



GUIDE TO STUDENT OPERATORS' LINE INSTRUCTION

The purpose of this folder is to help Instructors and Line Instructors determine whether a Student is progressing satisfactorily. The folder has ten sections, one for each day of Line Instruction. For each day, the duties of a Bus Operator are listed along with the standard expected of the Student. This standard is based on two factors: (1) how much the Student is expected to do by himself; (2) how much assistance is expected from the Line Instructor.

If a Student fails to reach the standard in any of his duties, he should be told what is expected of him and given all assistance possible to bring him up to the required level. Students who are capable of exceeding the daily standard are to be encouraged to do so.

To a large measure, maintenance of headway depends on the Student's proficiency in many duties. Therefore, a beginning Student cannot be expected to maintain headway with any degree of consistency. As the Student approaches qualification, he should be able to maintain headway under normal conditions. However, even when he falls behind, he must not be relieved. A Student should be relieved only when the safety of the passengers is endangered.

7th DAY

DUTIES	PERFORMED BY	CORRECTIVE INSTRUCTION EXPECTED
MAKING RELIEF OR LEAVING GARAGE	By Student with the assistance of the Line Instructor.	Yes
FILLING OUT BUS OPERATOR'S DAILY REPORT AND RUNNING TIME CARD	By Student.	Yes
FOLLOWING RUNNING TIME CARD OR RUN PADDLE	By Student.	Yes
DRIVING	By Student, Line Instructor takes over only to demonstrate or if safety of passengers is endangered.	Yes
TERMINAL PROCEDURES	By Student with the assistance of the Line Instructor.	Yes
PUNCHING TRANSFERS	By Student when the bus is stopped and time permits. By the Line Instructor at all other times.	Yes
ISSUING TRANSFERS, WATCHING FARES, TRIPPING PLATE	By Student. Line Instructor must be alert for errors in fare collection.	Yes
PICKING UP AND RE-ISSUING TRANSFERS	By Student when only a few passengers are boarding. By Line Instructor at all other times.	Yes
MAKING ANNOUNCEMENTS	By Student, cross lines only. Line Instructor tells Student names of cross lines, calls all other streets, and makes load distribution and passenger safety announcements.	Yes
GIVING INFORMATION TO PASSENGERS	By Student whenever possible.	Yes
USING BUS RADIO	By Student with the assistance of the Line Instructor.	Yes
EQUIPMENT TROUBLE	By Student with the assistance of the Line Instructor.	Yes
BEING RELIEVED OR PULLING INTO GARAGE	By Student with the assistance of the Line Instructor.	Yes
TURNING IN AND PREPARING FORMS	By Student.	Yes

8th DAY

DUTIES	PERFORMED BY	CORRECTIVE INSTRUCTION EXPECTED
MAKING RELIEF OR LEAVING GARAGE	By Student with the assistance of the Line Instructor.	Yes
FILLING OUT BUS OPERATOR'S DAILY REPORT AND RUNNING TIME CARD	By Student.	No
FOLLOWING RUNNING TIME CARD OR RUN PADDLE	By Student.	Yes
DRIVING	By Student, Line Instructor takes over only to demonstrate or if safety of passengers is endangered.	Yes
TERMINAL PROCEDURES	By Student with the assistance of the Line Instructor.	Yes
PUNCHING TRANSFERS	By Student when the bus is stopped and time permits. By the Line Instructor at all other times.	Yes
ISSUING TRANSFERS, WATCHING FARES, TRIPPING PLATE	By Student. Line Instructor must be alert for errors in fare collection.	Yes
PICKING UP AND RE-ISSUING TRANSFERS	By Student when only a few passengers are boarding. By Line Instructor at all other times.	Yes
MAKING ANNOUNCEMENTS	By Student, cross lines only. Line Instructor tells Student names of cross lines, calls all other streets, and makes load distribution and passenger safety announcements.	Yes
GIVING INFORMATION TO PASSENGERS	By Student whenever possible.	Yes
USING BUS RADIO	By Student with the assistance of the Line Instructor.	Yes
EQUIPMENT TROUBLE	By Student with the assistance of the Line Instructor.	Yes
BEING RELIEVED OR PULLING INTO GARAGE	By Student with the assistance of the Line Instructor.	Yes
TURNING IN AND PREPARING FORMS	By Student.	No

