

*James
Ann***CHICAGO TRANSIT AUTHORITY**

March 2, 1953

TO: Mr. O'Connor
FROM: Mr. Gaynor
SUBJECT: Blvd. System Routine

RECEIVED
MAR 2 1953
T. B. O'CONNOR

Mr. O'Connor:-

Following routine matters handled on the Boulevard System are submitted to you for possible change:-

(1) REGISTERS

Up to the time Blvd. System Transportation Dept. moved to Merchandise Mart, Mr. E.J. Murray kept record of the Grant Registers, both as to number of defects, and time consumed in repairs.

If this system is to be continued, please advise.

(2) SNOW WORK

Blvd. System snow work was handled in following manner:-

Every night at 9:00 o'clock Telephone Operator called me after getting the usual weather report from Weather Bureau, and at that time I advise supervisory force handling snow work whether or not to remain on the road, depending on weather report.

Please advise if there is to be any change in this system.

(3) ACCIDENT REPORTS (ROAD REPORTS)

In case of Accidents and Personal Injuries it has been the practice of Blvd. System for Operators or Supervisors to telephone Claim Dept. direct during office hours; after hours, to phone Telephone Operator, who contacts Claim Investigators.

Please advise if this system is to be continued.

(4) ACCIDENT FOLLOWUP (TRANSP.SUPT.OFFICE)

The original accident report (with extra copy) goes by mail to the Division Superintendnt.

Division Supt. sends daily summary of accidents to General Supt. of Transportation, where "Accident Investigation slip" is made out and sent to Division Supt. for report as to whether driver was "at fault", "not at fault," or "questionable". When slips are returned from Division Supt. entry is made on driver's record.

(5) WEEKLY REPORT

Blvd. System formerly sent synopsis of previous week's activities to Mr. Meyer to be incorporated in the weekly report. I suppose this will now be incorporated with report of your department?

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(6) DIVERSEY TELEPHONE SWITCHBOARD

Please advise situation on present Diversey switchboard. I sent you a copy of the Telephone Operator personnel. Understand Mary Mc Carthy, senior operator, expects to go on pension of switchboard is taken out. That will leave 4 remaining operators, Mrs. Magnusson (senior), Miss Mc Cabe (junior), Mrs. Tynan, and Mrs. Walker, relief operators. If they are to be transferred to CTA please advise.

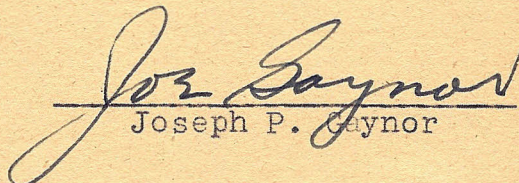
(7) PERSONNEL REPORTS (BADGES)

Personnel reports were handled by Mr. Murray. Inasmuch as Operators records have been moved to the Merchandise Mart, and for the next week Mr. Murray will be issuing badges, please advise how you want the records brought up to date, and new badge numbers inserted.

(8) DETOURS

Please advise how you wish telephone reports on detours from supervisors handled.

Under Blvd. System, Road Supervisors telephoned in detour reports to Chief Clerk, and he in turn gave the reports to my office, and to Mileage Clerk.


Joseph P. Gaynor