts. Examines brushes and brush holders and replaces brushes when necessary. Inspects, cleans and replaces worn car body parts. Checks controllers, batteries, lights and panel boards for proper operation and defects.
- Performs elementary electrical work related to assigned tasks, which does not require specialized electrical training.
- Assists in and receives instruction in Assignment B Car Inspector duties, as needed.
- Makes shop related mathematical computations.
- Keeps records and prepares reports.
- Inspects new equipment and materiel at manufacturing plants.
- Performs painting work related to the assignment.





#### **EXAMPLES OF TYPICAL TASKS - ASSIGNMENT B**



- Incumbent Car Inspectors reclassified from the deleted title of Car Maintainer-Group E and Car Inspector perform all the tasks of Assignment A described above at the fully experienced level.



- Works on car bodies and disassembled electrical and electronic subway car equipment, including door controls, heaters, motors, resistors, lights controllers, switches, circuit breakers, electronic controls and associated auxiliary apparatus and circuits. Repairs and rebuilds burnt resistors. Rewinds armatures. Replaces coils, switches, wires and circuit breakers. Inspects and maintains electrical connections on master controllers, brake valves and relays.



All Car Inspectors in both Assignment A and Assignment B perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **CAR MAINTAINER GROUP B**

##### **Rule 10.03**



#### **DUTIES AND RESPONSIBILITIES**

To maintain, install, test, alter and repair multiple-unit cars, particularly the machine shop work, including the operation of lathes, milling machines, boring mills, shapers, and drill presses; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### **CAR MAINTAINER GROUP C**

##### **Rule 10.04**



#### **DUTIES AND RESPONSIBILITIES**

To do inside and outside hand or spray painting of general character, especially on car equipment, including all coats, filling, priming, matching colors, mixing of paints; to take proper care of all tools and equipment; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### **MAINTAINER HELPER GROUP B**

##### **Rule 10.05**

#### **DUTIES AND RESPONSIBILITIES**

Assists in the maintenance, installation, inspection, testing, alteration and repair of subway car and other electro-mechanical equipment. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



## **EXAMPLES OF TYPICAL TASKS**

- Lubricates subway car parts.
- Pairs subway car wheels.
- Removes worn bearing races.
- Moves heavy subway car parts and equipment, using forklifts, hi-los, hoists and conveyors.
- Cleans subway car parts.

## **ELECTRONIC EQUIPMENT MAINTAINER**

### **Rule 10.06**

#### **DUTIES AND RESPONSIBILITIES:**

Maintains, installs, inspects, tests, alters, removes, replaces and repairs electronic communications and control systems in the shop or in the field; performs related work. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **EXAMPLES OF TYPICAL TASKS:**

- Maintains and tests: voice frequency carrier systems; industrial telemetering systems; AM and FM mobile, portable and fixed based station radio frequency units; public address and intercommunication speakers and microphone amplifiers; automatic train control and indication systems; closed circuit television systems; and associated power and test equipment.
- Maintains and tests: propulsion control systems; heating, ventilating and air conditioning control systems; air brake control systems; power converters; battery chargers, and associated power and test equipment.
- Makes computations, keeps records, and prepares reports.
- May perform acceptance inspection work on new equipment and materials located at manufacturing plants or delivered to the Transit Authority.



#### ROAD CAR INSPECTOR

##### Rule 10.07



#### DUTIES AND RESPONSIBILITIES



To detect troubles on any part of the multiple-unit cars, service cars and work cars on the road, in yards and at terminals, including: car body and truck equipment, air conditioning equipment, body and truck brake rigging, electric and pneumatic brake equipment, and electrical control and motor equipment; make necessary repairs to keep cars/trains in service and work cars operational or enable them to be moved to sidings or terminals; perform tests at terminals, in service and in yards; take test equipment downloads, replace lamps, fuses, and other available equipment as required; keep records; make reports; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### CAR APPEARANCE SUPERVISOR (CAR EQUIPMENT)

##### Rule 10.08



#### DUTIES AND RESPONSIBILITIES



This class of positions in the Car Equipment Division encompasses supervisory work involving car appearance and repair of multi-unit cars, service cars, locomotives, and associated facilities. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### EXAMPLES OF TYPICAL TASKS



- Determines job assignments, staffing needs and equipment necessary to complete assignments.
- Instructs and trains Cleaners as to proper cleaning procedures and in safety and security measures.
- Procures, distributes and secures all materials needed to complete assignments.
- Ensures proper disposal of harmful chemical containers and mixtures and other wastes.
- Keeps records.
- Conducts investigations and prepares reports.
- Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



## **MAINTENANCE SUPERVISOR (CAR EQUIPMENT)**

### **Rule 10.09**

#### **DUTIES AND RESPONSIBILITIES**

This class of positions in the Car Equipment Division encompasses supervisory work of varying degrees of difficulty involving the inspection, maintenance and repair of subway and elevated multiple-unit cars, service cars and locomotives.

There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **ASSIGNMENT LEVEL I**

Is in immediate charge of assigned inspectors, maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of subway and elevated multiple-unit cars, service cars, locomotives, associated car shops and yards, including: machine work, painting, electrical and mechanical repairs to car bodies, car trucks, air brakes, motors and shop equipment.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.

#### **ASSIGNMENT LEVEL II**

Assists a higher level supervisor; is in charge of an assigned group of subordinate employees engaged in the maintenance, installation, inspection, testing, alteration, and repair of subway and elevated multiple-unit and service cars, and associated car shops and shop equipment.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.
- Conducts material forecasting.





## CHAPTER 11

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF TRACK





## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF TRACK



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### RAILROAD TRACK CLEANER

#### Rule 11.01

##### DUTIES AND RESPONSIBILITIES:



Under supervision to clean, sweep, scrape and remove dirt and debris from the road bed, wide areas, manholes and all portions of the system. Perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



##### EXAMPLES OF TYPICAL TASKS:

Clean, sweep, scrape and remove dirt and debris from the road bed, wide areas, manholes and all other portions of trackways throughout the system under railroad service.



### TRACKWORKER

#### Rule 11.02

##### DUTIES AND RESPONSIBILITIES:



Under direct supervision to maintain, install, inspect, test, alter, and repair the track and roadway in subway and elevated service under operating conditions. Perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



##### EXAMPLES OF TYPICAL TASKS:

Maintain, install, inspect, test, alter and repair rails, frogs, switches, ties and plates, insulated joints, special work; and perform the associated adjusting, tamping, welding, grinding, greasing and cleaning. If assigned, perform inspection work on new equipment and material at manufacturing plants.



Perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



## TRACK EQUIPMENT MAINTAINER

### Rule 11.03

#### **DUTIES AND RESPONSIBILITIES:**

To maintain, test, alter, repair and operate electromechanical hydraulic track and construction equipment in the shop or in the field. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **EXAMPLES OF TYPICAL TASKS:**

Installs, cleans, alters, repairs, overhauls and operates track equipment, including construction equipment, cranes, tampers, gasoline, jet and diesel engines, track lubricators, electric motors, and pneumatic and hydraulic systems and tools. Operates machine shop equipment, power tools and hand tools. Fabricates parts from blueprints. Makes computations, keeps records and submits reports.

May perform acceptance inspection work on new equipment and materials located at manufacturing plants or delivered to the Transit Authority. If assigned, performs inspection work on new equipment and material at manufacturing plants.

Drives a motor vehicle in performing these duties.

All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

## POWER DISTRIBUTION MAINTAINER

### Rule 11.04

#### **DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter, and repair the contact and negative rail distribution system, and associated appurtenances in the subways, elevated lines and yards including: side and end approaches, anchors, expansion joints, insulators, protection boards and brackets, contact rail bonds, track bonds, manholes, ductlines, circuit breaker houses, and positive, negative and remote control cables, contact rail heaters, perform arc welding and MAPP burning; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.





#### MAINTENANCE SUPERVISOR (TRACK)

##### RULE 11.05



#### DUTIES AND RESPONSIBILITIES:



This class of positions in the Track Section of the Division of Track encompasses supervisory work of varying degrees of difficulty involved in the inspection, maintenance, installation, and repair of the track on subway, grade, and elevated lines. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### ASSIGNMENT LEVEL I:



Is in immediate charge of assigned trackworkers and maintainers, including special tool and equipment operators, engaged in the maintenance, installation, inspection, testing, alteration, and repair of the track and roadway in subway and elevated service under operating conditions, including: rails, frogs, switches, ties and plates, insulated joints, special work, and the associated adjusting, tamping, welding, grinding, greasing, and cleaning.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.



#### ASSIGNMENT LEVEL II:



Assists a higher ranking supervisor; Is in charge of an assigned group of subordinate employees engaged in the maintenance, installation, inspection, testing, alteration and repair of the track and roadway in subway and elevated service under operating conditions.



- if assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.



## **MAINTENANCE SUPERVISOR (TRACK EQUIPMENT)**

### **RULE 11.06**

#### **DUTIES AND RESPONSIBILITIES:**

This class of positions in the Track Equipment Section of the Division of Track encompasses supervisory work of varying degrees of difficulty involved in the inspection, maintenance, installation, and repair of electro-mechanical hydraulic track and construction equipment.

There are two Assignment Levels within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the electro-mechanical hydraulic track and construction equipment in the Track Division, including gasoline, jet and diesel engines, cranes, electric motors and pneumatic tools.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.
- Drives a motor vehicle in performing these duties.

#### **ASSIGNMENT LEVEL II:**

Assists a higher ranking supervisor; Is in charge of an assigned group of subordinate employees engaged in the maintenance, installation, inspection, testing, alteration and repair of the electromechanical hydraulic track and construction equipment.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.
- Drives a motor vehicle in performing these duties.



#### MAINTENANCE SUPERVISOR (THIRD RAIL OPERATIONS)

##### Rule 11.07



#### DUTIES AND RESPONSIBILITIES:



This class of positions in Third Rail Operations encompasses supervisory work of varying degrees of difficulty involving the inspection, maintenance, installation, and repair of the contact and negative power-distribution system and associated appurtenances. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### ASSIGNMENT LEVEL I:



Is in immediate charge of assigned maintainers and helpers engaged in the following: maintenance, installation, inspection, testing, alteration, and repair of the contact and negative power-distribution system and associated appurtenances in the subways, elevated lines, and yards. These include side and end approaches, anchors, expansion joints, insulators, protection board and brackets, contact rail bonds, track bonds, manholes, duct lines, circuit breakers and control equipment in circuit breaker houses, contact rail heaters, and positive, negative and remote control cables. If assigned, performs inspection work on new equipment and material at manufacturing plants.



- Keeps records.
- Prepares reports.



#### ASSIGNMENT LEVEL II:



Assists a higher ranking supervisor; is in charge of an assigned group of subordinate employees engaged in the maintenance, installation, inspection, testing, alteration, and repair of the contact and negative rail and associated appurtenances.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.



All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.





## CHAPTER 12

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF INFRASTRUCTURE





## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF INFRASTRUCTURE



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### CLEANER

#### Rule 12.01

#### DUTIES AND RESPONSIBILITIES:



Under general supervision, cleans, sweeps and washes subway and elevated stations, interiors and exteriors of subway cars and buses in shops, depots, yards, equipment rooms, facilities and on the road. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### EXAMPLES OF TYPICAL TASKS:



Cleans, polishes, sweeps and washes the interiors and exteriors of subway cars and buses, subway and elevated stations, yards, including steps, platforms, mezzanines, bus ramps, tile walls and floors, sidewalks, wash rooms, toilets, vending machines (MVM/MEM), elevators/escalators, glass, turnstiles, railings, trash receptacles, service booths and related rooms and enclosures. Operates cleaning equipment, such as vacuums, scrubber machines and sweepers. Performs light maintenance work on cleaning equipment, such as changing brushes and rollers. Removes snow using equipment such as shovels, pushers, choppers and snow blowers.



