EMPLOYEES' GUIDE TO EQUIPMENT TROUBLE

BUS TROUBLE
RADIO TROUBLE

cta

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FOREWORD

TO OPERATORS:

Part of your responsibility is to eliminate unnecessary road calls. Whenever you have equipment trouble refer to this book and follow the instructions. If the trouble is not covered in the book, call the Controller for instructions.

Any time it is necessary to call the Controller and the bus is radio equipped, use the bus-radio. Remember - the ignition must be "On" for the bus-radio to work; reception is best when the engine is running.

If the bus is not equipped with a bus-radio, or the radio becomes defective, call the Controller from a public or CTA phone.

Public Phone: 664-7200 CTA Phone: 2345

Many times this book will instruct you to "Call Controller for Instructions" or "Call Controller at first opportunity," "Call Controller for instructions" means call the Controller immediately using the bus-radio or CTA or public phone. "Call Controller at first opportunity" means call the Controller when it is convenient, such as when you are finished with a trip, etc.

Make entries on the Trip Sheet and Bus Defect Card as to the condition of all buses operated during the course of the day.

BUS TROUBLE

1. ACCELERATOR PEDAL CAN BE DEPRESSED BEFORE REAR DOORS CLOSE

- Make certain that "Door Master" switch is "On"
- Check that door control air shut-off valve is closed
- If accelerator pedal is still operative before rear doors close,

1. Curb bus
2. Call Controller for instructions

2. ACCELERATOR PEDAL CANNOT BE OPERATED AFTER REAR DOORS ARE CLOSED

- Make certain that parking brake is fully released
- Make certain that door control lever is in neutral position
- Pull the red rear door emergency knob down, then push it all the way up
- Make certain that rear doors have closed completely - pull doors closed

If the accelerator pedal still cannot be operated although rear doors are closed, call Controller for instructions.

3. ACCELERATOR PEDAL STICKS

- Curb bus
- Turn engine off and apply parking brake
- Attempt to work pedal loose manually

If pedal cannot be worked loose, call Controller for instructions

4. AIR CONDITIONING NOT COOLING - "A/C STOP" TELL-TALE LIGHT ON

- Automatic Temperature Control Buses

  1. Curb bus
  2. Call Controller for instructions

- Manual Temperature Control Buses

  1. Move "Air Conditioning-Heat" switch to "off" position
  2. Make certain "Vent-Auto" switch is in "Vent" position
  3. Open outside air intakes for air circulation
  4. Continue in service
  5. Call Controller at first opportunity

5. AIR CONDITIONING NOT COOLING - "A/C STOP" TELL-TALE LIGHT IS NOT ON

(Air Conditioning must be off at least five (5) minutes before being Turned back on)

- Check to see if "Air Conditioning-Heat" switch is in "Air Conditioning" position (EXCEPT AUTOMATIC TEMPERATURE CONTROL BUSES)

- Make certain "Fast Idle" switch is in "Off" position

- Make certain "Vent-Auto" switch is in "Vent" position (EXCEPT AUTOMATIC TEMPERATURE CONTROL BUSES)

- Check to see that all windows and outside air intakes are closed

- Make certain defroster heater temperature control knob is in "off" (down) position

- If Air Conditioning still is not cooling,

  1. Continue in service
  2. Leave "Vent-Auto" switch in "Vent" position and open outside air intakes for air circulation
  3. Call Controller for instructions

- Automatic Temperature Control Buses

  1. Curb bus
  2. Call Controller for instructions

6. AIR PRESSURE HIGH

- Listen for "popping" safety valve; if valve is popping,"

  1. Continue in service
  2. Call Controller for instructions

- If valve is not "popping,"

  1. Curb bus
  2. Shut off engine
  3. Call Controller for instructions

7. AIR PRESSURE LOW

- Attempt to raise air pressure

1. Curb bus
2. Apply parking brake
3. Place shift selector in neutral
4. Turn off windshield wipers and open door control air shut-off valve
5. Fast-idle engine (one-third throttle or use fast-idle switch)
6. Observe air pressure gauge or indicating light

If air pressure gauge reading builds up to 80 lbs. or if indicating light goes out, continue in service (BUSES EQUIPPED WITH DUAL NEEDLE AIR PRESSURE GAUGE, 100 LBS.)

