INSTRUCTIONS AND INFORMATION

for

AGENTS, TRAINMEN, AND OTHER EMPLOYES

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

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CHICAGO & WEST TOWNS RAILWAYS, INC. INSTRUCTIONS AND INFORMATION FOR THE USE OF CHICAGO RAPID TRANSIT EMPLOYES

In accordance with an order of the Illinois Commerce Commisan 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 Summit Hospital)

OUTSIDE THE TRANSFER ZONE

LaGrange

LaGrange Park

Western Springs

and

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-Ridgel
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.

The following are the twelve Chicago Rapid Transit Stations that have been designated as Transfer Stations:

LAKE STREET DIVISION

Austin Blvd. (6000 W.) Ridgeland Ave. (Oak Park 400 W.) Oak Park Ave. (Oak Park 800 W.) Marion St. (Harlem Ave.) (Oak Park 1100 W.)

GARFIELD PARK BRANCH—METROPOLITAN DIVISION

Oak Park Ave. (Oak Park 800 W.) Harlem Ave. (7200 W.)
Desplaines Ave. (7600 W.)

DOUGLAS PARK BRANCH—METROPOLITAN DIVISION

48th Ave. (4800 W.) 52nd Ave. (5200 W.) Austin Blvd. (6000 W.) Ridgeland Ave. (6400 W.)

Oak Park Ave. (6800 W.)
Intercompany transfers are good only at these twelve Transfer Stations.

Intercompany transfers are issued on the payment of a 15c cash

fare and only at the time the fare is paid.

The transfers issued by the Chicago Rapid Transit Company are colored Pink with a Russet stripe lengthwise of the transfer. These transfers are issued at all Chicago Rapid Transit Stations within the City limits of Chicago and only at the time of the payment of a 15c cash fare.

The transfers issued by the Chicago & West Towns Railways are colored Russet with a Pink stripe lengthwise of the transfer. These transfers are issued on all lines within their 10c fare zone, with the following restrictions and only at the time of the payment of a 15c cash fare:

RESTRICTIONS

1. On east and west lines intercompany transfers are issued on eastbound cars or buses only. For example: A passenger boarding an eastbound car on Madison Street is entitled to buy an intercompany transfer, subject to restriction number 5, but a passenger boarding a westbound car is not entitled to buy one.

2. In northbound service on north and south routes, intercompany transfers are not issued north of the Lake Street Elevated. For example: A passenger boarding a northbound Harlem Ave. bus at Lake Street would not be entitled to buy an intercompany transfer because Lake Street is north of the Lake Street Elevated Line.

3. In southbound service on north and south routes, intercompany transfers are not issued south of Cermak Road, which is just south of the Douglas Park Elevated Line.

4. On eastbound Lake Street cars, intercompany transfers are not issued east of Harlem Avenue.

5. On eastbound Madison Street cars, intercompany transfers are not issued east of Ridgeland Avenue.

6. On eastbound LaGrange (Cermak Rd.) cars, intercompany transfers are not issued east of Oak Park Ave.

7. On eastbound Berwyn-Lyons cars, intercompany transfers

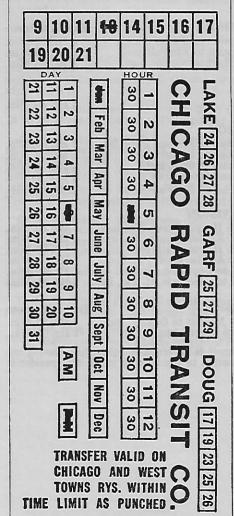
are not issued east of 52nd Ave.

8. On eastbound Ogden Ave., Western Springs and 16th Street buses intercompany transfers are not issued east of 48th Ave.



ND

LOOP



CHICAGO RAPID TRANSIT TRANSFER

The Chicago Rapid Transit Co. transfer is colored Pink with a Russet stripe lengthwise of the transfer.

The letter E enclosed in a square indicates "emergency." It is to be punched when an emergency use is to be made of the transfer.

The name of the Branch on which the transfer is issued is printed across the left end.

Also at the left end is printed a chart of the station identification numbers. The punch-mark in the chart will indicate the number of the station issuing the transfer. This punch-mark will be made before the transfers are delivered to the station.

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.

NORTH SIDE DIVISION

LAKE STREET DIVISION

All stations Madison & Market to Oakley, incl.

All stations Campbell to Austin, incl.

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:

MORTH SIDE DIVISION	Time Allowance
All stations from Sedgwick to Howard, incl. All stations from Sedgwick to Kimball, incl.	2 Hr. 0 Min. 2 Hr. 0 Min.
All stations to Mdse. Mart to Schiller, incl.	1 Hr. 30 Min.
LOOP DIVISION	
All Stations	1 Hr. 30 Min.
SOUTH SIDE DIVISION	
All stations Cermak Road to Jackson Park, incl. All stations Cermak Road to Loomis, incl. All stations Cermak Road to 69th, incl. All stations Kenwood and Stockyards All stations Congress to 18th Street, incl.	2 Hr. 0 Min. 2 Hr. 0 Min. 2 Hr. 0 Min. 2 Hr. 0 Min. 1 Hr. 30 Min.
METROPOLITAN DIVISION	
All stations Franklin to Hoyne, Doug. Pk., incl. All stations Western to Kenton, Doug. Pk., incl. All stations Franklin to Hoyne, Garf. Pk., incl. All stations Western to Austin, Garf. Pk., incl. All stations Marshfield to Logan Sq., incl. All stations Marshfield to Lawndale, H. Pk., incl.	1 Hr. 30 Min. 1 Hr. 0 Min. 1 Hr. 30 Min. 1 Hr. 0 Min. 1 Hr. 30 Min. 1 Hr. 30 Min. 1 Hr. 30 Min.

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

Time Allowance

1 Hr. 30 Min.

1 Hr. 0 Min.

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 employe 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 employes.

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.

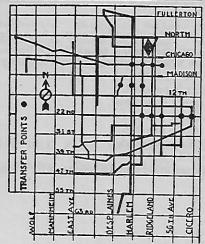
The following are the restrictions upon the use of the Chicago Rapid Transit Pink transfer:

- 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 Railways, Inc. Transfer to Chicago Rapid Transit Co.

BU	SF	LOUT	ES		20	1	T	22	23
24	2	5	26	27	28	2	9	30	31
CA	R R	OUT	ES	1 2	2 3	4	5	6 7	7 8
DEC.	NOV.	OCT.	AEP.	JULY	JUNE	MAY	APR.	FEB.	•
DAY OF MONTH									
1	2	3	4	5	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28		30	31



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

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UR	30	30		30		30		30	30
유	7	8		9		10		11	12
	30	30		30		30		30	30
CI	R T	r L	I		N	D	P	W	AM

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. 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 employes 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	TRIBUTARY LINES					
STATION	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	TRIBUTARY LINES					
STATION	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 (Otherssame 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.

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