

# INSTRUCTIONS AND INFORMATION

*for*

AGENTS, TRAINMEN, AND  
OTHER EMPLOYEES

ON

ISSUING AND ACCEPTING  
TRANSFERS

BETWEEN

Chicago Rapid Transit Company

AND

Chicago & West Towns  
Railways, Inc.

+

A. A. SPRAGUE

TRUSTEE FOR

CHICAGO RAPID TRANSIT COMPANY

JANUARY, 1938

*Discontinued  
Aug 13, 1938*

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**TRANSFERS BETWEEN  
CHICAGO RAPID TRANSIT COMPANY  
AND  
CHICAGO & WEST TOWNS RAILWAYS, INC.  
INSTRUCTIONS AND INFORMATION FOR THE USE  
OF CHICAGO RAPID TRANSIT EMPLOYEES**

In accordance with an order of the Illinois Commerce Commission, arrangements have been made by the Chicago Rapid Transit Company and the Chicago & West Towns Railways, Inc. for an interchange of transfer privileges between the two companies, effective as of 12:01 A.M. on January 16, 1938.

The Chicago & West Towns Railways connect with three of the Chicago Rapid Transit west side lines; namely; Lake Street Division, Garfield Park and Douglas Park Branches of the Metropolitan Division.

The Chicago & West Towns Railways operate both street cars and buses and serve the following west suburban towns:

**WITHIN THE TRANSFER ZONE**

Argo	Lyons
Bellwood	Maywood
Berkeley	Melrose Park
Berwyn	North Riverside
Brookfield	Oak Park
Cicero	River Forest
Elmhurst	River Grove
Elmwood Park	Riverside
Forest Park	Stickney
Hines (Hines Hospital)	Summit

**OUTSIDE THE TRANSFER ZONE**

LaGrange	LaGrange Park	Western Springs
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The following is a list of the names and numbers of the Chicago & West Towns car and bus routes:

No.	Car Lines	No.	Bus Lines
1.	Chicago Ave.	20.	Austin Blvd.
2.	Lake Street	21.	Oak Park-Ridgeland
3.	Madison Street	22.	Harlem Ave.
4.	LaGrange (Cermak Rd.)	23.	Ogden Ave.
5.	Berwyn-Lyons	24.	Western Springs
		*25.	North Ave.
		26.	Melrose Park
		27.	St. Charles Road
		28.	Roosevelt Road
		29.	16th Street

*\*The North Avenue Bus Line is operated only when the Cook County Fair Ground at North Avenue and River Road, is open.*

Lengthwise of the transfer below the name of the Company is the "Hour" chart. The top row of figures (1 to 12) indicate the hour and the lower row (30's) indicate the half hour. A punch mark is made in this chart to show the time beyond which the transfer is not valid. Only one punch mark is to be made in this chart.

If the expiration time is on the hour, then the punch mark is made in the upper row. For example: If the transfer expires at 9 o'clock, the punch mark is made in the square containing the "9." If the expiration time is on the half hour, then the punch mark is made in the lower row. For example: If the expiration time is 1:30 o'clock, the punch mark is made in the "30" under the "1."

"Time Allowance" means the time that is allowed the passenger to make the trip on the Chicago Rapid Transit Company Lines, plus the time allowed to make the transfer to the Chicago and West Towns Lines. The "Time Allowance" for the stations on the various Branches is as follows:

#### NORTH SIDE DIVISION

	Time Allowance
All stations from Sedgwick to Howard, incl.	2 Hr. 0 Min.
All stations from Sedgwick to Kimball, incl.	2 Hr. 0 Min.
All stations to Mdse. Mart to Schiller, incl.	1 Hr. 30 Min.

#### LOOP DIVISION

All Stations	1 Hr. 30 Min.
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#### SOUTH SIDE DIVISION

All stations Cermak Road to Jackson Park, incl.	2 Hr. 0 Min.
All stations Cermak Road to Loomis, incl.	2 Hr. 0 Min.
All stations Cermak Road to 69th, incl.	2 Hr. 0 Min.
All stations Kenwood and Stockyards	2 Hr. 0 Min.
All stations Congress to 18th Street, incl.	1 Hr. 30 Min.