9th DAY

DUTIES	PERFORMED BY	CORRECTIVE INSTRUCTION EXPECTED
MAKING RELIEF OR LEAVING GARAGE	By Student.	No
FILLING OUT BUS OPERATOR'S DAILY REPORT AND RUNNING TIME CARD	By Student.	No
FOLLOWING RUNNING TIME CARD OR RUN PADDLE	By Student.	No
DRIVING	By Student, Line Instructor takes over only to demonstrate or if safety of passengers is endangered.	Yes
TERMINAL PROCEDURES	By Student.	No
PUNCHING TRANSFERS	By Student in the non-rush hours. By the Line Instructor at all other times.	Yes
ISSUING TRANSFERS, WATCHING FARES, TRIPPING PLATE	By Student. Line Instructor must be alert for errors in fare collection.	Yes
PICKING UP AND RE-ISSUING TRANSFERS	By Student in the non-rush hours when only a few passengers are boarding. By the Line Instructor at all other times.	Yes
MAKING ANNOUNCEMENTS	By Student, cross lines and load distribution announcements. Line Instructor calls other streets, and makes passenger safety announcements.	Yes
GIVING INFORMATION TO PASSENGERS	By Student whenever possible.	Yes
USING BUS RADIO	By Student with the assistance of the Line Instructor.	Yes
EQUIPMENT TROUBLE	By Student with the assistance of the Line Instructor.	Yes
BEING RELIEVED OR PULLING INTO GARAGE	By Student.	No
TURNING IN AND PREPARING FORMS	By Student.	No

12th DAY

DUTIES	PERFORMED BY	CORRECTIVE INSTRUCTION EXPECTED
MAKING RELIEF OR LEAVING GARAGE	By Student.	No
FILLING OUT BUS OPERATOR'S DAILY REPORT AND RUNNING TIME CARD	By Student.	No
FOLLOWING RUNNING TIME CARD OR RUN PADDLE	By Student.	No
DRIVING	By Student.	No
TERMINAL PROCEDURES	By Student.	No
PUNCHING TRANSFERS	By Student.	No
ISSUING TRANSFERS, WATCHING FARES, TRIPPING PLATE	By Student.	No
PICKING UP AND RE-ISSUING TRANSFERS	By Student.	No
MAKING ANNOUNCEMENTS	By Student. Line Instructor names streets.	No
GIVING INFORMATION TO PASSENGERS	By Student.	Yes
USING BUS RADIO	By Student.	No
EQUIPMENT TROUBLE	By Student.	No
BEING RELIEVED OR PULLING INTO GARAGE	By Student.	No
TURNING IN AND PREPARING FORMS	By Student.	No

13th DAY

DUTIES	PERFORMED BY	CORRECTIVE INSTRUCTION EXPECTED
MAKING RELIEF OR LEAVING GARAGE	By Student.	No
FILLING OUT BUS OPERATOR'S DAILY REPORT AND RUNNING TIME CARD	By Student.	No
FOLLOWING RUNNING TIME CARD OR RUN PADDLE	By Student.	No
DRIVING	By Student.	No
TERMINAL PROCEDURES	By Student.	No
PUNCHING TRANSFERS	By Student.	No
ISSUING TRANSFERS, WATCHING FARES, TRIPPING PLATE	By Student.	No
PICKING UP AND RE-ISSUING TRANSFERS	By Student.	No
MAKING ANNOUNCEMENTS	By Student. Line Instructor names streets.	No
GIVING INFORMATION TO PASSENGERS	By Student.	Yes
USING BUS RADIO	By Student.	No
EQUIPMENT TROUBLE	By Student.	No
BEING RELIEVED OR PULLING INTO GARAGE	By Student.	No
TURNING IN AND PREPARING FORMS	By Student.	No