If air pressure gauge reading remains below 80 lbs. (BUSES EQUIPPED WITH DUAL NEEDLE AIR PRESSURE GAUGE, 100 LBS.), or if indicating light remains on, call Controller for instructions

8. AIR SUSPENSION FAILS (BODY TILTS OR STRIKES FRAME OR TIRES)

- Curb bus
- Place shift selector in neutral
- Open door control air shut-off valve
- Fast-idle engine (one-third throttle or use fast-idle switch)

If bus body levels off, close door control air shut-off valve and continue in service

If bus body does not level off, call the Controller for instructions

9. BATTERY DISCHARGING

- Continue in service
- Do not shut off engine (may not start again)

- Fast idle engine to see if "Generator-No Charge" or "Battery Charge" light goes off

- Call Controller for instructions

10. BELL RINGS OR BUZZER SOUNDS CONTINUOUSLY - AIR PRESSURE NORMAL, NO INDICATING LIGHTS ON

- Make certain that passenger is not exerting pressure on push-type door before door is set to be opened

- Make certain rear door passenger emergency knob is "up"

- If bell or buzzer continues to sound

  1. Continue in service
  2. Call Controller for instructions

11. BRAKE PEDAL STICKS

- Curb bus

- Apply parking brake

- Attempt to work pedal loose manually

  1. If pedal cannot be worked loose, call Controller for instructions

12. BRAKE, ANTI-LOCK OR POWER FAIL LIGHT COMES ON WHILE DRIVING

- Curb bus

- Call Controller for instructions

13. BRAKE, PARKING, (AIR OPERATED) FAILS TO RELEASE

- Make certain air pressure gauge reading builds up to 100 lbs.

- Depress brake pedal to floor and release

- If parking brake still fails to release, call Controller for instructions

14. DEFROSTER NOT WORKING

(Make certain that damper switch (on those buses having this device) is in proper position to direct air to windows)

- If visibility is sufficient or windshield can be cleared by wiping,

  1. Continue in service
  2. Call Controller on first CTA or public phone

- If visibility is poor and windshield cannot be cleared by wiping,

  1. Curb bus
  2. Call Controller for instructions

15. ROLLER CURTAIN WILL NOT TURN - DISPLAYS IMPROPER DESTINATION

- If bus will be used by your relief,

  1. Continue in service
  2. Call Controller at first opportunity
  3. Announce destination to boarding passengers

- If bus will pull into garage,

  1. Continue in service
  2. Announce destination to boarding passengers

16. DIRECTIONAL SIGNALS NOT WORKING

- Continue in service

- Use hand signals when possible in making turns, changing lanes, or pulling from curb

- Call Controller at first opportunity

17. EMERGENCY DOOR TROUBLE (ON BUSES SO EQUIPPED)

- Make certain that the emergency door handle is pushed all the way down

- If light remains on and alarm continues sounding,

  1. Continue in service
  2. Call Controller at first opportunity

18. EMERGENCY ESCAPE HATCH OPEN (ON BUSES SO EQUIPPED)

- Call Controller for instructions (7400 Series)

- Reset hatch (or hatch handle) (9000 Series)

19. ENGINE HOT

- Attempt to lower engine temperature

  1. Curb bus
  2. Place shift selector in neutral
  3. Open door control air shut-off valve
  4. "Fast-idle" engine (one-third throttle or use fast-idle switch)

- If temperature indicating light goes out, continue in service

- If indicating light remains on,

  1. Shut off engine
  2. Call Controller for instructions

20. ENGINE WON'T SHUT OFF

- Continue in service

- If it is necessary that engine be shut off (low oil, hot engine, air pressure too high),

  1. Curb bus
  2. Activate emergency stop switch
  3. Call Controller for instructions

21. ENGINE WON'T START

- Make certain that ignition switch is "on"

