

# *The* **Globe** *trotter*

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ISSUED BY THE GLOBE TICKET COMPANY IN THE INTEREST OF THE  
ELECTRIC RAILWAYS AND BUS TRANSPORTATION INDUSTRIES

## The TRANSFER CONCEPT

(The tenth of several issues on this subject)

E625001

"CONSECUTIVE NUMBERING ON TRANSFERS"

**GLOBE TICKET COMPANY**

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*A Nation-Wide Service*



## Consecutive Numbering on Transfers

### *Transfers Have a Face Value*



Where the transfer privilege is granted without additional charge it is easy for those buying, storing, issuing and using transfers to adopt an attitude that regards them as something given out free, something that denotes a gratuitous privilege to which no money value is attached.

Yet every transfer issued to and used by a passenger not entitled to it deprives the transit company of a cash fare. Much careful attention is being given to the development of practical and effective transfer systems, including the design of the best possible form and method of use on transit vehicles. Equal attention is warranted in devising the proper method of storing transfers, issuing them to drivers and controlling possible abuse at these points.

In the sense that each transfer used illegitimately represents a cash fare lost, transfers have a face value, they are tickets and they should be treated as such.

For the same reason, therefore, that fare tickets are consecutively numbered for effective control, transfers require the same treatment.

### *Transfers in Stock*

Since transfers take the place of cash fares it follows that they should be safeguarded as cash fares. From time to time we see transfers made available to drivers in open bins, out of which they may help themselves to whatever form and quantity they please, with no records kept. No doubt it opens doors wide to abuse and manipulation of transfers.

Transfers should be kept under lock and key like fare tickets. In storage, their consecutive numbering serves to maintain the stock inviolate by showing up missing numbers as missing quantities. It controls and facilitates the checking of returns. It facilitates inventory.

### ***Transfers Issued to Drivers, Returned by Drivers***

Under safe procedure the starting and ending numbers of the transfers issued to drivers are recorded. If drivers are relieved on vehicles and take over transfer supplies, relief drivers as well as relieved record the range of numbers taken over.

Left-over transfers returned are again recorded by serial numbers.

Hence, each driver receives and is charged for transfers that can be traced to him and he is relieved of responsibility for those that he returns. This is obviously desirable on transfers for which a charge is made to the public, but is equally needed on free transfers. Both have value in lieu of a cash fare.

### ***Transfers Traced to Issuing Driver***

The psychological effect of orderly accounting for transfers is considerable. The practical effect lies in the fact that transfers, once issued, can always be traced back to the driver and to the date on which they were issued to him. It facilitates comparisons in driver performance with respect to certain phases of transfer handling and it is of outstanding importance in the control of possible diversion or manipulation of transfers.

### ***Consecutive Numbers Furnish Final Date Check***

Since recording of consecutive numbers on transfers establishes clearly on what date each transfer was issued to the driver or conductor, the number serves as a countercheck to establish the true date of issuance on the vehicle. Where date is indicated by punching or by the use of repeating series of letters or numbers—1-31 for instance—the consecutive number is available to establish the correct date of issuance and to establish whether and to what degree abuse of transfers by use on dates other than the day of issuance exists.

It must be remembered that on punch-out transfers the date as a rule is not readable too well, particularly if pellets swing back into punch holes, so that the conductor is handicapped in picking up transfers carrying the wrong date. Particularly, however, the methods of dating which employ letter or number symbols, although practical and effective on many smaller properties, do permit transfers being retained by individuals beyond the day of issuance on which they should be used, for possible use later when the same dating symbol comes up again. There the dating symbol repeats, but the consecutive number does not. Since abuse of the dating features just described may under certain conditions become quite rampant and take on an organized character by the establishment of clearing places, it is of great value to have the consecutive number available to fall back upon for accurate



checks on the extent of manipulation from that source. The result of such special checks may then be used as a basis to determine whether the existing method of dating is adequate or whether daily dating should give better results.

In fact, since the danger of abuse exists, it is good practice to include with normal checking procedures regular rotating test checks by consecutive numbers, in order to determine whether transfers taken up on specific lines have been used on the proper dates of issuance.

## Consecutive Numbering Facilitates Statistical Checks

The record by serial numbers of the transfers issued for each shift to each driver and of the unused ones returned by each driver facilitates statistical checks on the use of transfers on specific lines, days and shifts or individual drivers.

### How to Number

From a mechanical standpoint, numbering may run from 0 up or from 1 up. Correspondingly, pads of 100 transfers, for instance, run either from 0—99 or from 1—100.

Numbering from 1 up is almost uniformly used on transfers because of the greater simplicity which it offers.

Count is established by deducting the number on the transfer last remaining from the previous day from the number on the last remaining transfer of the present day, after issuance has taken place, a very simple operation.

Assuming that transfer No. 1262 remained on the pad after close of business on the previous day, if we imagine, for the sake of this example, that only 3 transfers were issued

during the present shift, that would eliminate the numbers 1262, 1263, and 1264, with No. 1265 remaining at the close of business.