14th DAY

DUTIES	PERFORMED BY	CORRECTIVE INSTRUCTION EXPECTED
MAKING RELIEF OR LEAVING GARAGE	By Student.	No
FILLING OUT BUS OPERATOR'S DAILY REPORT AND RUNNING TIME CARD	By Student.	No
FOLLOWING RUNNING TIME CARD OR RUN PADDLE	By Student.	No
DRIVING	By Student.	No
TERMINAL PROCEDURES	By Student.	No
PUNCHING TRANSFERS	By Student.	No
ISSUING TRANSFERS, WATCHING FARES, TRIPPING PLATE	By Student.	No
PICKING UP AND RE-ISSUING TRANSFERS	By Student.	No
MAKING ANNOUNCEMENTS	By Student.	No
GIVING INFORMATION TO PASSENGERS	By Student.	Yes
USING BUS RADIO	By Student.	No
EQUIPMENT TROUBLE	By Student.	No
BEING RELIEVED OR PULLING INTO GARAGE	By Student.	No
TURNING IN AND PREPARING FORMS	By Student.	No

15th DAY

DUTIES	PERFORMED BY	CORRECTIVE INSTRUCTION EXPECTED
MAKING RELIEF OR LEAVING GARAGE	By Student.	No
FILLING OUT BUS OPERATOR'S DAILY REPORT AND RUNNING TIME CARD	By Student.	No
FOLLOWING RUNNING TIME CARD OR RUN PADDLE	By Student.	No
DRIVING	By Student.	No
TERMINAL PROCEDURES	By Student.	No
PUNCHING TRANSFERS	By Student.	No
ISSUING TRANSFERS, WATCHING FARES, TRIPPING PLATE	By Student.	No
PICKING UP AND RE-ISSUING TRANSFERS	By Student.	No
MAKING ANNOUNCEMENTS	By Student.	No
GIVING INFORMATION TO PASSENGERS	By Student.	Yes
USING BUS RADIO	By Student.	No
EQUIPMENT TROUBLE	By Student.	No
BEING RELIEVED OR PULLING INTO GARAGE	By Student.	No
TURNING IN AND PREPARING FORMS	By Student.	No

16th DAY

DUTIES	PERFORMED BY	CORRECTIVE INSTRUCTION EXPECTED
MAKING RELIEF OR LEAVING GARAGE	By Student.	No
FILLING OUT BUS OPERATOR'S DAILY REPORT AND RUNNING TIME CARD	By Student.	No
FOLLOWING RUNNING TIME CARD OR RUN PADDLE	By Student.	No
DRIVING	By Student.	No
TERMINAL PROCEDURES	By Student.	No
PUNCHING TRANSFERS	By Student.	No
ISSUING TRANSFERS, WATCHING FARES, TRIPPING PLATE	By Student.	No
PICKING UP AND RE-ISSUING TRANSFERS	By Student.	No
MAKING ANNOUNCEMENTS	By Student.	No
GIVING INFORMATION TO PASSENGERS	By Student.	Yes
USING BUS RADIO	By Student.	No
EQUIPMENT TROUBLE	By Student.	No
BEING RELIEVED OR PULLING INTO GARAGE	By Student.	No
TURNING IN AND PREPARING FORMS	By Student.	No

INSTRUCTION EXPECTED	PERFORMED BY	BY	DATE	INITIALS
MAKING RELIEF OR LEAVING STATION	By Student	By Student		
FILLING OUT TRIP SHEET AND RUNNING TIME CARD	By Student	By Student		
DRIVING	By Student	By Student		
HANDLING TRANSFERS	By Student	By Student		
ISSUING TRANSFERS, WATCHING FARES, TRIPPING PLATE	By Student	By Student		
USING RETURN ENVELOPE	By Student	By Student		
PICKING UP AND RE-ISSUING TRANSFERS	By Student	By Student		
MAKING ANNOUNCEMENTS	By Student	By Student		
GIVING INFORMATION TO PASSENGERS	By Student	By Student		
USING BUS RADIO	By Student	By Student		
TRAVEL TROUBLE	By Student	By Student		
REPAIRS	By Student	By Student		
TURNING IN	By Student	By Student		

Chicago Transit Authority