#### METROPOLITAN DIVISION

All stations Franklin to Hoyne, Doug. Pk., incl.	1 Hr. 30 Min.
All stations Western to Kenton, Doug. Pk., incl.	1 Hr. 0 Min.
All stations Franklin to Hoyne, Garf. Pk., incl.	1 Hr. 30 Min.
All stations Western to Austin, Garf. Pk., incl.	1 Hr. 0 Min.
All stations Marshfield to Logan Sq., incl.	1 Hr. 30 Min.
All stations Marshfield to Lawndale, H. Pk., incl.	1 Hr. 30 Min.

#### LAKE STREET DIVISION

	Time Allowance
All stations Madison & Market to Oakley, incl.	1 Hr. 30 Min.
All stations Campbell to Austin, incl.	1 Hr. 0 Min.

The "Expiration Time" is determined by adding the "Time Allowance" for your station to the time at which the transfer is issued.

The expiration time is shown in half hour periods. If, at the time the transfer is issued, the "time allowance" at the station would make the expiration time fall after the hour or half hour, then the employee must punch the next period. For example: Suppose the time allowance of the station is one hour, and the time at which the transfer is issued is 5:10 o'clock, then the expiration time would be 6:10 o'clock. Since the time limit is later than 6:00 o'clock, the next period, "6:30," must be punched.

Below the "Hour" chart is the chart of the months. A punch mark is made in this chart to show the month in which the transfer is issued.

Below the "Month" chart is the "Day" chart. A punch mark is made in this chart to show the date on which the transfer is issued.

A punch mark is made in the "AM" or "PM" square to indicate the part of the day in which the transfer is valid. (12 o'clock midnight to 12 o'clock noon is AM) (12 o'clock noon to 12 o'clock midnight is PM.)

The strip which reads "Lake 24 26 27 28 Garf. 25 27 29 Doug. 17 19 23 25 26" is for the use of Chicago and West Towns employees.

An agent must see that each **Pink** transfer issued contains 5 punch marks as follows: one to indicate the station number; one the expiration time; one the part of the day in which it is valid; one the month; and one the date.

**Pink** transfers are issued at all stations of the Chicago Rapid Transit Company, within the city limits of Chicago.

Conductors and Trainmen who collect fares on the trains must not sell **pink** transfers north of Howard Street; west of Austin Blvd., Lake Street Division; west of Austin Blvd., Garfield Park Branch; or west of Kenton Ave., Douglas Park Branch.

A **Pink** transfer is issued **only** at the time of the payment of a 15c cash fare.

Under **no** circumstances will a **Pink** transfer be accepted for the payment of a fare on the Chicago Rapid Transit Lines.

A valid **Pink** transfer will be accepted by the Chicago & West Towns Railways, when properly presented for a continuous ride in one general direction, without an additional fare.



In case the passenger's destination requires the use of more than one of the Chicago & West Towns Lines, the conductor, at the time he lifts the Pink transfer, and without additional charge, will give the passenger one of the regular Chicago & West Towns transfers which will allow him to complete his trip.

Passengers may transfer from the Chicago Rapid Transit Lines to the Chicago & West Towns Lines only at a designated transfer station. The transfer must be made at the nearest stop of the connecting Chicago & West Towns Railways Lines that is tributary to the Transfer Station.

The following are the restrictions upon the use of the Chicago Rapid Transit Pink transfer:

1. They are accepted on the Lake Street car line only at Austin Blvd., Marion Street, or Harlem Ave., and westbound only.
2. They are accepted on the LaGrange (Cermak Rd.) car line only at Oak Park Ave. and Cermak Road, and westbound only.
3. They are accepted on the Berwyn-Lyons car line only at 52nd Ave. and Cermak Road, and south or westbound only.
4. They are accepted on the Harlem Avenue bus line and the Chicago Avenue car line, if the transfer is made at the Marion-Harlem Station of the Lake Street Division, only at the following locations:—

Harlem Avenue and South Blvd.