### MAINTAINER'S HELPER

#### Rule 12.02

#### DUTIES AND RESPONSIBILITIES:



To assist maintainers, inspectors and supervisory employees in the performance of their work, depending on assignment. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



## **STRUCTURE MAINTAINER GROUP A**

### **Rule 12.03**

#### **DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter, and repair the subway, surface and elevated structures, including: stations, enclosures, and related buildings, particularly the carpentry and woodwork in connection with stairways, doors, roofs, station controls, platforms, handrails, windows, and associated incidental painting; perform other structural work when necessary, if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

## **STRUCTURE MAINTAINER GROUP B**

### **Rule 12.04**

#### **DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter and repair the subway, surface, and elevated structures including: stations, enclosures and related buildings, particularly the masonry work in connection with walls, foundations, floors, platforms, stairways, gratings, ducts, manholes, drains, sewers, station controls, leaks; perform other structural work when necessary: if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

## **STRUCTURE MAINTAINER GROUP C**

### **Rule 12.05**

#### **DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter and repair the subway, surface and elevated structures, including: stations, enclosures and related buildings, particularly the structural and ornamental iron work, shoring, welding, burning, and riveting in connection with columns, girders, stairways, gratings, station controls, and associated incidental painting; perform other structural work when necessary; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### STRUCTURE MAINTAINER GROUP D

##### Rule 12.06



#### DUTIES AND RESPONSIBILITIES:



To maintain, install, inspect, test, alter, and repair the subway, surface and elevated structures, including: stations, enclosures and related buildings, particularly the sheet metal work in connection with roofs, skylights, ducts, leaders and gutters, drip pans, fireproof doors, stove pipes, receptacles, and associated incidental painting; perform other structural work when necessary; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### STRUCTURE MAINTAINER GROUP E

##### Rule 12.07



#### DUTIES AND RESPONSIBILITIES:



Performs plumbing work related to toilets, wash rooms, boilers, heating systems, air conditioners, ejectors, drains and sewers. Performs associated incidental painting. Performs other structural work when necessary. If assigned, performs inspection work on new equipment and material at manufacturing plants. Keeps records. Drives, loads and unloads trucks and vans. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### STRUCTURE MAINTAINER GROUP G

##### Rule 12.08



#### DUTIES AND RESPONSIBILITIES:



To maintain, install, inspect, test, alter, and repair the subway, surface, and elevated structures, including: stations, enclosures, and related buildings, particularly the general painting, glazing, and associated chipping and cleaning work in connection with steel girders and columns, station booths, masonry, and woodwork; perform other structural work when necessary; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



## **TRANSIT ELECTRO-MECHANICAL MAINTAINER, HVAC**

### **Rule 12.09**

#### **DUTIES AND RESPONSIBILITIES:**

Installs, inspects, services, maintains, and repairs the air-conditioning and heating systems of structures such as shops, stations, and building in the New York City Transit Authority. Performs related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **EXAMPLES OF TYPICAL TASKS:**

- Diagnoses and repairs air-conditioning and heating breakdowns and disorders; uses schematics and other plans.
- Installs, cleans, adjusts, repairs, and overhauls boilers and furnaces; repairs and replaces components such as boiler sections, heaters, radiators, piping, pumps, motors, electrical and electronic controls and valves.
- Installs, cleans, adjusts, repairs, and overhauls air-conditioners; repairs and replaces components such as compressors, condensers, evaporators, fans, motors, electrical and electronic controls and valves.
- Operates power machine tools, portable power tools, and hand tools; solders and brazes.
- Keeps records and submits reports.
- Drives a motor vehicle.

## **LIGHT MAINTAINER**

### **Rule 12.10**

#### **DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter, and repair the lighting systems in the surface, subway and elevated sections, stations, buildings and yards, including: series and multiple lighting, conduit work, wiring, fixtures, transformers, air and oil switches, switchboards, panel boards, fans, electric heaters and associated apparatus; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.





#### TRANSIT ELECTRO-MECHANICAL MAINTAINER, HYDRAULICS

##### Rule 12.11



##### **DUTIES AND RESPONSIBILITIES:**

Maintains, services, and repairs the ventilation and drainage systems in subway, elevated and surface sections, stations, buildings, and yards. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



##### **EXAMPLES OF TYPICAL TASKS:**

Maintains, installs, inspects, alters and repairs equipment in ventilation and drainage systems, including: fans; blowers; louvers; motors; wiring; air compressors; magnetic and air valves; piping; sewage ejectors; electrical, air, gasoline, and diesel-driven pumps; generators; and associated control equipment. Drives emergency vehicles. Drives vehicles to pick up and deliver supplies and materials. If assigned, performs inspection work on new equipment and material at manufacturing plants. Keeps records. Makes reports.



#### HIGH PRESSURE PLANT TENDER

##### Rule 12.12



##### **DUTIES AND RESPONSIBILITIES:**

Under direct supervision, tend oil, gas, or coal fired high-pressure boilers, incinerator furnaces and related equipment, and assists in the maintenance and repair of this equipment. May be assigned to inspect, maintain, and repair heating, ventilation, refrigeration, air conditioning, and related auxiliary systems and equipment. Performs related work.



##### **EXAMPLES OF TYPICAL TASKS:**

Hand fires high-pressure boilers using solid fuels, and stoker equipment. Cleans fires.



Tends and operates stoker equipment, oil-, gas-, or coal-fired high-pressure boilers, and related equipment. Maintains, cleans, repairs and assists in the inspection and testing of high-pressure boilers, auxiliaries, and related equipment.



Maintains, cleans, repairs, and/or tends to, and assists in the inspection and testing of equipment and systems used in heating, ventilation, refrigeration, air conditioning, and related auxiliary equipment, such as cooling towers, air handlers, chilled water pumps, air cleaners and filters, fans, heat exchangers, tubes, air treatment assemblies, humidifiers/dehumidifiers, and controls.



May dismantle and/or assemble equipment associated with heating, ventilation, refrigeration, air conditioning, and mechanical systems to make it operational. Requisitions parts as required.

May operate a motor vehicle.



## STATIONARY ENGINEER

### Rule 12.13

#### **DUTIES AND RESPONSIBILITIES:**

Under supervision, operates, maintains, repairs and adjusts steam power plant and electromechanical building equipment; performs related work.

#### **EXAMPLES OF TYPICAL TASKS:**

Operates, maintains, and adjusts boilers, furnaces, engines, pumps, heat exchangers, generators, motors, equipment for heating, ventilating, air conditioning, lighting, and associated equipment in public buildings, municipal pumping stations and incinerators.

- Makes periodic inspections of equipment and minor repairs to such equipment.
- Performs preventative maintenance.
- Takes responsible charge of a watch, and while so engaged is responsible for and directs subordinate personnel.
- May operate control consoles in control rooms.
- Prepares requisitions for materials and spare parts.
- Instructs and trains subordinates and other personnel.
- Reads and logs meters, gauges, and other recording devices.
- Keeps records and makes and submits reports.

As directed, inspects low pressure boilers in accordance with a unified inspection procedure instituted by the New York City Department of Buildings.



#### SENIOR STATIONARY ENGINEER

##### Rule 12.14



#### **DUTIES AND RESPONSIBILITIES:**

Under direction, is in responsible charge of the operation, maintenance, and repair of all utilities in large public buildings and of a steam plant, and/or refuse incinerator plant.



#### **EXAMPLES OF TYPICAL TASKS:**

- Takes responsible charge of the operation, maintenance, and repair of plant equipment such as boilers, furnaces, pumps, fans, engines, turbines, generators, electrical and heating and ventilating systems, air conditioning and refrigeration systems, etc.
- May operate or supervise the operation of control consoles in control rooms.
- Supervises assigned personnel. Prepares work schedules and directs the assignment of personnel.
- Prepares equipment and material requisitions required for operation, maintenance, and repair; directs and evaluates studies of operating procedures.
- Determines and directs work procedures. Keeps records and makes reports.



#### MOTOR VEHICLE OPERATOR

##### Rule 12.15



#### **DUTIES AND RESPONSIBILITIES:**

Under supervision, operates motor vehicles and equipment such as passenger cars, trucks, wreckers, forklifts, tractor-trailer trucks and sign-erecting trucks used by City departments. In a small garage, may do dispatching of personnel, motor vehicles and equipment; performs related work.



All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



### EXAMPLES OF TYPICAL TASKS:

- Operates one or more types of motor vehicles such as passenger car, truck, wrecker, forklift, tractor-trailer truck or sign-erecting truck.
- Drives a truck carrying employees and material to and from work location.
- Acts as chauffeur to an official.
- Checks the tires, oil and fuel of the vehicle, and checks vehicle to see that lights, horn and brakes appear to be operating properly.
- Reports any noticeable mechanical defects in the vehicle.
- Cleans the windows and interior and exterior of vehicle.
- Changes tires or wheels.
- Assists in loading and unloading of materials, equipment and customers.
- Reports any accidents in which the vehicle may have been involved.
- Operates motor equipment mounted on, or transported by, the vehicle.
- Watches for traffic hazards while labor force is engaged in making emergency repairs.
- Transports collectors and cases of coin boxes to and from collection areas.
- Is responsible for tools, supplies, materials, and equipment carried in or on the assigned vehicle.
- Prepares trip reports.
- In a small garage, may dispatch personnel, motor vehicles and equipment.
- In the New York City Police Department, Transit Bureau may operate a vehicle which transports inmates to and from detention facilities, police stations and court locations.



## MOTOR VEHICLE SUPERVISOR

### Rule 12.16



#### DUTIES AND RESPONSIBILITIES

Under general supervision, supervises automotive servicing operations of a departmental garage and/or is responsible for the dispatching of the personnel motor vehicles and equipment assigned to a large garage; performs related work.



All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### EXAMPLES OF TYPICAL TASKS



- Schedules subordinate personnel for the servicing, minor repairing, and storage of automotive vehicles.
- Makes daily inspection of garage activities and facilities to ensure compliance with established standards and practices.
- Investigates complaints relating to motor vehicle servicing.
- Received reports of the condition of motor vehicles and equipment repaired or needing repairs, directing the performance of minor repairs, or, as to major repairs, referring their performance to appropriate repair sections.
- Reviews the utilization of motor vehicles and equipment by the different divisions of a department to determine efficient schedules of storage and servicing, and economical deployment of facilities and garage personnel.
- Prepares and enforces routines of periodic servicing, lubrication, and washing of vehicles, their tire servicing, and the disposing of gasoline as authorized for vehicular uses.
- May perform automotive servicing tasks in emergency situations or as needed.
- Initiates requisitions for needed supplies and automotive servicing equipment.
- Supervises the maintenance of the garage and adjacent servicing premises in a clean and safe condition, with attention to the the provision and operating conditions of required fire safeguards.
- Selects suitable motor equipment for assignment to various jobs. Prepares trip instruction and designates the routes to be followed.
- Investigates accidents in which assigned vehicles have been involved. Prepares and reviews accident reports.
- Keeps attendance records, and keeps records on the daily consumption of gasoline and oil and on the departure and arrival of motor vehicle.
- Checks condition of incoming and outgoing motor vehicles.
- Instructs employee in the operation of specialized motor equipment, such as workers and heavy trucks.
- May occasionally drive motor vehicles.



## **MAINTENANCE SUPERVISOR (STRUCTURE—GROUP A—CARPENTRY)**

### **Rule 12.17**

#### **DUTIES AND RESPONSIBILITIES:**

This class of positions in the Division of Infrastructure encompasses supervisory work of varying degrees of difficulty maintaining, installing, inspecting, testing, altering, and repairing subway, surface, and elevated structures, including stations, enclosures, and related buildings and shops, except the heavy structural steel work of the elevated structures. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the subway, surface, and elevated structures, including: stations, enclosures, and related buildings, particularly the carpentry and woodwork in connection with stairways, doors, roofs, station controls, platforms, handrails, windows, and associated incidental painting; perform other structural work when necessary.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.

