



EMPLOYEES' GUIDE TO EVANSTON SERVICE

TRAIN OPERATION

DESTINATION SIGNS AND MARKER LIGHTS

- End and side destination signs are set as follows:

Evanston Express train - red sign, "Evanston Express"

Evanston Shuttle train (one-man or units) - black sign, "Evanston"

- Marker lights are set as follows:

Evanston Express

4000 Series - front markers, white; rear markers, red.

5-50 Series - front markers, upper lights red and lower lights white; rear markers, all four red.

Evanston Shuttle

4000 Series and 5-50 Series - all lights on front and rear lighted and all lights red.

TRAIN PHONE

- The train phone must be connected in the operating cab at all times when on the road.
- The Motorman or Operator may plug in or disconnect the train phone only while train is standing.
- The train phone must never be left unattended.

OPERATION AT STREET CROSSINGS

- Street crossings have automatic crossing gates and gate signals. Aspects and indications of these signals are per Rule 148.
- If crossing gates are up and will not lower, operate through the crossing per Rule 219(c) and report the defective gate to the Line Supervisor.
- If pedestrians or vehicles are trapped between lowered gates, the Motorman or Operator must make a positive stop before passing.

OPERATION OF TRACK GATE, MAPLE AVE., WILMETTE

A gate across the track just south of the Linden Ave. yard prevents trespassers from entering the yard. Normally, the gate opens automatically when a train approaches. If gate fails to open, Motorman or Operator must

1. Notify Line Supervisor by train phone.
2. Secure train and go to appropriate track gate motor housing. (If northbound, use the foot-path gate just east of the track gates.)
3. Pull down on the manual release chain at the bottom of the gate motor housing. At the same time, push or pull against the joint of the gate operating arm until the gate unlocks.
4. Push track gate all the way open and hook it.
5. Return to cab, check crossing gates and proceed as indicated.

TROLLEY POLES

The trolley poles are raised and lowered manually as follows:

- At Linden - Conductor or Operator adjusts poles.
- At South Boulevard
 - Single cars - Operator adjusts pole.
 - One-Unit trains - Conductor adjusts pole (both poles if Series 5-50).
 - Two-Unit trains - Series 4000
 - Conductor adjusts pole on rear of third car.
 - Platform man adjusts pole on rear of first car and signals Conductor when finished.
 - Two-Unit trains - Series 5-50
 - Motorman adjusts trolley pole on first car. Platform man adjusts trolley pole on second car and signals Conductor when finished. Conductor adjusts poles on third and fourth cars.

Note: At South Blvd. northbound, pole must be placed on west wire.

CONDUCTOR'S OPERATING POSITION - TWO UNIT TRAINS

- Leaving Linden
Assume operating position in or between 3rd and 4th cars (depending on train series).
- Leaving Howard (P.M.) or Loyola (A.M.), Southbound
Remove zone switch keys from 3rd car-4th car position and make fare check in all cars. When passing from car to car, check that door buttons are in "closed" position at all operating positions. After fare check is complete, assume operating position in or between 1st and 2nd cars. Maintain this position until reaching Merchandise Mart, northbound.
- Leaving Merchandise Mart, Northbound
Remove zone switch key from 1st car-2nd car position and make fare check in all cars. After fare check is complete, assume operating position in or between 3rd and 4th cars. Maintain this position to Linden Ave.

DOOR OPERATION

- When Agents are on duty - open all doors of all trains.
- When Agents are off duty
Single Cars - Operator opens door nearest his position.
One-Unit Trains
4000 Series - Conductor opens both doors at his position.
5-50 Series - Conductor opens both doors of car in which his position is located for boarding passengers. If passengers wish to alight, Conductor opens doors as necessary

SETTING OF ZONE SWITCHES, SERIES 4000 TRAINS

- "A" Zone Switches - Conductor sets switches at Green at his operating position.
- "B" Zone Switches -
When Agents are on duty
Motorman sets front switch at White (prevents door in motor cab from opening when other doors are opened).

When Agents are off duty

Motorman sets front switch at Yellow (prevents both front doors from opening).

Conductor sets rear switch at Yellow (prevents both rear doors from opening).

ANNOUNCEMENTS

In addition to standard announcements, Conductors on Express trains must announce at the following locations that the train is an extra fare train.

1. Howard (Southbound only)
2. Morse and Loyola
3. All Loop stations
4. Merchandise Mart (Northbound only)

PROCEED BUZZER SIGNALS

The "Proceed" buzzer signal is sent from the Conductor to the Motorman at the following locations:

Southbound

South Boulevard - Indicates trolley poles are adjusted.

Before arriving at Merchandise Mart - Indicates fare check is completed. If "Proceed" signal is not received before reaching Mart, Motorman must wait outside the station until the signal is received.

Northbound

Before arriving at Jarvis (A.M.) and Granville (P.M.) - Indicates fare check is completed. If "Proceed" signal is not received, Motorman must stop south of the Howard Interlocking Plant (A.M.) or south of the Granville Interlocking Plant (P.M.) until the signal is received.

FARE COLLECTION AND REGISTRATION

RATES OF FARE FOR PASSENGERS ORIGINATING RIDE IN NORTH ZONE

ONE WAY

Adult - 75¢

Child, Student,

Senior Citizen - 60¢

Transfer - 10¢ (issued on request at time fare is paid)

Evanston Express Identification Check - FREE
(issued on request at time fare is paid to passengers who will ride Evanston Express trains south

of Loyola Station but will not transfer to a bus. Check serves as proof that passenger has pre-paid the full Evanston Express fare.)

ROUND TRIP IN SAME DAY WITHIN EVANSTON-WILMETTE

Adult - \$1.20 (issue Return Check)
Child, Student,
Senior Citizen - 80¢ (issue Return Check)

ROUND TRIP IN SAME DAY BETWEEN EVANSTON-WILMETTE AND SKOKIE

Adult - \$1.30 (issue Return Check and transfer)
Child, Student,
Senior Citizen - 90¢ (issue Return Check and transfer)

MULTIFARE REGISTERS

Cash Full Unit - 75¢
Cash Half Unit - 40¢
Token Unit - 30¢

METHOD OF COLLECTING

Between Linden Ave. and South Blvd., either direction when Agents are not on duty.

1. Inquire if passenger is making a one-way trip or a round-trip.
2. Fares are hand-collected and registered by Conductors or deposited in fare boxes by passengers on one-man cars.
3. Transfers or Identification Checks are issued on request to southbound passengers only.
4. Return Checks are issued and received in either direction. If a passenger presents a valid Return Check for return to Skokie, collect 10¢ and issue a transfer. If a passenger presents a valid Return Check for return to another Evanston station, there is no additional charge.

Between Loyola (or Howard) and Merchandise Mart Southbound.

1. After leaving Loyola (AM) or Howard (PM), Conductor makes fare check, starting at rear of train and working to front.

2. Upon entering each car, announce "Please have fares ready."
3. Collect and register the 30¢ fare differential from Adult Riders and the 40¢ fare differential from Child, Student, or Senior Citizen Riders unless they have one of the following:
 - a. Valid Evanston Rapid Transit transfer.
 - b. Valid Skokie Swift transfer.
 - c. Valid green Skokie Bus transfer.
 - d. Valid Evanston Express Identification Check.Transfers may be reissued on request.
4. When fare check is completed, send "Proceed" buzzer signal to Motorman.