Harlem Avenue and Lake Street

## CHICAGO & WEST TOWNS TRANSFER

The Chicago & West Towns Railways inter-company transfer is colored **RUSSET** with a **PINK** stripe lengthwise of the transfer.

When a valid **RUSSET** transfer is presented at one of the twelve designated transfer stations, it is good for a ride eastbound only on the Chicago Rapid Transit Lines, without the payment of an additional fare.

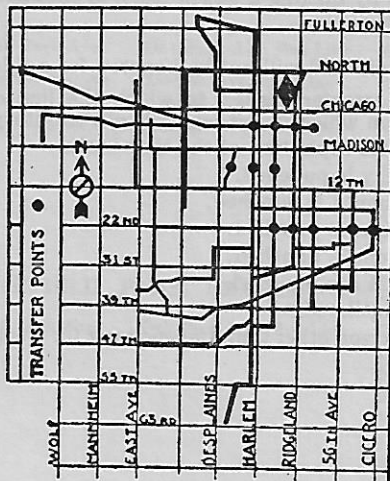
The standard punch-mark of the Chicago & West Towns Railways is diamond-shaped.

Under no consideration will a Chicago & West Towns Railways intra-company transfer be accepted on the Chicago Rapid Transit Lines.

Remember, only the **RUSSET** transfer with a **PINK** stripe is to be accepted from Chicago & West Towns Passengers.

### Chicago & West Towns Railways, Inc. Transfer to Chicago Rapid Transit Co.

BUS ROUTES						20	22	23
24	25	26	27	28	29	30	31	
CAR ROUTES								
1	2	3	4	5	6	7	8	
DEC.	NOV.	OCT.	SEP.	AUG.	JULY	JUNE	MAY	APR.
1	2	3	4	5	6	7	8	9
12	13	14	15	16	17	18	19	20
22	23	24	25	26	27	28	29	30
31								



This Transfer to be valid must be presented to CRT prior to time punched.

HOUR	1	2	3	4	5	6
	30	30	30	30	30	30
	7	8	9	10	11	12
	30	30	30	30	30	30
C R T		E N D		P M		A M
CANCEL						

To be valid a Chicago & West Towns RUSSET transfer must have six diamond-shaped punch marks, namely:—

1. To indicate the month.
2. To indicate the day of the month.
3. To indicate whether valid in AM or PM.
4. To indicate the expiration time.
5. To indicate the route number.
6. To indicate the zone in which the trip originated.

When a RUSSET transfer is presented to a Chicago Rapid Transit employee for a fare, these six points must be checked to determine its validity. Only valid transfers will be accepted.

A RUSSET transfer is not good for a ride on the Chicago & West Towns Lines. Hence, Chicago Rapid Transit employees must lift all RUSSET transfers that are presented and accepted and must cancel these lifted transfers by making a punch-mark in the space marked "CRT CANCEL."

A RUSSET transfer is void and will not be honored for a ride,

1. If presented at a transfer station to which the line or section of the line on which it was issued is not tributary.
2. If presented after the expiration of the time limit.
3. If more than one day is punched.
4. If more than one month is punched.
5. If more than one time is punched.
6. If more than one zone is punched.
7. If both AM and PM are punched.
8. If the transfer is mutilated.
9. If presented by a person other than the one to or for whom it was issued.

## TRANSFER STATIONS AND TRIBUTARY LINES

The following is a list of the twelve designated Chicago Rapid Transit transfer stations and the Chicago & West Towns lines tributary to each:—

### LAKE STREET DIVISION

TRANSFER STATION	TRIBUTARY LINES	
	Main	Secondary
Austin Blvd.	Lake St. Car Line	Melrose Park Bus Line St. Charles Road Bus Line
Ridgeland Ave.	Ridgeland Ave. Bus Line	Chicago Ave. Car Line Madison St. Car Line LaGrange Car Line Berwyn-Lyons Car Line Ogden Ave. Bus Line Western Springs Bus Line 16th Street Bus Line North Ave. Bus Line
Oak Park Ave.	Oak Park Ave. Bus Line	(The same as for Ridgeland Ave.)
Marion-Harlem	Harlem Ave. Bus Line Lake St. Car Line Chicago Ave. Car Line	Melrose Park Bus Line St. Charles Rd. Bus Line LaGrange Car Line Berwyn-Lyons Car Line Ogden Ave. Bus Line Western Springs Bus Line Roosevelt Rd. Bus Line North Ave. Bus Line

