

only) with payment of fare differential for three-zone ride

TRANSFER PUNCHED "N" (NORTHBOUND) ACCEPTABLE FOR A RIDE ONLY ON A WESTBOUND SKOKIE BUS IN THE NORTH ZONE

BEFORE ACCEPTING this transfer, check that the following conditions have been met:

1. CHECK THAT TRANSFER IS PRESENTED ON CORRECT DATE

- a. Transfers punched "N.D." are valid only in the morning following the date shown on the transfer
- b. Transfers not punched "N.D." are valid only on the date shown on the transfer. However, trips started before Midnight may be completed after Midnight

2. CHECK THAT PASSENGER HAS NOT USED MORE TIME THAN HE IS ALLOWED

(Only checked if transfer is being used on Surface System or has been used on Surface System)

Procedures for Time-Checking Transfers are on page 52

3. CHECK THAT PASSENGER HAS TRAVELED IN ONE GENERAL DIRECTION

Rules concerning General Direction are on page 56

4. CHECK THAT TRANSFER IS PRESENTED AT AN AUTHORIZED TRANSFER POINT

Detailed information on Authorized Transfer Points is on page 55

5. CHECK THAT RIDER PRESENTING TRANSFER IS THE SAME AS THE RIDER TO WHOM TRANSFER WAS ISSUED

- a. A transfer presented by a child rider or a student rider must have a punchmark in the "1/2" circle unless for some reason the child-student rider has paid an adult fare
- b. A transfer presented by an adult rider must not have a punchmark in the "1/2" circle

6. CHECK THAT PASSENGER HAS NOT TRANSFERRED BETWEEN THE SURFACE AND RAPID TRANSIT MORE THAN THE ALLOWED NUMBER OF TIMES

Although a passenger is allowed to transfer as

many times as necessary to complete his trip, he is limited in the number of times he may transfer between the Surface and Rapid Transit systems

A passenger may start his trip on the Rapid Transit, transfer to a bus and then transfer back to the Rapid Transit but may not then transfer back to a bus. Therefore, a Rapid Transit transfer which has been timestamped can be accepted for a ride when presented on the Rapid Transit, but is not reissued

7. CHECK THAT THREE HOLES IN A ROW HAVE NOT BEEN PUNCHED THROUGH THE LINE NAME

If one or more of the above conditions have not been met, the transfer is invalid and a fare must be collected. "Procedure for Handling Invalid Transfers and Identification Checks" is on page 54

REISSUANCE

WHEN A PASSENGER REQUESTS ITS RETURN, it must be punched as follows:

1. If the transfer is valid for additional rides, punch the zone in which the transfer is presented and return the transfer to the passenger

Exceptions to punching zone in which transfer is presented:

- a. When working on a zone boundary line, punch the same side of the zone boundary line as the previous punchmark
- b. When a transfer is received from a line operating on a zone boundary line, punch the same side of the zone boundary line as the previous punchmark
- c. Transfers from pull-in or turn-back buses to through buses of the same line are reissued without punching
- d. Transfers between local and limited buses of the same line are reissued without punching

2. If the transfer is valid for the ride for which it is presented, but not valid for an additional ride, and the passenger insists on its return, invalidate the transfer by punching three holes in a row across the top of the transfer through the space for the timestamp. Return the transfer to the passenger

RAPID TRANSIT SYSTEM TWO-ZONE EMERGENCY TRANSFER

STAMP
HERE

EVANSTON

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S

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TRANSFER NOT GOOD ON BUS AFTER USING
RAPID TRANSIT UNLESS TIME IS STAMPED
ON TRANSFER WHEN LEAVING STATION.

ISSUANCE

ISSUED BY Ticket Agents, Conductors, and R. T. Operators in the North Zone and by Conductors on Evanston Express trains in the Middle Zone, free of charge, under any of the following unusual circumstances:

1. When, because of a major delay, passengers desire to walk to nearby service and a CTA employe cannot conduct passengers to the service
2. When, because of a delay or reroute, passengers who did not plan on making a transfer are forced to ride service which will require them to make a transfer in order to reach their destinations
3. When a passenger overrides, rides in the wrong direction, or boards the wrong train through no fault of his own (proper announcements not made, incorrect signs displayed, etc. or because the passenger is blind or otherwise handicapped)

NOTE: An Emergency transfer is not issued when a passenger can change to the desired train in a paid area

BEFORE ISSUING this transfer, it must be punched as follows:

1. **PUNCH TO INDICATE ZONE IN WHICH TRANSFER IS ISSUED**
(Same as Rapid Transit Two-Zone Regular Transfer)
2. **PUNCH ND SPACE IF TRANSFER IS ISSUED BETWEEN 12:00 MIDNIGHT AND 3:00 AM OF THE MORNING FOLLOWING DATE PRINTED ON THE TRANSFER**
3. **PUNCH TO INDICATE TYPE OF RIDER TO WHOM TRANSFER IS ISSUED**
(Same as Rapid Transit Two-Zone Regular Transfer)
4. **DO NOT PUNCH DIRECTION SQUARE**
(Transfers issued by Agents are pre-punched)
5. **PUNCH THE "E" (EMERGENCY) SQUARE**
6. **PUNCH SIX HOLES IN A ROW THROUGH LINE NAME**