- Make certain that master control switch is in "on" position

- Make certain shift selector is in neutral position

- Check for dead battery

  1. Turn on dome lights
  2. Depress horn button

- If lights do not come on or are very weak, or if horn does not sound or is very weak, battery is dead, call Controller for instructions

- If battery is not dead and engine still fails to start, call Controller for instructions

CAUTION: DO NOT ENGAGE STARTER SWITCH LONGER THAN 15 SECONDS CONTINUOUSLY. WAIT ONE MINUTE BEFORE ATTEMPTING TO RESTART

22. FLAT TIRE

- Curb bus

- Call Controller for instructions

23. FRONT DOOR WON'T OPEN OR CLOSE

- Check that door control air shut-off valve is closed

- Check for required air pressure (80 psi)

- Pull the red emergency knob down, then push it all the way up

- Check if door is stuck

If door still won't open or close,

1. Curb bus
2. Call Controller for instructions

24. HEAD LAMPS NOT WORKING WHEN REQUIRED

- Depress head lamp dimmer switch

If head lamps come on, continue in service

If head lamps do not come on,

1. Curb bus
2. Call Controller for instructions

25. HEAT INSUFFICIENT (AIR CONDITIONED BUSES)

- Make certain "Vent-Auto" switch is in Auto position (Except automatic temperature control buses)

- Make certain "Air Conditioning-Heat" switch is in "Heat" position (Except Automatic Temperature Control Buses)

- Check to see that all windows and outside air intakes are closed

- Make certain Defroster Heater temperature control knob is in "Warm" (up) position

NOTE: Under moderate weather conditions excessive use of Defroster heater will cause high temperature at the front end of bus, thereby satisfying the thermostat and leaving the balance of the bus cold

On Automatic Temperature Control buses, engine temperature must reach 105° before coach heat begins

If heat remains insufficient, continue in service; some buses do not generate as much heat as others

26. HEAT, INSUFFICIENT (NON-AIR CONDITIONED BUSES)

- Make certain "Blower" switch is in "Auto" position (GM buses) or in "Heat" position (Flxible buses)

- Check to see that all windows and outside air intakes are closed

- Make certain defroster heater temperature control handle (GM buses) or water control valve knob (Flxible buses) is in "Heat" position

NOTE: Under moderate weather conditions excessive use of defroster heater will cause high temperature at the front end of bus, thereby satisfying the thermostat and leaving the balance of the bus cold

If heat remains insufficient, continue in service; some buses do not generate as much heat as others

27. HEAT, NONE

- Follow instructions under Items 25 and 26 above, "Heat Insufficient"

- If there is still no heat,

  1. Continue in service
  2. Call Controller at first opportunity

28. HORN WILL NOT SOUND

- Continue in service

- Call Controller at first opportunity

29. HORN WILL NOT STOP SOUNDING

- Continue in service

- Call Controller for instructions

30. INTERIOR LIGHTS ARE NOT WORKING

- If interior lights are not required, continue in service

- If interior lights are not required but you know that bus is scheduled to remain out after dark,

  1. Continue in service
  2. Call Controller at first opportunity

- If interior lights are required,

  1. Curb bus
  2. Call Controller for instructions

31. MARKER LIGHTS NOT WORKING

- Continue in service

- Call Controller at first opportunity

32. MIRROR (LEFT SIDE VIEW OR REAR VIEW) IS BROKEN

- Call Controller for instructions

33. MIRROR (OTHER THAN LEFT SIDE VIEW OR REAR VIEW) IS BROKEN

- Continue in service
- Call Controller at first opportunity

34. OIL PRESSURE LOW

- Curb bus
- Apply parking brake
- Place shift selector in neutral
- Open door control air shut-off valve
- Observe low oil pressure indicating light while advancing engine speed from "Idle" to approximately one-half full throttle
- If low indicating light remains on,

