

March 3, 1953.

Mr. Jos. P. Gaynor

T. B. O'Connor

Boulevard System Routine

1. REGISTERS

All registers should be cleared through Mr. Tucker as to records kept, etc.

2. SNOW WORK

The Boulevard System snow work should be handled by you. Sometime after 9:15 P.M. the teletype has the weather forecast for a 6 hour period and if you will call the dispatcher you can learn the forecast and then notify the dispatcher to call the various stations and alert the station to call the supervisor and have them stay, if necessary.

3. ACCIDENT REPORTS

Inasmuch as all operators are to call the Radio Dispatcher, the Radio Dispatcher will connect the bus operator with the Claim Department or will call one of the members of the Claim or Legal Department after office hours.

4. ACCIDENT FOLLOW-UP

The practice of making out accident reports is to make out one copy, which is forwarded to the Claim Department, however, our clerks at the station make a brief copy of the accident and insert it in the Accident Book at the station. The original accident report is copied by our Claim Department and returned to the station in the first morning mail. The Station Superintendent determines whether or not the operator is at fault.

Mr. Moore will contact the Superintendents and familiarize them with this plan, however, until this is done, they will follow the same procedure as in the past.

5. WEEKLY REPORT

The Boulevard System Weekly Report will be incorporated in the Weekly Report of the department. You, however, will be responsible for writing a report on all subjects relating to operation, such as delays of 30 minutes or more due to fires, flooded subways, snow, etc.

6. DIVERSEY TELEPHONE SWITCHBOARD

Mr. Wolf is to have someone make a study of the Diversey switchboard, however, I think that beginning the first of next week we should put the board on a one shift, five-day week basis. The operators who will be displaced will report to Mr. Keiser.

7. PERSONNEL RECORDS

Please contact Mr. Bohlin and he will assign men to bring them up-to-date, inserting badge numbers, etc.

8. DETOURS

Supervisors should telephone all detours to the dispatcher immediately and the dispatcher will leave a note on your desk.

T. B. O'Connor