#### **ASSIGNMENT LEVEL II:**

- Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group specialties engaged in the typical assignments described above.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Reviews stock availability list against usage reports and anticipated needs.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.



#### MAINTENANCE SUPERVISOR (STRUCTURE—GROUP B—MASONRY)

##### Rule 12.18



#### DUTIES AND RESPONSIBILITIES:



This class of positions in the Division of Infrastructure encompasses supervisory work of varying degrees of difficulty maintaining, installing, inspecting, testing, altering, and repairing subway, surface, and elevated structures, including stations, enclosures, and related buildings and shops, except the heavy structural steel work of the elevated structures. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### ASSIGNMENT LEVEL I:



Is in immediate charge of assigned gang foreman, maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the subway, surface, and elevated structures, including: stations, enclosures, and related buildings, particularly the masonry work in connection with walls, foundations, floors, platforms, stairways, gratings, ducts, manholes, drains, sewers, station controls, leaks, and associated incidental painting; perform other structural work when necessary.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.



#### ASSIGNMENT LEVEL II:



- Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group A, B, D, E, F specialties engaged in the typical assignments described above.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Reviews stock availability list against usage reports and anticipated needs.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.



## **MAINTENANCE SUPERVISOR (STRUCTURE—GROUP C—IRON WORK)**

### **Rule 12.19**

#### **DUTIES AND RESPONSIBILITIES:**

This class of positions in the Division of Infrastructure encompasses supervisory work of varying degrees of difficulty involved in the inspection, maintenance, installation, and repair of the subway, surface, and elevated structures. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the subway, surface, and elevated structures, including: stations, enclosures, and related buildings, particularly the structural and ornamental iron work shoring, welding and riveting in connection with columns, girders, stairways, gratings, station controls, and associated incidental painting; performs other structural work when necessary.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.

#### **ASSIGNMENT LEVEL II:**

Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group specialties engaged in the typical assignments described above.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.





#### MAINTENANCE SUPERVISOR (STRUCTURE—GROUP D—SHEET METAL)

##### Rule 12.20



#### DUTIES AND RESPONSIBILITIES:



This class of positions in the Division of Infrastructure encompasses supervisory work of varying degrees of difficulty maintaining, installing, inspecting, testing, altering, and repairing subway, surface, and elevated structures, including stations, enclosures, and related buildings and shops, except the heavy structural steel work of the elevated structures. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### ASSIGNMENT LEVEL I:



Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the subway, surface, and elevated



structures, including: stations, enclosures, and related buildings, particularly the sheet metal work in connection with roofs, skylights, ducts, leaders, gutters and drip pans, fireproof doors, stove pipes, and receptacles; performs other structural work when necessary.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.



#### ASSIGNMENT LEVEL II:



- Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group specialties engaged in the typical assignments described above.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Reviews stock availability list against usage reports and anticipated needs.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.



## **MAINTENANCE SUPERVISOR (STRUCTURE—GROUP E—PLUMBING)**

### **Rule 12.21**

#### **DUTIES AND RESPONSIBILITIES:**

This class of positions in the Division of Infrastructure encompasses supervisory work of varying degrees of difficulty maintaining, installing, inspecting, testing, altering, and repairing subway, surface, and elevated structures, including stations, enclosures, and related buildings and shops, except the heavy structural steel work of the elevated structures. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the subway, surface, and elevated structures, including: stations, enclosures, and related buildings, particularly the plumbing work in connection with toilets, sink rooms, heating systems, drains and sewers, and associated incidental painting; performs other structural work when necessary.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.

#### **ASSIGNMENT LEVEL II:**

- Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group specialties engaged in the typical assignments described above.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Reviews stock availability list against usage reports and anticipated needs.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.



#### MAINTENANCE SUPERVISOR (HVAC)

##### Rule 12.22



#### **DUTIES AND RESPONSIBILITIES:**



This class of positions in the Division of Infrastructure Heating and Air Conditioning Subdivision of the Infrastructure Division encompasses supervisory work of varying degrees of difficulty involved in installing, maintaining, and repairing the heating and air-conditioning systems of the New York City Transit Authority; performs other structural work when necessary. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### **ASSIGNMENT LEVEL I:**



- Directly supervises maintainers diagnosing and repairing heating and air-conditioning breakdowns and disorders.
- Directly supervises maintainers installing, cleaning, adjusting and overhauling air conditioners, boilers and furnaces.
- Orders materials for maintaining and repairing heating and air-conditioning equipment.
- Prepares work schedules.
- Keeps records and prepares reports.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Drives a motor vehicle.



#### **ASSIGNMENT LEVEL II:**



- Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group specialties engaged in the typical assignments described above.
- Prepares work schedules, assigns jobs, and checks work and reports on its progress.
- May order materials and equipment and arranges for their transportation and storage.
- Keeps records and prepares reports.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Drives a motor vehicle.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.

## MAINTENANCE SUPERVISOR (LIGHTING)

### Rule 12.23

#### **DUTIES AND RESPONSIBILITIES:**

This class of positions encompasses supervisory work of varying degrees of difficulty inspecting, maintaining and repairing lighting systems. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the lighting system in surface, subway and elevated sections, stations, buildings and yards, including: series and multiple lighting, conduit work, wiring, fixtures, transformers, air and oil switches, switchboards, panel boards, fans, electric heaters, and associated apparatus.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.

#### **ASSIGNMENT LEVEL II:**

Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group specialties engaged in the typical assignments described above.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.



#### MAINTENANCE SUPERVISOR (HYDRAULICS)

##### Rule 12.24



#### **DUTIES AND RESPONSIBILITIES:**



This class of positions in the Division of Infrastructure encompasses supervisory work of varying degrees of difficulty involved in the inspection, maintenance, installation, and repair of ventilation and drainage systems. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### **ASSIGNMENT LEVEL I:**



Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of ventilation and drainage systems in subway and surface sections, stations, buildings, and yards, including: fans, blowers, louvres, motors, wiring, air compressors, magnetic and air valves, air piping, sewage ejectors, electric and air-driven pumps, stokers, and associated control equipment.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.



#### **ASSIGNMENT LEVEL II:**



Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group specialties engaged in the typical assignments described above.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports





## CHAPTER 13

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF POWER





## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF POWER



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### CLEANER

#### Rule 13.01

#### DUTIES AND RESPONSIBILITIES:



Under general supervision, cleans, sweeps and washes subway and elevated stations, interiors and exteriors of subway cars and buses in shops, depots, yards, equipment rooms, facilities and on the road. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### EXAMPLES OF TYPICAL TASKS:



Cleans, polishes, sweeps and washes the interiors and exteriors of subway cars and buses, subway and elevated stations, yards, including steps, platforms, mezzanines, bus ramps, tile walls and floors, sidewalks, wash rooms, toilets, vending machines (MVM/MEM), elevators/escalators, glass, turnstiles, railings, trash receptacles, service booths and related rooms and enclosures. Operates cleaning equipment, such as vacuums, scrubber machines and sweepers. Performs light maintenance work on cleaning equipment, such as changing brushes and rollers. Removes snow using equipment such as shovels, pushers, choppers and snow blowers.



### MAINTAINER'S HELPER

#### Rule 13.02



#### DUTIES AND RESPONSIBILITIES:



Assists maintainers, inspectors and supervisory employees in the performance of their work, depending on assignment. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



## **ELECTRONIC EQUIPMENT MAINTAINER**

### **Rule 13.03**

#### **DUTIES AND RESPONSIBILITIES:**

Maintains, installs, inspects, tests, alters, removes, replaces and repairs electronic communications and control systems in the shop or in the field; performs related work. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **EXAMPLES OF TYPICAL TASKS:**

- Maintains and tests: voice frequency carrier systems; industrial telemetering systems; AM and FM mobile, portable and fixed based station radio frequency units; public address and intercommunication speakers and microphone amplifiers; automatic train control and indication systems; closed circuit television systems; and associated power and test equipment.
- Maintains and tests: propulsion control systems; heating, ventilating and air conditioning control systems; air brake control systems; power converters; battery chargers, and associated power and test equipment.
- Makes computations, keeps records, and prepares reports.
- May perform acceptance inspection work on new equipment and materials located at manufacturing plants or delivered to the Transit Authority.

## **POWER CABLE MAINTAINER**

### **Rule 13.04**

#### **DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter, and repair the power feeder cable systems, both aerial and underground, between generating plants, substations, and circuit breaker houses, including: low voltage control cables, manholes, ductlines, and associated appurtenances; splice single and three conductor lead covered cable and replace faulty sections; make tests for faults; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.





#### POWER ELECTRONIC MAINTAINER

##### Rule 13.05



#### DUTIES AND RESPONSIBILITIES:



Under supervision, in the Test Section of the Division of Electrical Systems of the New York City Transit Authority, performs both basic and moderately difficult maintenance and repair work on the solid state, automated monitoring and control equipment of the Transit Authority's power system; performs related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### EXAMPLES OF TYPICAL TASKS:



- Repairs and builds: solid state, computerized, supervisory control systems; relays; meters; test instruments; logic and printed circuit boards; modems, and associated high voltage and low voltage power equipment.
- Performs electronic diagnosis of operating defects in mercury arc and silicon rectifiers, rotary converters, and associated equipment.
- Maintains, inspects, tests, modifies and installs circuits.
- Assembles special testing mock-ups to detect defects in complex circuits.
- Instructs Power Electronic Technicians in the proper performance of their duties.
- Makes computations, keeps records and prepares reports.
- May perform acceptance inspection work on new equipment and materials located at manufacturing plants or delivered to the Transit Authority.



#### POWER MAINTAINER GROUP B

##### Rule 13.06

#### DUTIES AND RESPONSIBILITIES:



To operate, maintain, install, inspect, test, alter, and repair the substation equipment and associated supervisory control equipment, including: mercury arc and silicon rectifiers, rotary converters, high tension and low tension switch gear, automatic relay panels and circuits, auxiliary equipment and accessories; sectionalized power equipment; if assigned, perform inspection work on new equipment and material at manufacturing plants; make computations; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



## LIGHT MAINTAINER

### Rule 13.07

#### **DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter, and repair the lighting systems in the surface, subway and elevated sections, stations, buildings and yards, including: series and multiple lighting, conduit work, wiring, fixtures, transformers, air and oil switches, switchboards, panel boards, fans, electric heaters and associated apparatus; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

## MAINTENANCE SUPERVISOR (ELECTRICAL POWER)

### Rule 13.08

#### **DUTIES AND RESPONSIBILITIES:**

This class of positions in the Division of Electrical Systems encompasses supervisory work of varying degrees of difficulty involved in the inspection, maintenance and repair of power feeder cable systems, substation equipment and associated supervisory control systems. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the operation, maintenance, inspection, testing, alteration, and repair of substation equipment and associated supervisory control equipment, including: mercury arc and silicon rectifiers, rotary converters, high tension and low tension switchgear, automatic relay panels and circuits, auxiliary equipment and accessories.

- If assigned, performs inspection work on new equipment and materials at manufacturing plants.
- Keeps records.
- Prepares reports.

#### **ASSIGNMENT LEVEL II:**

Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in the (Power Cables) and (Electrical Power) specialties engaged in the operation, maintenance, installation, inspection, testing, alteration, and repair of substation equipment, associated supervisory control equipment, and interconnecting cable systems.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.



#### MAINTENANCE SUPERVISOR (ELECTRONIC EQUIPMENT)

##### Rule 13.09



#### DUTIES AND RESPONSIBILITIES:



This class of positions encompasses supervisory work of varying degrees of difficulty involved in the maintenance, installation, inspection, testing, alteration, and repair of electronic communications and control systems in the shop or in the field. There are two assignments levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### ASSIGNMENT LEVEL I:



Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of electronic communications and control systems in the shop or in the field, including: voice frequency carrier systems; industrial telemetering systems; AM and FM mobile, portable and fixed base station radio frequency units; public address and intercommunications speakers and microphone amplifiers; automatic train control and indication systems; and associated power and test equipment.