Therefore, if we record the first transfer remaining unsold after today's business as 1265 and deduct from this the number on the first transfer remaining unsold at the previous day's close of business as ..... 1262  
we get the correct number issued as ..... 3

It is of advantage from a record keeping as well as from a printing standpoint, to order the numbering on transfers to be effected along the following lines:



On transfers to be dated—usually by punching—at the time of issuance to drivers, or just before issuance by drivers

No. 1 up for each form (line) and for each order. Occasionally it is advisable to employ a numbering scheme that runs through several orders. Where this is the case, it is better from a printing and, therefore, cost standpoint, if the numbering starts from No. 1 for each form, but on each order after the first a prefix letter is placed before the consecutive number. This prefix letter changes for each subsequent order. On this basis, the orders would be numbered like this:

1st order 1—up for each form

2nd order A-1—up for each form

3rd order B-1—up for each form

and so forth.

This method has the great advantage also that it avoids numbers with too many digits.

On daily dated transfers:

From No. 1—up for each date and each form.

On serial (1—31) or symbol (K, H, A, etc.) dated transfers:

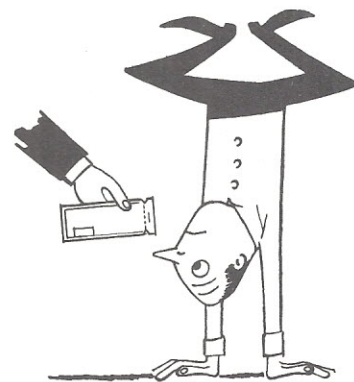
From No. 1—up for each date number or symbol letter and each form.

### ***Position of Numbers***

From a mechanical and cost standpoint it is best, wherever possible, to place the numbering box in the copy into a standard position as follows:

With the transfer placed horizontally, binding stub to the left, the numbering box to be placed against the top rule and 9/16" to the left of the right-hand edge (See illustration).

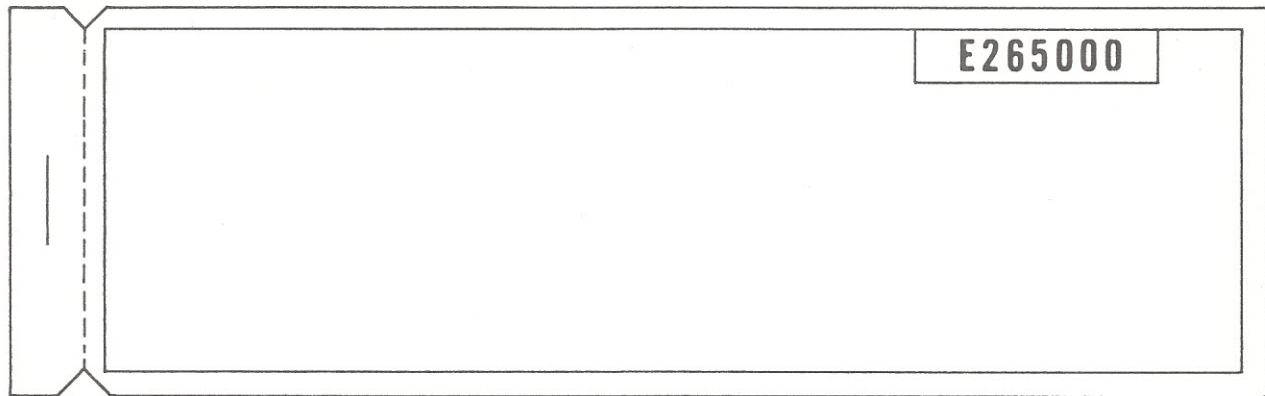
On multiple coupon transfers each coupon may carry a consecutive number, but all such numbers must be on the same plane.





## Standard Numbering Position on Transfers

←  $\frac{9}{16}$  →

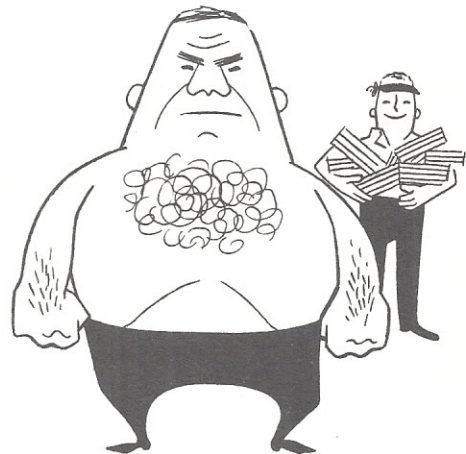


The preferred relative position of the numbering—directly under the top rule and  $\frac{9}{16}$ " from the right-hand edge—remains the same for all lengths of transfers

The position of the main numbering box is projected on the main body of the transfer. A P.M. coupon may be added to the right end of the transfer, without affecting the position of the main numbering box.

### **Special Safeguards Necessary in Printing Transfers**

The printing of tickets, transfers, passes, etc, for the transit industry is highly specialized. It is organized under the important special safeguards necessary in the handling of items which have a value in rides and, for this reason, must be looked upon as cash money. The equipment, especially developed for this highly specialized work, is equipped with numbering facilities which add little or nothing to the total cost, depending on the requirements of the job.



*(This is the tenth of several issues of our GLOBE TROTTER on THE TRANSFER CONCEPT. The eleventh issue will follow in about a month. The issues will be useful for reference if kept in a binder.)*