  1. Shut off engine
  2. Call Controller for instructions

35. PASSENGER'S SIGNAL BUZZER SOUNDS AND CONTINUES SOUNDING

- Attempt to release cord or button
- If cord or button will not release,

  1. Shut off passenger's buzzer switch on buses equipped with this switch, continue in service, using mirror to check for passengers who wish to alight at exit door.
  2. If bus is not equipped with passenger buzzer switch, continue in service, using mirrors to check for passengers who wish to alight at exit door.
  3. Make announcements that buzzer is out of order and call out all service stops loud and clear as required.
  4. Call Controller at first opportunity

36. REAR DOOR FAILS TO OPEN

- Make certain door control lever is in proper position
- Make certain "Door Master" switch is "on"
- If door still fails to open,

  1. Continue in service
  2. Advise passengers to exit at the front door
  3. Call Controller for instructions

37. SLOW PICK-UP

- Make certain that parking brake is fully released
- If acceleration is still slow, continue in service
- Call Controller at first opportunity

38. STOP LIGHTS NOT WORKING

- Continue in service
- Where possible, use hand signals
- Call Controller at first opportunity

39. TAIL LIGHTS NOT WORKING

- Continue in service
- Call Controller at first opportunity

40. TRANSMISSION TROUBLE - STUCK IN GEAR

- Place shift selector in neutral
- Touch starter several times with ignition turned "off"
- If bus remains stuck in gear, apply parking brake, and brake pedal until air pressure is below 5 lbs.
- If bus comes out of gear, do not move until air pressure warning light goes out or air pressure gauge has reached 80 lbs. (Buses equipped with dual needle air pressure gauge, 100 lbs.)

- If bus still remains stuck in gear,

  1. Shut off ignition
  2. Call Controller for instructions

41. TRANSMISSION TROUBLE - WON'T SHIFT INTO "HIGH"

- Make certain that master control switch is in full "on" position

- Check air pressure gauge

- If air pressure is below 80 lbs. (Buses equipped with dual needle air pressure gauge, 100 lbs.) take actions indicated under Item No. 7, "Air Pressure Low . . ."

- If air pressure is not low and bus still will not shift into high gear,

  1. Continue in service
  2. Call Controller at first opportunity

42. WINDOW BROKEN

- If hole is small and there is little danger of injury to passengers,

  1. Make certain that there are no broken pieces of glass on or near passenger seats.
  2. Continue in service
  3. Call Controller at first opportunity

- If there is danger of injury to passengers,

  1. Where possible, turn seat cushion nearest window upside down to prevent use of seat
  2. Attempt to clear aisle of broken glass
  3. Call Controller for instructions

43. WINDSHIELD WIPERS NOT WORKING

- Try starting wiper by hand

- If rain is light and visibility is sufficient

  1. Continue in service
  2. Call Controller at first opportunity

- If rain is heavy and visibility is poor,

  1. Curb bus
  2. Call Controller for instructions

RADIO TROUBLE

For all of the following defects:

  1. Continue in service
  2. Call Controller at first opportunity

44. BLUE TRANSMIT LIGHT REMAINS ON

45. CONTINUOUS LOUD NOISE FROM HANDSET

46. BLUE "TRANSMIT" LIGHT OUT WHEN TRANSMITTING

47. CHANNEL LIGHT(S) OUT WITH IGNITION ON

48. DAMAGED CONTROL HEAD ANTENNA

49. DAMAGED HANDSET

50. FALSE CALL SIGNALS

51. HOT HANDSET CORD OR SMOKE FROM RADIO EQUIPMENT

- Curb bus
- Turn master control switch to the "Engine Stop" position
- Call Controller on first CTA or public phone

52. UNABLE TO CONTACT CONTROLLER OVER BUS RADIO

- Curb bus before attempting to use radio
- Make certain thumbwheel switches are set to proper run number
- Make sure the ignition is "on"

- Listen 15 to 20 seconds with push bar released; if no voice transmission is heard, depress push bar, wait one second, announce run number and release push bar

- If Controller does not acknowledge call within 20 seconds, repeat previous procedure

- If Controller still does not acknowledge call,

  1. Continue in service
  2. Call Controller on public phone or CTA phone

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