- Prepares technical manuals.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.



#### ASSIGNMENT LEVEL II:



Assists a higher level supervisor; is in charge of an assigned group of subordinate employees engaged in the typical assignments described above.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Prepares technical manuals.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.



**MAINTENANCE SUPERVISOR (POWER CABLE)****Rule 13.10****DUTIES AND RESPONSIBILITIES:**

This class of positions in the Division of Electrical Systems encompasses supervisory work of varying degrees of difficulty involved in the inspection, maintenance and repair of power feeder cable systems, substation equipment and associated supervisory control systems. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

**ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of power feeder cable systems, both aerial and underground, between generating plants, substations, and circuit breaker houses, including: low voltage control cables, manholes, ductlines, and associated appurtenances; splicing of single and three-conductor lead-covered cable, replacement of faulty cable sections; and testing for faults.

- If assigned, performs inspection work on new equipment and materials at manufacturing plants.
- Keeps records.
- Prepares reports.

**ASSIGNMENT LEVEL II:**

Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in the (Power Cables) and (Electrical Power) specialties engaged in the operation, maintenance, installation, inspection, testing, alteration, and repair of substation equipment, associated supervisory control equipment, and interconnecting cable system.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.



#### MAINTENANCE SUPERVISOR (POWER ELECTRONICS)

##### Rule 13.11



#### DUTIES AND RESPONSIBILITIES:



This class of positions in the Division of Electrical Systems encompasses supervisory work of varying degrees of difficulty involved in the inspection, maintenance, and repair work on the solid state, automated, monitoring and control equipment of the Transit Authority's power system. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### ASSIGNMENT LEVEL I:



Is in immediate charge of assigned maintainers and helpers engaged in maintenance, inspection, testing, modification and installation of circuits; and repairing and building of solid state, computerized, supervisory control boards; and associated high voltage and low voltage power equipment; in the electronic diagnosis of operating defects in mercury arc and silicon rectifiers, rotary converters, and associated equipment.



- Does research and develops mock-ups for detecting defects in complex circuits.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Prepares reports and keeps records.



#### ASSIGNMENT LEVEL II:



Assists a higher level supervisor; is in charge of an assigned group of subordinate employees engaged in repairing and building: solid state, computerized, supervisory control systems, relays, meters; test instruments; large and printed circuit boards; and associated high voltage and low voltage power equipment. Is in charge of a group of subordinate employees engaged in the diagnosis of operating defects in mercury arc and silicon rectifiers, rotary converters, and associated equipment; and the maintenance, inspection, testing, modification and installation of circuits.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Makes computations.
- Prepares reports.



## **MAINTENANCE SUPERVISOR (LIGHTING)**

### **Rule 13.12**

#### **DUTIES AND RESPONSIBILITIES:**

This class of positions encompasses supervisory work or varying degrees of difficulty inspecting, maintaining and repairing lighting systems. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the lighting system in surface, subway and elevated sections, stations, buildings and yards, including: series and multiple lighting, conduit work, wiring, fixtures, transformers, air and oil switches, switchboards, panel boards, fans, electric heaters, and associated apparatus.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.

#### **ASSIGNMENT LEVEL II:**

Assists a higher level supervisor; is in charge of an assigned group of subordinate employees engaged in the maintenance, installation, inspection, testing, alteration, and repair of lighting systems in surface, subway and elevated sections, stations, buildings and yards.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.





## CHAPTER 14

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF SIGNALS







## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF SIGNALS



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### MAINTAINER'S HELPER

#### Rule 14.01

#### DUTIES AND RESPONSIBILITIES:



Assists maintainers, inspectors and supervisory employees in the performance of their work, depending on assignment. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



### SIGNAL MAINTAINER

#### Rule 14.02

#### DUTIES AND RESPONSIBILITIES:



To maintain, install, inspect, test, alter, and repair the railroad signal system on the road and in the shop, including: all-electric, electro-pneumatic, optical, all-relay, and mechanical interlocking machines, centralized traffic control machines, switch machines, automatic train stops, color light and electronic train control and monitoring system, and associated power and control equipment; if assigned, perform inspection work on new equipment and material at manufacturing plants; keeps records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



## **ELECTRONIC EQUIPMENT MAINTAINER**

### **Rule 14.03**

#### **DUTIES AND RESPONSIBILITIES:**

Maintains, installs, inspects, tests, alters, removes, replaces and repairs electronic communications and control systems in the shop or in the field; performs related work. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

#### **EXAMPLES OF TYPICAL TASKS:**

- Maintains and tests: voice frequency carrier systems; industrial telemetering systems; AM and FM mobile, portable and fixed based station radio frequency units; public address and intercommunication speakers and microphone amplifiers; automatic train control and indication systems; closed circuit television systems; and associated power and test equipment.
- Maintains and tests: propulsion control systems; heating, ventilating and air conditioning control systems; air brake control systems; power converters; battery chargers, and associated power and test equipment.
- Makes computations, keeps records, and prepares reports.
- May perform acceptance inspection work on new equipment and materials located at manufacturing plants or delivered to the Transit Authority.



#### MAINTENANCE SUPERVISOR (SIGNALS)

##### Rule 14.04



#### DUTIES AND RESPONSIBILITIES:

This class of positions in the Division of Signals encompasses supervisory work of varying degrees of difficulty involved in the test and inspection, maintenance and repair of the railroad signal system. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### ASSIGNMENT LEVEL I:

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the railroad signal system on the road and in the shop, including: all-electric, electro-pneumatic, optical, all-relay and mechanical interlocking machines, centralized traffic control machines, switch machines, automatic train stops, color light and electronic train control and monitoring system, and associated power and control equipment.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.



#### ASSIGNMENT LEVEL II:

Assists a higher level supervisor; is in charge of an assigned group of subordinate employees engaged in the typical assignments described above.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.





## CHAPTER 15

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF STATION ENVIRONMENT AND OPERATIONS





## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF STATION ENVIRONMENT AND OPERATIONS



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### CLEANER

#### Rule 15.01

#### DUTIES AND RESPONSIBILITIES:



Under general supervision, cleans, sweeps and washes subway and elevated stations, interiors and exteriors of subway cars and buses in shops, depots, yards, equipment rooms, facilities and on the road. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### EXAMPLES OF TYPICAL TASKS:



Cleans, polishes, sweeps and washes the interiors and exteriors of subway cars and buses, subway and elevated stations, yards, including steps, platforms, mezzanines, bus ramps, tile walls and floors, sidewalks, wash rooms, toilets, vending machines (MVM/MEM), elevators/escalators, glass, turnstiles, railings, trash receptacles, service booths and related rooms and enclosures. Operates cleaning equipment, such as vacuums, scrubber machines and sweepers. Performs light maintenance work on cleaning equipment, such as changing brushes and rollers. Removes snow using equipment such as shovels, pushers, choppers and snow blowers.



### STATION AGENT

#### Rule 15.02



#### DUTIES AND RESPONSIBILITIES:



Under general supervision, provides direct proactive customer service. Must listen to and understand customers for the purpose of providing solutions to their concerns, problems and complaints. Provides customers with travel and transit system-related information and services (best routes, mode options, tourist attractions), and helps customers with the purchase and use of fare media.. Performs “fingertip” maintenance on station equipment; observes and reports on overall station conditions. Encodes and sells fare media (using a computer) . Conducts Station inspections (light outages, elevator/escalator service, reporting unsanitary conditions, structural defects, hazardous conditions, public telephones); and provides emergency assistance to customers as directed by management.



In addition, Station Agents will continue, wherever appropriate, to make change for customers, monitor fare evasion, read meters, make proper reports regarding revenue, be responsible for the safety and proper handling of all monies, farecards, block tickets and all other fare media, as well as any lost property received. Station Agents will also compile data and check fare reports, time control logs and all other issued property and will perform such other duties as the MTA New York City Transit is authorized by law to prescribe in its regulations.

In order to fulfill these duties, Station Agents may be required to work inside vendor's booths, communicate (hear and respond) with customers on subway platforms, and walk up and down stairways and ramps.

#### **EXAMPLES OF TYPICAL TASKS:**

- (a) configuring turnstiles (using computer to set the turnstiles to operate in an exit, entry, closed or agent release mode) and obtaining meter readings; fare media encoding and sales using a computer.
- (b) operating the printer to print reports and receipts;
- (c) balancing booth funds and remitting farecard sales
- (d) performing fingertip maintenance work such as cleaning of read/write heads, cleaning of MVMs, removing jams from equipment, replenishing the operating stock pertinent to the functioning of the AFC printer (including, but not limited to paper rolls and toner);
- (e) distributing AFC promotional and informational materials to the riding public.
- (f) Inspecting/restarting escalator (with proper training).
- (g) responsible for booth property.

### **SUPERVISOR (STATIONS)**

#### **Rule 15.03**

#### **DUTIES AND RESPONSIBILITIES:**

Supervisors (Stations) supervise employees engaged in work of varying degrees of difficulty and responsibility involving the receipt and remittance of revenue, the operation of station controls, and the cleaning of stations and environs. They inspect stations and station equipment, and perform related work. Supervisors (Stations) supervise an assigned group of subordinate employees engaged in manual, mechanical, and specialized cleaning of stations and environs; supervise track tile cleaning and refuse collection; supervise and assign stations personnel; conduct inspections and recommend appropriate action to improve the condition of stations and station equipment; and prepare and analyze reports.

In order to fulfill these duties, Supervisors (Stations) may be required to work outdoors in all types of weather, walk along subway tracks, step over rails (including live third rails), climb and descend ladders and stairs; distinguish colors of lights; work with chemicals such as, general purpose cleaners, bleach, stainless steel cleaners; and operate a motor vehicle (Mobile Wash Trucks).



#### EXAMPLES OF TYPICAL TASKS:



- Responsible for a grouping of stations and associated forces and/or an assigned group of subordinate employees engaged in the receipt and collection of revenue, the cleaning of stations and the staffing of station service booths.



- Supervises, assigns, and plans the assignment of Stations personnel (Agents/Cleaners).



- Conducts station inspections, recommends and/or takes appropriate action on condition of stations and station equipment. (lighting outages, elevator/escalator equipment service, unsanitary conditions, station defects, structural defects, hazardous conditions, public telephone outages, suspicious packages.



- Compiles and analyzes records and reports and makes recommendations.
- Conducts investigations, bag verifications, booth audits and prepares reports.



- Responsible for ordering cleaning and clerical supplies.

- Walk and stand for prolonged periods of time.

#### STRUCTURE MAINTAINER GROUP A

##### Rule 15.04

#### DUTIES AND RESPONSIBILITIES:



To maintain, install, inspect, test, alter, and repair the subway, surface and elevated structures, including: stations, enclosures, and related buildings, particularly the carpentry and woodwork in connection with stairways, doors, roofs, station controls, platforms, handrails, windows, and associated incidental painting; perform other structural work when necessary, if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### STRUCTURE MAINTAINER GROUP B

##### Rule 15.05

#### DUTIES AND RESPONSIBILITIES:



To maintain, install, inspect, test, alter and repair the subway, surface, and elevated structures, including: stations, enclosures and related buildings, particularly the masonry work in connection with walls, foundations, floors, platforms, stairways, gratings, ducts, manholes, drains, sewers, station controls, leaks; perform other structural work when necessary: if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



**STRUCTURE MAINTAINER GROUP C****Rule 15.06****DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter and repair the subway, surface and elevated structures, including: stations, enclosures and related buildings, particularly the structural and ornamental iron work, shoring, welding, burning, and riveting in connection with columns, girders, stairways, gratings, station controls, and associated incidental painting; perform other structural work when necessary; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

**STRUCTURE MAINTAINER GROUP D****Rule 15.07****DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter, and repair the subway, surface and elevated structures, including: stations, enclosures and related buildings, particularly the sheet metal work in connection with roofs, skylights, ducts, leaders and gutters, drip pans, fireproof doors, stove pipes, receptacles, and associated incidental painting; perform other structural work when necessary; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

**STRUCTURE MAINTAINER GROUP E****Rule 15.08****DUTIES AND RESPONSIBILITIES:**

Performs plumbing work related to toilets, wash rooms, boilers, heating systems, air conditioners, ejectors, drains and sewers. Performs associated incidental painting. Performs other structural work when necessary. If assigned, performs inspection work on new equipment and material at manufacturing plants. Keeps records. Drives, loads and unloads trucks and vans. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

**STRUCTURE MAINTAINER GROUP G****Rule 15.09****DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter, and repair the subway, surface, and elevated structures, including: stations, enclosures, and related buildings, particularly the general painting, glazing, and associated chipping and cleaning work in connection with steel girders and columns, station booths, masonry, and woodwork; perform other structural work when necessary; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.





