

## GUIDE FOR FILLING OUT THE

# LINE INSTRUCTOR'S REPORT

The "Line Instructor's Report" is used by the Line Instructor to rate Student Operators and Regular Operators assigned to Line Instruction.

METROPOLITAN

TRANSIT



## **RATING STUDENT OPERATORS**

The report must be used in conjunction with the "Guide to Student Operators' Line Instruction" when rating Student Operators. The guide sets up the expected standard for each duty and skill on each day of Line Instruction. The Line Instructor will rate the student according to the standard expected for the day he has the student.

**RATING DUTIES AND SKILLS LISTED IN THE GUIDE** - The symbols used to rate the student for each duty and skill are as follows:

- S - Satisfactory      - Student measures up to the standards established in the guide.
- M - Marginal          - Student falls short of the standards established in the guide but has potential for improvement.
- U - Unsatisfactory   - Student falls far short of the standards established in the guide and has little potential for improvement.
- - Not Covered       Student did not perform duty or skill during any part of the run.

All "M" and "U" ratings must be explained under "Remarks" on the back of the report.

**ITEMS NOT COVERED IN THE GUIDE** - There are no day by day ratings set up for some items in the report, for example: Cooperation, Coordination, and Interest in Job. For these items the Student Operator should be rated "S," "M," or "U" according to the judgement of the Line Instructor.

**DISPOSITION OF THE REPORT** - When completed, the report is turned in to the Station Clerk. All reports are kept on file in the station office for the duration of the student's training. Line Instructors are encouraged to review these reports before they go out with a student. From the information contained in the reports, the Line Instructor can determine where the student has been found to be weak and can then concentrate on helping the student

improve. All reports must be returned to the Station Clerk so that they will be available to the next Line Instructor.

If he feels it will be helpful, the Line Instructor may fill out an additional copy of the report for the student.

## **RATING REGULAR OPERATORS**

When rating Regular Operators, the ratings are made on the basis of the standards established for the 15th Day of Line Instruction. The Rating Symbols and their meanings are shown on the Report. Although certain items may be emphasized at the request of an Instructor or a Station Superintendent, all items must be rated. When complete, the report is turned over to the Instructor or Station Superintendent who made the assignment.

### **WHAT TO CONSIDER IN RATING EACH ITEM ON THE REPORT**

#### **A. NON-DRIVING DUTIES**

The items listed under each duty are the items that should be observed by the Line Instructor in order to determine if the Operator measures up to the standards for each duty.

##### **1. MAKING A RELIEF**

Time of relief

Location of relief

Entries made on tripsheet

Display of run number

Items checked with Operator being relieved

##### **2. LEAVING STATION**

Locating assigned bus

Pre-pull out check (See Standard Operating Procedures for a Pre-pull out check)

Run number display

Display of Destination signs

Operation to starting point of run

##### **3. MIRROR ADJUSTMENT (See Standard Operating Procedures for mirror adjustment)**

##### **4. FILLING OUT TRIP SHEET**

Entries made before going on run

Entries made during run

Entries made after completing run



5. FILLING OUT RUNNING TIME CARD  
Procedure for obtaining information for card  
Information contained on card
- 6-7-8-9. TRANSFERS  
(See "Transfer Reference Manual")
10. FARE COLLECTION  
Knowledge of fare structure  
Watching inspection plate  
Tripping inspection plate  
Using refund envelope
11. USING BUS RADIO  
Setting run number  
Making and receiving calls
12. EQUIPMENT TROUBLE PROCEDURES  
Use of "Employees Guide to Equipment Trouble"
13. FIRE PROTECTION PROCEDURES (See  
"Fire Protection Procedures" folder)
14. TERMINAL PROCEDURES  
Destination signs  
Permitting passengers to board  
Lost articles  
Cleanliness of bus  
Use of steering column guide lines  
Berthing  
Securing bus
15. BEING RELIEVED  
Time of relief  
Location of relief  
Entries made on trip sheet  
Items checked with relieving Operator  
Procedures if relief is not present
16. PULLING INTO STATION  
Pull-in route  
Cash box pulling  
Storage of bus  
Securing bus
17. TURNING IN  
Use of sign-in sheet  
Turning in to Clerk
18. PREPARING FORMS  
Use of forms (Accident report, switch back slip, article found tag, transfer envelope, etc.)

## **B. DRIVING SKILLS**

The Operators ability to perform the driving skills listed below is checked by the Line Instructor. The Line Instructor must determine how well the Operator measures up to the standards for each skill. The driving skills listed are explained in Standard Operating Procedures leaflets and folders.

1. STARTING
2. STOPPING
3. CHANGING LANES
4. FOLLOWING MOVING TRAFFIC
5. INTERSECTION OPERATION
6. PASSING PARKED VEHICLES OR FIXED OBJECTS
7. PASSING VEHICLES MOVING IN SAME DIRECTION
8. PASSING VEHICLES MOVING IN OPPOSITE DIRECTION
9. BEING PASSED
10. CURBING
11. LEAVING A SERVICE STOP
12. RIGHT TURNS
13. LEFT TURNS
14. TURNING ON A STEERING COLUMN GUIDE LINE
15. WYEING

## **C. PASSENGER RELATIONS**

The Operator's ability to maintain good passenger relations is checked by the Line Instructor. The Line Instructor must determine how well the Operator measures up to standards for each item listed below.