### GARFIELD PARK BRANCH—METROPOLITAN DIVISION

Oak Park Ave.	Oak Park Ave. Bus Line	Chicago Ave. Car Line Lake Street Car Line Melrose Park Bus Line St. Charles Rd. Bus Line Madison Street Car Line LaGrange Car Line Berwyn-Lyons Car Line Ogden Ave. Bus Line Western Springs Bus Line 16th Street Bus Line North Ave. Bus Line
Harlem Ave.	Harlem Ave. Bus Line	Chicago Ave. Car Line Lake Street Car Line Melrose Park Bus Line St. Charles Rd. Bus Line Madison Street Car Line LaGrange Car Line Berwyn-Lyons Car Line Ogden Ave. Bus Line Western Springs Bus Line North Ave. Bus Line
Desplaines Ave.	Chicago Ave. Car Line Roosevelt Rd. Bus Line	St. Charles Rd. Bus Line Madison Street Car Line

## DOUGLAS PARK BRANCH—METROPOLITAN DIVISION

TRANSFER STATION	TRIBUTARY LINES	
	Main	Secondary
48th Ave.	Ogden Ave. Bus Line Western Springs Bus Line 16th Street Bus Line	(NONE)
52nd Ave.	Chicago Ave. Car Line Berwyn-Lyons Car Line	16th Street Bus Line Ogden Ave. Bus Line Western Springs Bus Line
Austin Blvd.	Austin Blvd. Bus Line	Chicago Ave. Car Line 16th Street Bus Line Berwyn-Lyons Car Line Ogden Ave. Bus Line Western Springs Bus Line
Ridgeland Ave.	Ridgeland Ave. Bus Line	Chicago Ave. Car Line Lake Street Car Line Melrose Park Bus Line St. Charles Rd. Bus Line Madison Street Car Line Berwyn-Lyons Car Line Ogden Ave. Bus Line Western Springs Bus Line 16th Street Bus Line
Oak Park Ave.	LaGrange Car Line Oak Park Ave. Bus Line	Harlem Ave. Bus Line (Others same as for Ridgeland Ave.)

INFORMATION YOU SHOULD KNOW ABOUT  
THE CHICAGO & WEST TOWNS RAILWAYS  
SERVICE

**ARGO** is served by the Harlem Avenue bus line. It connects with Garfield Park and Lake Street Elevated Lines.

**BELLWOOD** is served by the St. Charles Road Bus Line. It connects with the Lake Street Division via the Lake Street Car Line.

**BERKELEY.** The same as Bellwood.

**BERWYN**, is served by the Harlem Avenue bus line, which connects with the Garfield Park and Lake Street Elevated Lines, the Ridgeland Avenue-Oak Park Avenue bus line, which connects with the Douglas Park, Garfield Park and Lake Street Elevated Lines, and the Ogden Ave., Western Springs, and 16th Street bus Lines and the LaGrange and Berwyn-Lyons car lines, which connect with the Douglas Park Elevated Lines.

**BROOKFIELD** is served by the LaGrange car line and the Ogden Avenue bus line, which connects with the Douglas Park Elevated Line.

**BROOKFIELD ZOO** is served by the LaGrange car line. It connects with the Douglas Park Elevated Line at Oak Park Avenue Station.

**CICERO** is served by Austin Blvd., 16th Street, Ogden Ave., and Western Springs bus lines and the Chicago Avenue and Berwyn-Lyons car lines, which connect with the Douglas Park Elevated Lines.

**ELMHURST** is served by the Melrose Park bus line. It connects with the Lake Street Elevated Line via the Lake Street Car Line.