#### LIGHT MAINTAINER

##### Rule 15.10

###### **DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter, and repair the lighting systems in the surface, subway and elevated sections, stations, tunnels, buildings and yards, including: series and multiple lighting, conduit work, wiring, fixtures, transformers, air and oil switches, switchboards, panel boards, fans, electric heaters and associated apparatus; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### TRANSIT ELECTRO-MECHANICAL MAINTAINER (HYDRAULICS)

##### Rule 15.11

###### **DUTIES AND RESPONSIBILITIES:**

Maintains, services, and repairs the ventilation and drainage systems in subway, elevated and surface sections, stations, buildings, and yards. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



###### **EXAMPLES OF TYPICAL TASKS:**

Maintains, installs, inspects, alters and repairs equipment in ventilation and drainage systems, including: fans; blowers; louvers; motors; wiring; air compressors; magnetic and air valves; piping; sewage ejectors; electrical, air, gasoline, and diesel-driven pumps; generators; and associated control equipment. Drives emergency vehicles. Drives vehicles to pick up and deliver supplies and materials. If assigned, performs inspection work on new equipment and material at manufacturing plants. Keeps records. Makes reports.



#### MAINTENANCE SUPERVISOR (STRUCTURE—GROUP A—CARPENTRY)

##### Rule 15.12

###### **DUTIES AND RESPONSIBILITIES:**

This class of positions encompasses supervisory work of varying degrees of difficulty maintaining, installing, inspecting, testing, altering, and repairing subway, surface, and elevated structures, including stations, enclosures, and related buildings and shops, except the heavy structural steel work of the elevated structures. There are two assignment levels within this class of positions.

The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



**ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the subway, surface, and elevated structures, including: stations, enclosures, and related buildings, particularly the carpentry and woodwork in connection with stairways, doors, roofs, station controls, platforms, handrails, windows, and associated incidental painting; perform other structural work when necessary.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.

**ASSIGNMENT LEVEL II:**

- Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group A, B, D, E, F specialties engaged in the typical assignments described above.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Reviews stock availability list against usage reports and anticipated needs.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.

**MAINTENANCE SUPERVISOR (STRUCTURE—GROUP B—MASONRY)****Rule 15.13****DUTIES AND RESPONSIBILITIES:**

This class of positions encompasses supervisory work of varying degrees of difficulty maintaining, installing, inspecting, testing, altering, and repairing subway, surface, and elevated structures, including stations, enclosures, and related buildings and shops, except the heavy structural steel work of the elevated structures. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### **ASSIGNMENT LEVEL I:**



Is in immediate charge of assigned gang foreman, maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the subway, surface, and elevated structures, including: stations, enclosures, and related buildings, particularly the masonry work in connection with walls, foundations, floors, platforms, stairways, gratings, ducts, manholes, drains, sewers, station controls, leaks, and associated incidental painting; perform other structural work when necessary.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.



- Keeps records.
- Prepares reports.

#### **ASSIGNMENT LEVEL II:**



- Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group A, B, D, E, F specialties engaged in the typical assignments described above.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Reviews stock availability list against usage reports and anticipated needs.



- Compiles and analyzes records.
- Conducts investigations and prepares reports.

### **MAINTENANCE SUPERVISOR (STRUCTURE—GROUP D—SHEET METAL)**



#### **Rule 15.14**

#### **DUTIES AND RESPONSIBILITIES:**



This class of positions encompasses supervisory work of varying degrees of difficulty maintaining, installing, inspecting, testing, altering, and repairing subway, surface, and elevated structures, including stations, enclosures, and related buildings and shops, except the heavy structural steel work of the elevated structures. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



**ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the subway, surface, and elevated structures, including: stations, enclosures, and related buildings, particularly the sheet metal work in connection with roofs, skylights, ducts, leaders, gutters and drip pans, fireproof doors, stove pipes, and receptacles; performs other structural work when necessary.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.

**ASSIGNMENT LEVEL II:**

- Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group A, B, D, E specialties engaged in the typical assignments described above.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Reviews stock availability list against usage reports and anticipated needs.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.

**MAINTENANCE SUPERVISOR (STRUCTURE—GROUP E—PLUMBING)****Rule 15.15****DUTIES AND RESPONSIBILITIES:**

This class of positions encompasses supervisory work of varying degrees of difficulty maintaining, installing, inspecting, testing, altering, and repairing subway, surface, and elevated structures, including stations, enclosures, and related buildings and shops, except the heavy structural steel work of the elevated structures. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



#### **ASSIGNMENT LEVEL I:**



Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the subway, surface, and elevated structures, including: stations, enclosures, and related buildings, particularly the plumbing work in connection with toilets, sink rooms, heating systems, drains and sewers, and associated incidental painting; performs other structural work when necessary.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.

- Keeps records.



- Prepares reports.

#### **ASSIGNMENT LEVEL II:**



- Assists a higher level supervisor; is in charge of an assigned group of subordinate employees in Structures-Group A, B, D, E specialties engaged in the typical assignments described above.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.

- Reviews stock availability list against usage reports and anticipated needs.

- Compiles and analyzes records.



- Conducts investigations and prepares reports.

### **MAINTENANCE SUPERVISOR (LIGHTING)**

#### **Rule 15.16**



#### **DUTIES AND RESPONSIBILITIES:**



This class of positions encompasses supervisory work of varying degrees of difficulty inspecting, maintaining and repairing lighting systems. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



**ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the lighting system in surface, subway and elevated sections, stations, buildings and yards, including: series and multiple lighting, conduit work, wiring, fixtures, transformers, air and oil switches, switchboards, panel boards, fans, electric heaters, and associated apparatus.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.

**ASSIGNMENT LEVEL II:**

Assists a higher level supervisor; is in charge of an assigned group of subordinate employees engaged in the maintenance, installation, inspection, testing, alteration, and repair of lighting systems in surface, subway and elevated sections, stations, buildings and yards.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.

**MAINTENANCE SUPERVISOR (VENTILATION AND DRAINAGE)****Rule 15.17****DUTIES AND RESPONSIBILITIES:**

This class of positions encompasses supervisory work of varying degrees of difficulty involved in the inspection, maintenance, installation, and repair of ventilation and drainage systems. There are two assignments levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.

**ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of ventilation and drainage systems in subway and surface sections, stations, buildings, and yards, including: fans, blowers, louvres, motors, wiring, air compressors, magnetic and air valves, air piping, sewage ejectors, electric and air-driven pumps, stokers, and associated control equipment.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.



#### **ASSIGNMENT LEVEL II:**



Assists a higher level supervisor; is in charge of an assigned group of subordinate employees engaged in the maintenance, installation, inspection, testing, alteration, and repair of the ventilation and drainage systems in the subway, elevated and surface sections, stations, buildings, and yards.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.



- Compiles and analyzes records.



- Conducts investigations and prepares reports.





## CHAPTER 16

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DEPARTMENT OF BUSES







## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DEPARTMENT OF BUSES



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### BUS OPERATOR

#### Rule 16.01

#### DUTIES AND RESPONSIBILITIES:



Under general supervision, operates a bus in accordance with the rules and regulations of the Authority and the New York State and New York City traffic regulations. Performs such other duties as the Authority is authorized by law to prescribe in its regulations. Performs related work.



#### EXAMPLES OF TYPICAL TASKS:

- Operates a bus carrying customers.
- Collects fares.
- Ensures proper payment of fares.
- Issues and collects transfers.
- Cares for customers' safety.
- Makes proper reports regarding revenues, accidents, inoperative or faulty equipment and unusual occurrences.
- Cares for and protects the assigned vehicle.



### CLEANER

#### Rule 16.02



#### DUTIES AND RESPONSIBILITIES:

Under general supervision, cleans, sweeps and washes subway and elevated stations, interiors and exteriors of subway cars and buses in shops, depots, yards, equipment rooms, facilities and on the road. All personnel perform related work and such other duties as the Authority is authorized by law to prescribe in its regulations.



### **EXAMPLES OF TYPICAL TASKS:**

Cleans, polishes, sweeps and washes the interiors and exteriors of subway cars and buses, subway and elevated stations, yards, including steps, platforms, mezzanines, bus ramps, tile walls and floors, sidewalks, wash rooms, toilets, vending machines (MVM/MEM), elevators/escalators, glass, turnstiles, railings, trash receptacles, service booths and related rooms and enclosures. Operates cleaning equipment, such as vacuums, scrubber machines and sweepers. Performs light maintenance work on cleaning equipment, such as changing brushes and rollers. Removes snow using equipment such as shovels, pushers, choppers and snow blowers.

### **MAINTAINER'S HELPER**

#### **Rule 16.03**

### **DUTIES AND RESPONSIBILITIES:**

Under direct supervision, assist maintainers, inspectors and supervisory employees in the performance of their work, depending on assignment. Performs other such duties as the Authority is authorized by law to prescribe in its regulations.

### **BUS MAINTAINER GROUP A**

#### **Rule 16.04**

### **DUTIES AND RESPONSIBILITIES:**

Under supervision, maintains, installs, inspects, tests, alters and repairs the bodies and associated mechanical structural and electrical equipment of buses and other automotive vehicles, including: doors, seats, windows, framing, sheeting, hand bars, signs, floors, bumpers, light fixtures and head lights; make and repair sheet metal parts of buses using such tools and machines as are necessary; weld bus bodies and parts; paint bus bodies; if assigned, perform inspection work on new equipment and materials at manufacturing plants; keep records; perform such other duties as the Authority is authorized by law to prescribe in its regulations.

### **BUS MAINTAINER GROUP B**

#### **Rule 16.05**

### **DUTIES AND RESPONSIBILITIES:**

Under supervision, maintains, installs, inspects, tests, alters and repairs the electrical, mechanical, hydraulic and pneumatic equipment of buses and other automotive vehicles, including: engines, clutches, transmissions, axles, generators, compressors, brake assemblies and electrical accessories; diagnose troubles and irregularities and make the necessary repairs or adjustments; if assigned, perform inspection work on new equipment and materials at manufacturing plants; keep records; perform such other duties as the Authority is authorized by law to prescribe in its regulations.



#### DISPATCHER (DEPARTMENT OF BUSES)

##### Rule 16.06



#### **DUTIES AND RESPONSIBILITIES:**

This class of positions in the Department of Buses encompasses supervisory work of varying degrees of difficulty involved in the expeditious and correct dispatch and movement of all buses during usual and unusual conditions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the Authority is authorized by law to prescribe in its regulations.



#### **TYPICAL ASSIGNMENTS:**



- Is responsible for directing the expeditious and correct dispatch and movement of all buses, within the assigned territory, including the handling of unusual occurrences in service, and determining ways to minimize delays incidental to bus operations.
- Investigates accidents and complaints.
- Ensures revenue security.
- Keeps time records.
- Prepares reports.