1. ANNOUNCEMENTS
  - Street announcements
  - Safety announcements
  - Load distribution announcements
2. SCHEDULE ADHERENCE
3. GIVING INFORMATION TO PASSENGERS
  - Knowledge of routes and areas they serve
  - Knowledge of city and points of interest
4. APPEARANCE
  - Neatness and cleanliness
  - Uniform condition

## 5. DESTINATION SIGNS

## 6. CLEANLINESS OF BUS (interior)

7. COURTESY - How well Operator demonstrates politeness to everyone he comes in contact with on the job in attitude, in words, and in actions.

## D. GENERAL DUTIES

The Operator's ability to perform the general duties listed below is checked by the Instructor. The Line Instructor must determine how well the Operator measures up to standard on each item.

1. COOPERATION - willingness to learn, and ability to accept constructive criticism
2. COORDINATION - ability to do more than one thing at a time
3. INTEREST IN JOB
4. ATTENTION TO DUTY - concentration on job
5. TRAFFIC LAWS - observation of traffic laws
6. CTA RULES - observation of all CTA rules

## SAMPLE REPORT

A sample of how the Line Instructor's report should be filled out is shown on pages 6 and 7 of this folder. Contact the station instructor if you have any questions on how this report should be filled out.

### NOTE:

"INSTRUCTOR TIME FOR RIDE DURING LINE INSTRUCTION" ON FRONT OF REPORT - Filled in by Station Instructor if he rides with you while you have a student.

"START" AND "FINISH" TIME ON FRONT OF REPORT - For Start, enter the time you meet the student; for finish, enter the time you leave the student.

"ACTUAL STUDENT DRIVING TIME" ON BACK OF REPORT - Enter the total time the student spends behind the wheel during the period of time covered by the report.



CHICAGO TRANSIT AUTHORITY  
TRANSPORTATION DEPARTMENT

## LINE INSTRUCTOR'S REPORT

Instructor Time for Ride During Line Instruction	
BADGE	RIDE TIME
	hrs.      tenths

Operator John Jones Badge 12777 Date 6/6/70  
 Line JACKSON Run No. 106 Bus No. 3210  
 Station KEDZIE

START		FINISH		Total Time	
LOCATION	TIME	LOCATION	TIME	hrs.	tenths
STATION	6:00 AM	KEDZIE	9:30 AM	3	5
KEDZIE	1:00 PM	STATION	5:30 PM	4	5
GRAND TOTAL				8	0

## REASON FOR INSTRUCTION:

Student Operator 10th Day

Regular Operator - Reason \_\_\_\_\_

Other \_\_\_\_\_

## A. NON-DRIVING DUTIES

1. ☒ Making a relief
2. ☐ Leaving station
3. ☐ Mirror Adjustment
4. ☐ Filling out trip sheet
5. ☐ Filling out running time card
6. ☐ Punching transfers
7. ☐ Issuing transfers
8. ☐ Picking up transfers
9. ☐ Reissuing transfers
10. ☐ Fare collection
11. ☐ Using bus radio
12. ☐ Equipment trouble procedures
13. ☐ Fire protection procedures
14. ☐ Terminal procedures
15. ☐ Being relieved
16. ☐ Pulling into station
17. ☐ Turning in
18. ☐ Preparing forms

## C. PASSENGER RELATIONS

1. ☒ Announcements
2. ☐ Schedule adherence
3. ☐ Giving information to passengers
4. ☐ Appearance
5. ☐ Destination signs
6. ☐ Cleanliness of bus
7. ☐ Courtesy
8. ☐ \_\_\_\_\_

## B. DRIVING SKILLS

1. ☒ Starting
2. ☐ Stopping
3. ☐ Changing lanes
4. ☐ Following moving traffic
5. ☒ Intersection operation
6. ☒ Passing parked vehicles  
or fixed objects
7. ☐ Passing vehicles moving  
in same direction
8. ☐ Passing vehicles moving  
in opposite direction
9. ☐ Being passed
10. ☐ Curbing
11. ☐ Leaving a service stop
12. ☒ Right turns
13. ☒ Left turns
14. ☐ Turning on a steering  
column guide line
15. ☐ Wyeing

## D. GENERAL

1. ☒ Cooperation
2. ☐ Coordination
3. ☐ Interest in job
4. ☐ Attention to duty
5. ☐ Traffic laws
6. ☐ CTA rules
7. ☐ \_\_\_\_\_
8. ☐ \_\_\_\_\_

## RATING SYMBOLS TO BE USED IN SQUARES

- |                    |   |
|--------------------|---|
| S - Satisfactory   | - Measures up to standards.   |
| M - Marginal       | - Falls short of standards even after instruction.                      |
| U - Unsatisfactory | - Falls far short of standards even after instruction.                  |
| - - Not Covered    | - Operator did not perform duty or skill during any portion of the run. |

NOTE: 1. For standards expected for each day of initial training, see "Guide to Student Operators' Line Instruction" folder.  
2. All "U," and "M" ratings must be explained under remarks.

REMARKS:

B5 - Punches transfers  
while moving through  
intersections - Both hands not  
on wheel

B-12 - Does not angle out  
properly on turns - Needs  
more practice and  
instruction on this item

Line Instructor

S. Smith

Badge

2016

Actual student driving time:

6

Hrs.

5

Tenths