**ELMWOOD PARK** is served by the Harlem Avenue bus line. It connects with the Lake Street Elevated Line and with the Garfield Park Elevated Line.

**FOREST PARK** is served by the Chicago Avenue and Madison St. car lines and by the Harlem Avenue and Roosevelt Road bus lines. The Chicago Avenue car line and the Harlem Avenue and Roosevelt Road bus lines connect directly with the Garfield Park Elevated Line. The Chicago Avenue car line and the Harlem Avenue bus line also connect directly with the Lake Street Elevated Line.

**HAWTHORNE RACE TRACK** is served by the Chicago Avenue car line. It connects with the Douglas Park Elevated line at 52nd Avenue and Cermak Road.



**HINES (HINES HOSPITAL)** is served by the Roosevelt Road bus line. It connects with the Garfield Park Elevated at Desplaines Avenue.

**LYONS** is served by the Berwyn-Lyons car line, the Ogden Ave. and the Western Springs bus lines. These connect with the Douglas Park Elevated Lines.

**MAYWOOD** is served by the Lake Street car line and the St. Charles Road bus line which connects with the Lake Street Elevated Line, and by the Roosevelt Road bus line which connects with the Garfield Park Branch. It is also served by the Madison Street Car line which connects with the Lake Street, Garfield Park and Douglas Park Elevated Lines via the north and south lines of the Chicago & West Towns.

**MELROSE PARK** is served by the Lake Street car line and the Melrose Park bus line. These connect with the Lake Street Elevated Line.

**NORTH RIVERSIDE** is served by the LaGrange car line. It connects with the Douglas Park Elevated Line.

**OAK PARK, NORTH OF MADISON STREET** is served by the Chicago Avenue and Lake Street car lines; the Ridgeland Avenue—Oak Park Ave. and the Harlem Avenue bus lines. These connect with the Lake Street Elevated Line.

**OAK PARK, SOUTH OF MADISON STREET** is served by the Chicago Avenue car line, the Ridgeland Avenue, Oak Park bus line and the Harlem Avenue bus line. These connect with the Garfield Park and Lake Street Elevated Lines. The Ridgeland Avenue, Oak Park Avenue bus line also connects with the Douglas Park Elevated Line.

**RIVER FOREST** is served by the Chicago Avenue and the Lake St. car lines, and the Harlem Avenue bus line. These connect with the Lake Street and Garfield Park Elevated Lines.

**RIVER GROVE** is served by the Harlem Avenue bus line. It connects with the Lake Street and Garfield Park Elevated Lines.

**RIVERSIDE** is served by the LaGrange and Berwyn-Lyons car lines and the Ogden Avenue bus line. These connect with the Douglas Park Elevated Line.

**SPEEDWAY HOSPITAL** (See Hines).

**SPORTSMAN'S PARK RACE TRACK** is served by the Chicago Avenue car line. It connects with the Douglas Park Elevated Line at 52nd Avenue and Cermak Road.

**STICKNEY** is served by the Harlem Avenue bus line, which connects with the Garfield Park and Lake Street Elevated Lines; the Oak Park bus line which connects with the Douglas Park, Garfield Park and Lake Street Elevated Lines; the Ridgeland Avenue bus line which connects with Douglas Park and Lake Street Elevated Lines; and the Austin Blvd. and the Western Springs bus lines which connect with the Douglas Park Elevated Line.

**SUMMIT** is served by the Harlem Avenue bus line. It connects with the Garfield Park and Lake Street Elevated Lines.

The following towns are served by the Chicago & West Towns Railways, but they lie outside of its 10c fare zone, hence are not entitled to intercompany transfer privileges:—

**LAGRANGE** is served by the LaGrange car line, the Ogden Ave., and the Western Springs bus lines. These connect with the Douglas Park Elevated Line.

**LAGRANGE PARK** is served by the LaGrange car line and the Ogden Avenue bus line. These connect with the Douglas Park Elevated Lines.

**WESTERN SPRINGS** is served by the Western Springs bus line. It connects with the Douglas Park Elevated Lines.