ACCEPTANCE

ACCEPTABLE FOR A RIDE ON:

1. Any CTA bus or train in the Middle Zone
2. Skokie bus or Evanston train in the North Zone

3. Westchester bus (westbound at Desplaines Avenue only) with payment of fare differential for three-zone ride

BEFORE ACCEPTING this transfer, check that the following conditions have been met:

1. **CHECK THAT TRANSFER IS PRESENTED ON CORRECT DATE**

(Checked in same manner as Rapid Transit Two-Zone Regular Transfer)

2. **CHECK THAT PASSENGER HAS NOT USED MORE TIME THAN HE IS ALLOWED**

(Only checked if transfer is being used or has been used on the Surface System). Procedures for Time-Checking Transfers are on page 52

3. **CHECK THAT RIDER PRESENTING TRANSFER IS THE SAME TYPE AS THE RIDER TO WHOM TRANSFER WAS ISSUED**

(Checked in same manner as Rapid Transit Two-Zone Regular Transfer)

4. **CHECK THAT PASSENGER HAS NOT TRANSFERRED BETWEEN RAPID TRANSIT AND SURFACE SYSTEMS MORE THAN THE ALLOWED NUMBER OF TIMES**

(Checked in same manner as Rapid Transit Two-Zone Regular Transfer)

5. **CHECK THAT TRANSFER HAS SIX PUNCHMARKS IN A ROW THROUGH LINE NAME**

6. **CHECK THAT "E" (EMERGENCY) SQUARE IS PUNCHED**

7. **CHECK THAT DIRECTION CIRCLE IS NOT PUNCHED**

(If direction circle is punched, question passenger as to who issued the transfer. If he indicates that transfer was issued by a Ticket Agent, accept the transfer, since these transfers are pre-punched for direction.)

8. **CHECK THAT TRANSFER IS PRESENTED AT AN AUTHORIZED LOCATION**

- a. An Emergency transfer presented for the first use (only one punchmark in the zone map) is acceptable at any CTA service stop
- b. An Emergency transfer which has been used and

reissued (two or more punchmarks in the zone map) is acceptable only at an authorized transfer point. Detailed information on Authorized Transfer Points is on page 55

9. **CHECK THAT PASSENGER HAS TRAVELED IN ONE GENERAL DIRECTION**

Rules concerning General Direction are on page 56

NOTE: The general direction of the ride is determined from the location of the punchmarks in the zone map

10. **CHECK THAT THREE HOLES IN A ROW HAVE NOT BEEN PUNCHED THROUGH THE LINE NAME**

If one or more of the above conditions have not been met, the transfer is invalid and a fare must be collected. "Procedure for Handling Invalid Transfers and Identification Checks" is on page 54

REISSUANCE

Handled in same manner as Rapid Transit Two-Zone Regular Transfer

ELEVATED TO SUBWAY IDENTIFICATION CHECK

PENALTY FOR FRAUDULENT USE
\$200 FOR EACH OFFENSE

L to SUBWAY 125643

JACKSON-VAN BUREN
(State or Dearborn Subway)
or
VAN BUREN-CONGRESS
(State Subway)

**Present this check
BEFORE TIME PUNCHED**
at

HOUR	1	2	3	4	5	6	7	8	9	10	11	12
A.M.	15	15	15	15	15	15	15	15	15	15	15	15
P.M.	45	45	45	45	45	45	45	45	45	45	45	45
	30	30	30	30	30	30	30	30	30	30	30	30

CHICAGO TRANSIT AUTHORITY

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ISSUANCE

ISSUED BY Rapid Transit Agents only at **STATE AND VANBUREN ELEVATED STATION**, free of charge, to passengers who wish to change to the North-South route or the West-Northwest route

BEFORE ISSUING the check, it must be punched as follows:

1. PUNCH TO INDICATE TIME AT WHICH CHECK WILL EXPIRE

- a. Allow a minimum of 5 minutes and a maximum of 19 minutes from the time the identification check is issued until it expires

Examples:

- (1) 4:41 through 4:55, punch the check to expire at 5:00
- (2) 4:56 through 5:10, punch the check to expire at 5:15

- b. Method of punching time

- (1) If the check is due to expire on the hour, punch the appropriate hour square (1 to 12)
- (2) If the check is due to expire on the quarter hour, punch the quarter hour square (15-30-45) beneath the appropriate hour square, but do not punch the hour square

2. PUNCH TO INDICATE AM, PM, OR ND

- a. 3:00 A.M. through 11:45 A.M. - punch the A.M. space
- b. 12:00 Noon through 11:45 P.M. - punch the P.M. space
- c. 12:00 Midnight through 2:45 A.M. of morning following date on check - punch the N.D. space