## **MAINTENANCE SUPERVISOR (DEPARTMENT OF BUSES)**

### **Rule 16.07**

#### **DUTIES AND RESPONSIBILITIES:**

This class of positions in the Department of Buses Maintenance Department encompasses supervisory work of varying degrees of difficulty involving the inspection, maintenance and repair of buses or other automotive vehicles. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the Authority is authorized by law to prescribe in its regulations.

#### **TYPICAL ASSIGNMENTS:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of buses or other automotive vehicles, and associated bus shops, including: electrical, mechanical, hydraulic and pneumatic equipment of buses, bodies, engines, transmissions and mechanical shop equipment.

- If assigned, performs inspection work on new equipment and material at manufacturing plants and/or other sites.
- Compiles, analyzes, and keeps records.
- Conducts investigations and prepares reports.





## CHAPTER 17

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DEPARTMENT OF SECURITY





## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DEPARTMENT OF SECURITY



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### SPECIAL INSPECTOR

#### Rule 17.01

#### DUTIES AND RESPONSIBILITIES:



Under supervision of management, performs a variety of functions including: assisting in the prevention and detection of vandalism, carrying out fare enforcement, issuing of summonses, assisting in the development and implementation of strategies to combat both vandalism and fare evasion, assisting in the investigations of property crimes, and conduct investigations or inspections as directed. Performs such other duties as the Authority is authorized by law to prescribe in its regulations.



#### EXAMPLES OF TYPICAL TASKS:



- Detects and prevents vandalism and fare evasion, as directed.
- In connection with performance of duties may issue summonses.
- Protects and patrols Authority property and facilities.
- Assists in the investigations of property crimes.
- Assists other entities in investigations.
- Conducts investigations and/or inspections of employees, properties or facilities, as directed.



## **TRANSIT PROPERTY PROTECTION AGENT**

### **Rule 17.02**

#### **DUTIES AND RESPONSIBILITIES:**

Under supervision of management, performs routine work, while in uniform, in watching facilities and adjacent grounds on Authority property in order to provide protection against trespass, damage and loss. Performs such other duties as the Authority is authorized by law to prescribe in its regulations.

#### **EXAMPLES OF TYPICAL TASKS:**

- Maintains surveillance of Authority property entrances and exits.
- Registers employees, visitors and vehicles entering Authority property.
- Deters entry or exit of unauthorized persons, vehicles or materials; and in the case of a person leaving, acts to prevent the removal of any material from Authority property without written approval of an authorized person.
- Makes sure all gates are secured.
- Maintains vehicle parking control.
- Drives an Authority vehicle.
- Reports fires and threats of fires to appropriate authorities.
- Reports security threats as well as unusual conditions to the Security Command Center.
- Makes written reports.
- Makes patrols of Authority property and facilities.





#### TRANSIT PROPERTY PROTECTION SUPERVISOR

##### Rule 17.03



#### DUTIES AND RESPONSIBILITIES:

Under supervision of management, performs routine work, while in uniform, in supervising assigned Transit Property Protection Agents engaged in the protection of Authority property and facilities; check Transit Property Protection Agents' patrol clocks, keys, uniforms and assigned post conditions; operate a two-way radio base station and portable radios; perform security surveys, utilize electronic security equipment; investigate incidents; drive an Authority vehicle; use a computer; keep records; prepare reports; and perform related work. Performs such other duties as the Authority is authorized by law to prescribe in its regulations.



#### EXAMPLES OF TYPICAL TASKS:

- Conducts regular inspections of post locations where Transit Property Protection Agents are assigned to work in order to evaluate and ensure proper performance of duties, satisfactory post conditions, and serviceable operation of all CCTV video cameras/monitoring devices, alarm systems, and physical security deterrents used to control property access, as present, to include but not limited to gates, fences, traffic-arms, turnstiles, chains, cables, and locks.
- Ensures Transit Property Protection Agents are thoroughly acquainted with, and qualified to operate, all equipment which they may be required to handle in the course of their duties.
- Conducts in-service orientation for Transit Property Protection Agents who are new to the Department, or to a particular work assignment; instructs and assesses knowledge regarding assigned duties and responsibilities, and conducts in-service refresher training for incumbent Transit Property Protection Agents while in the course of routine post inspection duties.
- Ensures the timely distribution and needed replenishment of all information, materiel, and supplies necessary to the performance of Transit Property Protection Agent duties including current written policies, procedures, post orders and related work instructions, alerts and notifications, reports, forms, and related materiel.
- Makes patrols of Authority property and facilities; collects/delivers departmental correspondence.





## CHAPTER 18

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF SUPPLY LOGISTICS





## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF SUPPLY LOGISTICS



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by Notices of Examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### RAILROAD STOCK WORKER

#### Rule 18.01



#### DUTIES AND RESPONSIBILITIES:



This class of positions encompasses work of varying degrees of difficulty in the receipt, storage, classifying, and distribution of materials at the storerooms and facilities of the transit system and performs such other duties as the Authority is authorized to prescribe in its regulations. There are two assignment levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.



### RAILROAD STOCK WORKER - LEVEL I

#### DUTIES AND RESPONSIBILITIES:



Under direct supervision, assists in the receiving, checking, classifying, storing and distributing of materials and supplies at the storerooms and facilities of the transit system. Loads and unloads trucks. Unpacks, counts, sorts, marks and places materials and supplies received on pallets, shelves and in bins. Picks supplies from bins, racks, and shelves to fill requisitions. Lifts and carries bulky and heavy transit parts and tools. Checks materials received and notes breakage and differences in quantity. Operates lift trucks, and material handling and storage equipment. Keeps storage areas and materials clean and orderly. Assists in preparing inventories. Assists in maintaining records of supplies and equipment received and issued. Makes entries in a systematized quantity ledger; enters data into computerized inventory management systems; and performs related work.



### **EXAMPLES OF TYPICAL TASKS:**

- (a) Railroad Stock Workers Level I will report to and receive instructions from the Railroad Stock Worker Level II and the supervisory and management staff to whom they are assigned.
- (b) They will receive, check, classify, inventory, record, store, and distribute all materials, inclusive of obsolete and scrap materials, and supplies at/to storerooms and facilities of the transit system, including: the operation of all material handling equipment; inventory systems updating and verifications; the loading and unloading of trucks; and all activities related to normal warehousing and distribution functions.
- (c) They must assist the employee to whom they are assigned in the proper performance of all duties.

### **RAILROAD STOCK WORKER – LEVEL II**

#### **DUTIES AND RESPONSIBILITIES:**

Under supervision, receives, checks, classifies, stores, and distributes materials and supplies in the storerooms and facilities of the transit system. Drives, loads, and unloads and/or operates department vehicles and equipment. Unpacks, counts, sorts, marks and places materials and supplies received on pallets, shelves and in bins. Picks supplies from bins, racks, and shelves to fill requisitions and takes inventory. Separates obsolete and scrap material. Operates lift trucks, and material handling and storage equipment. Keeps storage areas and materials clean and orderly. Keeps records on all storeroom and material activities. Enters data into computerized inventory management systems; and performs related work.

#### **EXAMPLES OF TYPICAL TASKS:**

- (a) Railroad Stock Workers Level II will report to and receive instructions from the supervisory and management staff to whom they are assigned.
- (b) They will receive, check, classify, record, store, and distribute materials and supplies at/to storerooms and facilities of the transit system, including: the operation of all material handling equipment; inventory systems updating and verifications; the loading and unloading of trucks; and all activities related to normal warehousing and distribution functions.
- (c) They will, if assigned, perform inspection work on new equipment and material to include at manufacturing plants.
- (d) They must keep records, including the responsibility for data entry, taking inventory, and the handling of obsolete and scrap materials.
- (e) They may serve as drivers of small and large vehicles used in the distribution of materials throughout the system.



#### STOCK WORKER

##### Rule 18.02



#### **DUTIES AND RESPONSIBILITIES:**



Under supervision, receives, checks, classifies, stores, and distributes materials and supplies in the storerooms and facilities of the transit system. Drives, loads, and unloads and/or operates department vehicles and equipment. Unpacks, counts, sorts, marks and places materials and supplies received on pallets, shelves and in bins. Picks supplies from bins, racks, and shelves to fill requisitions and takes inventory. Separates obsolete and scrap material. Operates lift trucks, and material handling and storage equipment. Keeps storage areas and materials clean and orderly. Keeps records on all storeroom and material activities. Enters data into computerized inventory management systems; and performs related work.



#### **EXAMPLES OF TYPICAL TASKS:**



(a) Stock Workers will report to and receive instructions from the supervisory and management staff to whom they are assigned.



(b) They will receive, check, classify, record, store, and distribute materials and supplies at/to storerooms and facilities of the transit system, including: the operation of all material handling equipment; inventory systems updating and verifications; the loading and unloading of trucks; and all activities related to normal warehousing and distribution functions.



(c) They will, if assigned, perform inspection work on new equipment and material to include at manufacturing plants.



(d) They must keep records, including the responsibility for data entry, taking inventory, and the handling of obsolete and scrap materials.



(e) They may serve as drivers of small and large vehicles used in the distribution of materials throughout the system.



## MAINTENANCE SUPERVISOR (STORES)

### Rule 18.03

#### **DUTIES AND RESPONSIBILITIES:**

This class of positions encompasses supervisory work at varying degrees of difficulty and responsibility involving the receipt, checking, classification, storage, distribution, and issuance of materials and supplies. At assignment Level I, Maintenance Supervisors (Stores) supervise assigned stock workers engaged in the receipt, checking, classification, storage, distribution, and issuance of materials and supplies at the storerooms and facilities of the transit system, including, but not limited to: loading and unloading of trucks, unpacking, counting, sorting, marking and placing of materials and supplies received on pallets, shelves and in bins; filling requisitions and taking inventory. They identify, handle and weigh obsolete and scrap material; make payments of freight charges and other authorized disbursements; prepare reports and keep records; operate computers and perform functions related to updating the inventory management systems; drive motor vehicles, and perform such other duties as the Authority is authorized by law to prescribe in its regulations.

Some of the physical activities performed by the Maintenance Supervisor (Stores) and environmental conditions experienced are working in a warehouse atmosphere around machinery such as: automated storage systems, carousels, conveyors, hi-los, lift trucks, and all types of material handling equipment; and motor vehicles and driving.

#### **EXAMPLES OF TYPICAL TASKS:**

- (a) Maintenance Supervisors will report to and receive instructions from the members of the supervisory or management staff to whom they are assigned.
- (b) Maintenance Supervisors will have charge of and be directly responsible for the forces engaged in the receipt, checking, classification, storage and distribution of materials and supplies at the storerooms and facilities of the transit system, including: loading and unloading trucks; unpacking; counting; sorting; marking and placing materials and supplies received on pallets, shelves and in bins; filling requisitions; taking inventory; handling of obsolete and scrap material; and processing of payments for freight charges and other authorized disbursements.
- (c) They will, if assigned, perform inspection work on new equipment and material to include at manufacturing plants.
- (d) They must make regular inspections and prepare reports on the work and employees for which they are in charge and for which they are directly responsible.



#### STOREROOM SUPERVISOR

##### Rule 18.04



#### **DUTIES AND RESPONSIBILITIES:**



This class of positions encompasses supervisory work at varying degrees of difficulty and responsibility involving the receipt, checking, classification, storage, distribution, and issuance of materials and supplies. Storeroom Supervisors supervise assigned stock workers engaged in the receipt, checking, classification, storage, distribution, and issuance of materials and supplies at the storerooms and facilities of the transit system, including, but not limited to: loading and unloading of trucks, unpacking, counting, sorting, marking and placing of materials and supplies received on pallets, shelves and in bins; filling requisitions and taking inventory. They identify, handle and weigh obsolete and scrap material; make payments of freight charges and other authorized disbursements; prepare reports and keep records; operate computers and perform functions related to updating the inventory management systems; drive motor vehicles, and perform such other duties as the Authority is authorized by law to prescribe in its regulations.



Some of the physical activities performed by the Storeroom Supervisors and environmental conditions experienced are working in a warehouse atmosphere around machinery such as: automated storage systems, carousels, conveyors, hi-los, lift trucks, and all types of material handling equipment; and motor vehicles and driving.



#### **EXAMPLES OF TYPICAL TASKS:**



- (a) Storeroom Supervisors will report to and receive instructions from the members of the supervisory or management staff to whom they are assigned.
- (b) Storeroom Supervisors will have charge of and be directly responsible for the forces engaged in the receipt, checking, classification, storage and distribution of materials and supplies at the storerooms and facilities of the transit system, including: loading and unloading trucks; unpacking; counting; sorting; marking and placing materials and supplies received on pallets, shelves and in bins; filling requisitions; taking inventory; handling of obsolete and scrap material; and processing of payments for freight charges and other authorized disbursements.
- (c) They will, if assigned, perform inspection work on new equipment and material to include at manufacturing plants.
- (d) They must make regular inspections and prepare reports on the work and employees for which they are in charge and for which they are directly responsible.





## CHAPTER 19

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF ELECTRONICS MAINTENANCE







## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF ELECTRONICS MAINTENANCE



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### CLEANER

#### Rule 19.01

#### DUTIES AND RESPONSIBILITIES:



Under general supervision, cleans, sweeps and washes subway and elevated stations, interiors and exteriors of subway cars and buses in shops, depots, yards, equipment rooms, facilities, and on the road. All personnel perform related work and such other duties as the Authority is authorized by law to prescribe in its regulations.



#### EXAMPLES OF TYPICAL TASKS:



Cleans, polishes, sweeps and washes the interiors and exteriors of subway cars and buses, subway and elevated stations, yards, including steps, platforms, mezzanines, bus ramps, tile walls and floors, sidewalks, wash rooms, toilets, vending machines (MVM/MEM), elevators/escalators, glass, turnstiles, railings, trash receptacles, service booths and related rooms and enclosures. Operates cleaning equipment, such as vacuums, scrubber machines and sweepers. Performs light maintenance work on cleaning equipment, such as changing brushes and rollers. Removes snow using equipment such as shovels, pushers, choppers and snow blowers.



### REVENUE EQUIPMENT MAINTAINER

#### Rule 19.02



#### DUTIES AND RESPONSIBILITIES:



Test, repairs and performs preventive maintenance on bus and subway automated fare collection equipment, including but not limited to turnstiles, token booth equipment, MetroCard vending machines and bus fareboxes. Diagnoses, troubleshoots and removes and replaces circuit boards, wiring harnesses, electronic and electromechanical modular units and other components using hand tools, digital multimeters, wiring schematics, palmtop computers and other special test equipment.



Maintains inventory of all, sub-assemblies, inserts and other mechanical equipment stored in the Borough field office or Depot Maintenance Operating Center (MOC).

Keeps records and prepares detailed comprehensive reports.

All personnel perform related work and such other duties as the Authority is authorized by law to prescribe in its regulations.

### **COIN RETREVIAL TECHNICIAN (CRT)**

#### **Rule 19.03**

#### **DUTIES AND RESPONSIBILITIES:**

Under general supervision, this position encompasses the installation, testing, alteration, maintenance and repair work of varying degrees of difficulty on electronic and electro-mechanical revenue equipment, such as Keene Vacuumatic Coin Retrieving Systems and all related equipment in bus garages and shops. This includes but is not limited to associated cleaning and lubrication, rewiring and electrical troubleshooting. If assigned, the incumbent will also perform inspection work on new equipment and material at manufacturing plants, keeps records and work necessary overtime and/or holidays to insure the efficient operation of equipment and security of revenue. All personnel perform related work and such other duties as the Authority is authorized by law to prescribe in its regulations.

### **TELEPHONE MAINTAINER**

#### **Rule 19.04**

#### **DUTIES AND RESPONSIBILITIES:**

- Maintains, installs, inspects, tests, alters and repairs the telephone and communications equipment and cable along the subway, elevated and surface right of way, and on other railroad property. Services, troubleshoots and repairs telephones, alarms, intercoms, public address systems, fire alarms, security alarms, early warning systems and clocks. Splices and maintains multi-conductor telephones cables, including multi-conductor rubber or paper insulated, lead or neoprene covered cable. Keeps records.
- Makes computations, keeps records, and prepares reports.
- Performs such other duties as the Authority is authorized by law to prescribe in its regulations.



#### ELECTRONIC EQUIPMENT MAINTAINER

##### Rule 19.05



#### DUTIES AND RESPONSIBILITIES:

Maintains, installs, inspects, tests, alters, removes, replaces and repairs electronic communications and control systems in the shop or in the field; performs related work. Performs such other duties as the Authority is authorized by law to prescribe in its regulations.



#### EXAMPLES OF TYPICAL TASKS:



- Maintains and tests: voice frequency carrier systems; industrial telemetering systems; AM and FM mobile, portable and fixed based station radio frequency units; public address and intercommunication speakers and microphone amplifiers; automatic train control and indication systems; closed circuit television systems; and associated power and test equipment.



- Maintains and tests: propulsion control systems; heating, ventilating and air conditioning control systems; air brake control systems; power converters; battery chargers, and associated power and test equipment.



- Makes computations, keeps records, and prepares reports.

- May perform acceptance inspection work on new equipment and materials located at manufacturing plants or delivered to the Authority.



#### LIGHT MAINTAINER

##### Rule 19.06



#### DUTIES AND RESPONSIBILITIES:

To maintain, install, inspect, test, alter, and repair the lighting systems in the surface, subway and elevated sections, stations, buildings and yards, including: series and multiple lighting, conduit work, wiring, fixtures, transformers, air and oil switches, switchboards, panel boards, fans, electric heaters and associated apparatus; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the Authority is authorized by law to prescribe in its regulations.



**STRUCTURE MAINTAINER GROUP C****Rule 19.07****DUTIES AND RESPONSIBILITIES:**

To maintain, install, inspect, test, alter and repair the subway, surface and elevated structures, and fare collection equipment, including: stations, enclosures and related buildings, particularly the structural and ornamental iron work, shoring, welding, burning, and riveting in connection with columns, girders, stairways, gratings, station controls, and associated incidental painting; perform other structural work when necessary; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the Authority is authorized by law to prescribe in its regulations.

**MAINTENANCE SUPERVISOR (REVENUE)****Rule 19.08****DUTIES AND RESPONSIBILITIES:**

This class of positions encompasses work of varying degrees of difficulty and responsibility supervising employees involved in the inspection, maintenance, testing, repair and installation of electromechanical automated fare collection equipment, including, but not limited to turnstiles, token booth equipment, MetroCard vending machines and fareboxes. There are two assignment levels within this class of positions. All personnel perform related work and other such duties as the Authority is authorized by law to prescribe in its regulations.

**ASSIGNMENT LEVEL I:**

- Supervises and assigns Revenue Equipment Maintainers and ensures adequate and uninterrupted coverage of Maintenance Services. Interfaces with Computerized Maintenance Management Systems to properly document all assigned maintenance activities
- Supervises and trains revenue equipment maintainers who test, diagnose, repair and perform preventive maintenance on bus and subway automated fare collections equipment. This includes the diagnosis, troubleshooting, removal and replacement of electronic circuit boards, wiring harnesses, electronic and electromechanical modular units and other components. This work is done by using hand tools, digital multimeters, wiring schematics, palmtop computers and special test equipment.
- Ensures compliance with standards and rules.
- Compiles and analyzes maintenance records to assess equipment performance and writes comprehensive, detailed reports.
- Performs timekeeping and payroll functions as required
- Performs field equipment and employee audits.



#### **ASSIGNMENT LEVEL II:**



- Is in charge of several Maintenance Supervisors (Revenue), Level I. Is responsible for their scheduling or deployment.



- Reviews and analyzes maintenance reports and other related reports and makes recommendations.



- Reviews disciplinary and grievance situations as necessary.



- Conducts inspections and takes appropriate action on condition of revenue Equipment Maintenance Units and their equipment.



- Investigates customer complaints and prepares detailed reports and correspondence.



- May incidentally perform duties described under lower Assignment Level.



#### **MAINTENANCE SUPERVISOR (TELEPHONES)**

##### **Rule 19.09**



#### **DUTIES AND RESPONSIBILITIES:**

This class of positions encompasses supervisory work of varying degrees of difficulty and responsibility involving the maintenance, servicing, and repair of the Authority's railroad telephone and other communications systems equipment. There are two Assignment Levels within this class of positions. All personnel perform related work and other such duties as the Authority is authorized by law to prescribe in its regulations.



#### **ASSIGNMENT LEVEL I:**

Under general supervision, performs tasks such as the following:



- Supervises staff engaged in maintenance, installation, inspection, testing, alteration, and repair of telephones, carrier lines, fiber-optic networks, telephone switches, key equipment, public address systems and intercoms, amplifier equipment, clocks, cables, and emergency, theft and fire alarms and related equipment along underground and elevated trainways, in yards and on other railroad property.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.
- Operates a motor vehicle to travel between work sites

**ASSIGNMENT LEVEL II:**

Under direction, assists a higher level supervisor. In addition, performs tasks such as the following:

- Supervises a group of subordinate supervisors performing the work described under Assignment Level I above.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.
- May perform inspection work on new equipment and material at manufacturing plants.

**MAINTENANCE SUPERVISOR (ELECTRONIC EQUIPMENT)****Rule 19.10****DUTIES AND RESPONSIBILITIES:**

This class of positions encompasses supervisory work of varying difficulty involved in the maintenance, installation, inspection, testing, alteration, and repair of communications and control systems in the shop or in the field. There is one assignment level within this class. The following describes typical assignments for this position. All personnel perform related work such as other duties as the Authority is authorized by law to prescribe in its regulations.

**ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of electronic communications and control systems in the shop or in the field, including: voice frequency carrier systems; industrial telemetering systems; AM and FM mobile, portable and fixed base station radio frequency units; access intrusion control systems, public address and intercommunications speakers and microphone amplifiers; and associated power and test equipment.

- Prepares technical manuals.
- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Supervises and assigns maintainers appropriately to ensure all work is performed efficiently.
- Keeps records.
- Prepares reports.
- Ensure compliance with standards and rules.



#### **ASSIGNMENT LEVEL II:**



- Assists a higher ranking supervisor; is in charge of an assigned group of subordinate employees engaged in the typical assignments described above.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.



- Prepares technical manuals.

- Compiles and analyzes records.

- Conducts investigations and prepares reports.



### **MAINTENANCE SUPERVISOR (LIGHTING)**

#### **Rule 19.11**

#### **DUTIES AND RESPONSIBILITIES:**



This class of positions encompasses supervisory work of varying degrees of difficulty inspecting, maintaining and repairing lighting systems. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the Authority is authorized by law to prescribe in its regulations.



#### **ASSIGNMENT LEVEL I:**



Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the lighting system in surface, subway and elevated sections, stations, buildings and yards, including: series and multiple lighting, conduit work, wiring, fixtures, transformers, air and oil switches, switchboards, panel boards, fans, electric heaters, and associated apparatus.



- If assigned, performs inspection work on new equipment and material at manufacturing plants.

- Keeps records.

- Prepares reports.



#### **ASSIGNMENT LEVEL II:**



Assists the supervisor; is in charge of an assigned group of subordinate employees engaged in the maintenance, installation, inspection, testing, alteration, and repair of lighting systems in surface, subway and elevated sections, stations, buildings and yards.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.

- Compiles and analyzes records.

- Conducts investigations and prepares reports.

**MAINTENANCE SUPERVISOR (STRUCTURE - GROUP C - IRON WORK)****Rule 19.12****DUTIES AND RESPONSIBILITIES:**

This class of positions in the Division of Infrastructure encompasses supervisory work of varying degrees of difficulty involved in the inspection, maintenance, installation, and repair of the subway, surface, and elevated structures, and fare collection equipment. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the Authority is authorized by law to prescribe in its regulations.

**ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of the subway, surface, and elevated structures, and fare collection equipment, including: stations, enclosures, and related buildings, particularly the structural and ornamental iron work shoring, welding and riveting in connection with columns, girders, stairways, gratings, station controls, and associated incidental painting; performs other structural work when necessary.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.

**ASSIGNMENT LEVEL II:**

Assists the supervisor; is in charge of an assigned group of subordinate employees engaged in the typical assignments described above.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.







## CHAPTER 20

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF REVENUE





## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF REVENUE



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### CLEANER

#### Rule 20.01

#### DUTIES AND RESPONSIBILITIES:



Under general supervision, cleans, sweeps and washes subway and elevated stations, interiors and exteriors of subway cars and buses in shops, depots, yards, equipment rooms, facilities and on the road. All personnel perform related work and such other duties as the Authority is authorized by law to prescribe in its regulations.



#### EXAMPLES OF TYPICAL TASKS:



Cleans, polishes, sweeps and washes the interiors and exteriors of subway cars and buses, subway and elevated stations, yards, including steps, platforms, mezzanines, bus ramps, tile walls and floors, sidewalks, wash rooms, toilets, vending machines (MVM/MEM), elevators/escalators, glass, turnstiles, railings, trash receptacles, service booths and related rooms and enclosures. Operates cleaning equipment, such as vacuums, scrubber machines and sweepers. Performs light maintenance work on cleaning equipment, such as changing brushes and rollers. Removes snow using equipment such as shovels, pushers, choppers and snow blowers.



### COLLECTING AGENT

#### Rule 20.02



#### DUTIES AND RESPONSIBILITIES:



Supports the 24 hour/7 days per week collection, transportation and delivery of revenue from various points which may include Bus Depots, Subways (MVMs and station booths), LIRR, Bridges and Tunnels, Select Bus Service, MTA Bus, and Staten Island Rapid Transit Operating Authority. Provides security protection for REMs who repair MVMs. Performs vault operations for outgoing and incoming revenue and fare media. Guards all such revenue, carry firearms, handles heavy money bags and fare media. Acts as the crew of armored trucks; execute forms and keep records with respect to such revenue; make reports; performs such other duties as the Authority is authorized by law to prescribe in its regulations.



## COLLECTION SUPERVISOR (REVENUE)

### Rule 20.03

#### **DUTIES AND RESPONSIBILITIES:**

This class of positions in the Division of Revenue encompasses supervisory work of varying levels of difficulty with regard to the collection of revenue from locations as described in the Collecting Agent duties and responsibilities. There are two assignment levels within this class of positions. All personnel perform related work and such other duties as the Authority is authorized by law to prescribe in its regulations.

#### **ASSIGNMENT LEVEL I:**

- Is responsible for an assigned group of Collecting Agents engaged in the collection of revenue from MTA facilities.
- Utilizes route tracking reports, GPS, and field route monitoring to achieve peak route collections efficiency and productivity.
- Directs subordinates in the proper procedures to follow in the event of unusual occurrences that take place in the field.
- Assists in the training of all new Collecting Agents for Revenue Collection operations.
- Is responsible for the smooth and problem-free operation of the coin retrieval equipment, or of Subways and Buses Collection equipment handled by subordinates
- Monitors and implements the maintenance schedule of farebox technicians and Keene equipment technicians, or monitors the routes and schedules of trucks.
- Enforces departmental policies and procedures.
- Supervises audits that ensure the proper count of collected coins per bus farebox, or supervises the proper handling of collected revenue.
- Trains subordinates in coin retrieval and revenue audit procedures, or in the collection of revenue from Subways stations, Bus depots, and all other collections locations.
- Is responsible for the timely generation of data equipment reports and other related reports.
- Exercises disciplinary authority over subordinates as required and takes part in Step I grievance hearings. Recommends discipline as appropriate.
- Formulates MVM and booth collections schedules.



#### ASSIGNMENT LEVEL II:



- In conjunction with MTA agencies, modifies revenue collection schedules as needed.



- Staffs Control Desk whose daily functions including assigning utility agents to open jobs, updating Keywatcher assignments for rotating vacation relief agents, communication with all revenue routes via GPS and handles issues as they arise.



- Is in charge of level 1 Revenue Collection Supervisors, and assists in training and development.



- Reviews and analyzes data equipment reports and other related reports and makes recommendations.



- Prepares weekly payroll for all Collecting Agents and Level I Supervisors.



- Reviews and investigates disciplinary and grievance situations as necessary, prepares related reports and takes part in Step I grievance hearings.



- Conducts inspections and takes appropriate action on conditions of Buses Fare Collection and Subways Fare Collection Units in depots, stations, trains or trucks, and their equipment.



- Prepare weapons qualifications schedules for all Collecting Agents and Supervisors.



- Reviews collection schedules prepared by Level I Supervisor.



- Prepares vault proofs verifying coin inventory balances.

- May incidentally perform duties described under lower Assignment Level.



## CHAPTER 21

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF ELEVATORS AND ESCALATORS





## DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DIVISION OF ELEVATORS AND ESCALATORS



This chapter contains some of the job descriptions for operating employees in the Authority. Although the descriptions outline general duties performed by employees in the title, the listing of duties is not exhaustive. We are also governed by Civil Service job descriptions, if applicable, and/or updates by notices of examination. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe in its regulations. In addition, particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



### MAINTAINER'S HELPER

#### Rule 21.01

#### DUTIES AND RESPONSIBILITIES:



To assist maintainers, inspectors and supervisory employees in the performance of their work, depending on assignment. Performs such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



### TRANSIT ELECTRO-MECHANICAL MAINTAINER, ELEVATORS & ESCALATORS

#### Rule 21.02

#### DUTIES AND RESPONSIBILITIES:



To maintain, install, inspect, test, alter, and repair the elevators, escalators, electrically operated swing bridges, and all allied electrical and mechanical equipment, including: generators, motors, electrical control equipment, cars, treads, chains, cables, doors and door control equipment; if assigned, perform inspection work on new equipment and material at manufacturing plants; keep records; perform such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



### MAINTENANCE SUPERVISOR (ELEVATORS AND ESCALATORS)

#### Rule 21.03

#### DUTIES AND RESPONSIBILITIES:



This class of positions in the Division Elevators and Escalators encompasses supervisory work of varying degrees of difficulty involved in the inspection, maintenance, installation, and repair of elevators, escalators, and electrically operated swing-bridges. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work and such other duties as the New York City Transit Authority is authorized by law to prescribe in its regulations.



**ASSIGNMENT LEVEL I:**

Is in immediate charge of assigned maintainers and helpers engaged in the maintenance, installation, inspection, testing, alteration, and repair of elevators, escalators, electrically-operated swing-bridges and all allied electrical and mechanical equipment, including: generators, motors, electrical control equipment, cars, treads, chains, cables, doors and door control equipment.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Keeps records.
- Prepares reports.

**ASSIGNMENT LEVEL II:**

Assists a higher level supervisor; is in charge of an assigned group of subordinate employees engaged in performing the typical assignments described above.

- If assigned, performs inspection work on new equipment and material at manufacturing plants.
- Compiles and analyzes records.
- Conducts investigations and prepares reports.







## CHAPTER 22

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### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DEPARTMENT OF CAPITAL PROGRAM MANAGEMENT





## **DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DEPARTMENT OF CAPITAL PROGRAM MANAGEMENT**



This Chapter contains descriptions of some of the duties and responsibilities of personnel within the Department of Capital Program Management when working under a General Order (GO) on or near the Right of Way. Although the descriptions outline general duties performed by employees in the department, the listing of duties is not exhaustive. Employees may be called upon to perform duties not specifically listed in the job descriptions but which the Authority is otherwise authorized to prescribe. Particular job functions may be added, deleted or modified over time due to evolutionary or technological changes in the nature of the assignment.



A General Order is a document issued by the Subway's Division of Rapid Transit Operations to remove a section of track(s) and/or infrastructure from service to allow work to be performed. CPM Design and Construction personnel are responsible for ensuring that this work is done in accordance with all documented Safety and General Order (G.O.) Requirements.



### **DESIGN MANAGER**

#### **Rule 22.01**



For design activities such as surveys being performed along the Right-of-Way under flagging conditions or a G.O. the Design Manager's responsibilities are to act as or assign an Engineer-in-Charge (EIC), and ensure that the EIC and Consultant personnel assigned to perform EIC duties meets all required training and qualification requirements.



### **CONSTRUCTION MANAGER**

#### **Rule 22.02**



For construction activities being performed under a G.O. the Construction Manager's responsibilities are to act as or assign an Engineer-in-Charge (EIC), and ensure that the EIC and Consultant personnel assigned to perform EIC duties meets all required training and qualification requirements.



### **ENGINEER-IN-CHARGE (EIC)**

#### **Rule 22.03**



The EIC has overall responsibility for managing the General Order and ensuring that all necessary communication has taken place between the involved parties including CPM personnel, Rapid Transit Operations personnel, Maintenance of Way, Contractor personnel or any CPM Piggybackers and the Rail Control Center (RCC).



Additionally the EIC is responsible for obtaining a copy of the G.O., reading and understanding it and assuring that each of the Inspectors and consultants working within the limits of the G.O. have reviewed it and understand all aspects of the G.O. All Inspectors and Consultants shall have a complete copy of the G.O. with them at all times so as to ensure that it is available for review during each shift.

- Upon verification from each Inspector that work is ready to begin, including verification of Power limits and On/OFF conditions, the EIC shall contact the RCC to begin the G.O. and obtains from the Inspector(s) the time the track was “Cleared” and “Secured”.
- After being informed by the Inspector(s) that the work site is safe for service and for returning the G.O., the EIC calls the RCC to return the G.O.

## **FIELD INSPECTOR**

### **Rule 22.04**

- Ascertains that the work is ready to commence, notifies the EIC and contact the RCC to begin the G.O. Makes notification whether a test train will be needed. If a test train is required, the Field Inspector specifies the exact area that the train will be testing.
- Allows work to commence after proper flagging has been established and the power limits verified.
- Oversees all work activities at a specific work location(s) within the G.O. area, including verification of the power limits and ON/OFF conditions
- Oversees the work and coordinates G.O. activities at the work site(s), such as work trains and accounting for all piggy backers .
- In the event that any obstructions are left on the track or track dollies are used, insures that approved temporary tie bumpers are installed by the Contractor 200 feet from both ends of the established work area, but not outside the G.O limits. Notifies the RCC of the location of the temporary tie bumpers and their anticipated duration.
- Informs the EIC and notifies the RCC immediately of problems that may delay ending the G.O.
- Ascertains that the Contractor’s work site is safe for ending the G.O. This must include, but not be limited to having the Contractor do measurements confirming that all work is outside the Limiting Line of Line Equipment.
- If the first test train does not successfully pass through the work site(s), the Inspector(s) will direct the Contractor(s) to make repairs and the EIC will inform the RCC. The process is repeated until a test train successfully passes through the work sites.
- The Inspector then informs the EIC and notifies the RCC if the trackway may be returned for service.
- After the test train has passed through the work site(s), the Inspector(s) informs the EIC and notifies the RCC.

## Chapter 22 Rules & Regulations 2016

### DUTIES AND RESPONSIBILITIES OF EMPLOYEES IN THE DEPARTMENT OF CAPITAL PROGRAM MANAGEMENT



- In the event of an emergency that threatens the safety of the railroad, as in the movement of trains or the protection of passengers, and the EIC is unavailable, the Inspector must communicate with the RCC. In the event of such an emergency and the unavailability of both the EIC and the Inspector, Contractor personnel may communicate with the RCC.



- Contractor personnel will notify the Field Inspector or the engineer -in-charge of his communication with RCC. The inspector or the engineer-in - charge will contact RCC to confirm the emergency.



- On long term G.O's, the Field Inspector or the engineer -in-charge will notify the RCC of all transfers of authority.