ACCEPTANCE

ACCEPTABLE ONLY BY RAPID TRANSIT AGENTS AT THE FOLLOWING LOCATIONS:

1. Jackson-VanBuren Station in the Dearborn Street Subway
2. Jackson-VanBuren and VanBuren-Congress Stations in the State Street Subway

BEFORE ACCEPTING this check, check that the following conditions have been met:

1. CHECK THAT IDENTIFICATION CHECK IS PRESENTED ON THE CORRECT DATE

- a. Checks punched "A.M." or "P.M." are valid only on the date printed on the check. However, trips started before Midnight may be completed after Midnight
- b. Checks punched "N.D." are valid only in the morning following the date shown on the check

2. CHECK THAT IDENTIFICATION CHECK IS PRESENTED AT OR BEFORE TIME PUNCHED

If one or more of the above conditions have not been met, the check is invalid and a fare must be collected. "Procedure for Handling Invalid Transfers and Identification Checks" is on page 54

REISSUANCE

The check is never reissued under any circumstances and no transfer or identification check is issued in exchange for it

SUBWAY TO ELEVATED IDENTIFICATION CHECK

CHICAGO TRANSIT AUTHORITY

**Present this check
BEFORE TIME PUNCHED**

of
**STATE &
VANBUREN
L
STATION**

HOUR	1	2	3	4	5	6	7	8	9	10	11	12
A.M.	15	15	15	15	15	15	15	15	15	15	15	15
P.M.	45	45	45	45	45	45	45	45	45	45	45	45
	30	30	30	30	30	30	30	30	30	30	30	30

DEC 29

(ND)
F1 AA 2

N-S to L

783412

PENALTY FOR FRAUDULENT USE
\$200 FOR EACH OFFENSE

ISSUANCE

ISSUED BY Rapid Transit Agents, free of charge, to passengers who wish to change from the West-Northwest route or the North-South route to the Elevated in the Loop area. Issued only at the following locations:

1. W-NW to L Identification Check issued only at Lake Street Transfer subway station (Clark Street Exit)
2. N-S to L Identification Check issued only at Jackson subway station

BEFORE ISSUING this check, it must be punched as follows:

1. PUNCH TO INDICATE TIME AT WHICH CHECK WILL EXPIRE

- a. Allow a minimum of 5 minutes and a maximum of 19 minutes from the time the identification check is issued until it expires

Examples:

- (1) 4:41 through 4:55, punch the check to expire at 5:00
- (2) 4:56 through 5:10, punch the check to expire at 5:15

b. Method of punching time

- (1) If the check is due to expire on the hour, punch the appropriate hour square (1 to 12)
- (2) If the check is due to expire on the quarter hour, punch the quarter hour square (15-30-45) beneath the appropriate hour square, but do not punch the hour square

2. PUNCH TO INDICATE AM, PM, OR ND

- a. 3:00 A.M. through 11:45 A.M. - punch the A.M. space
- b. 12:00 Noon through 11:45 P.M. - punch the P.M. space
- c. 12:00 Midnight through 2:45 A.M. of morning following date on check - punch the N. D. space

ACCEPTANCE

ACCEPTABLE ONLY FOR A RIDE ON RAPID TRANSIT TRAINS AND ONLY AT THE FOLLOWING LOCATIONS:

1. W-NW to L acceptable at Clark and Lake Elevated Station

2. N-S to L acceptable at State and VanBuren Elevated Station

BEFORE ACCEPTING this check, check that the following conditions have been met:

1. CHECK THAT IDENTIFICATION CHECK IS PRESENTED ON CORRECT DATE

- a. Checks punched "A.M." or "P.M." are valid only on the date printed on the check. However, trips started before Midnight may be completed after Midnight
- b. Checks punched "N.D." are valid only in the morning following the date shown on the check

2. CHECK THAT IDENTIFICATION CHECK IS PRESENTED AT OR BEFORE TIME PUNCHED

If one or more of the above conditions have not been met, the check is invalid and a fare must be collected. "Procedure for Handling Invalid Transfers and Identification Checks" is on page 54

REISSUANCE

This check is never reissued under any circumstances and no transfer or identification check is issued in exchange for it

EVANSTON EXPRESS IDENTIFICATION CHECK

CHICAGO TRANSIT AUTHORITY

IDENTIFICATION CHECK

1/2

VALID ONLY
ON SOUTHBOUND
EVANSTON
EXPRESS TRAIN
AS EVIDENCE OF
PAYMENT OF
EXPRESS FARE

MUST BE
SURRENDERED
TO CONDUCTOR
UPON REQUEST

DE
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ISSUANCE

ISSUED BY Ticket Agents and Conductors in the North Zone, free of charge, at the 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

BEFORE ISSUING the check, it must be punched as follows:

PUNCH TO INDICATE TYPE OF RIDER TO WHOM CHECK IS BEING ISSUED

- If the check is issued to a rider paying a child or student fare, punch the "1/2" circle
- If the check is issued to a rider paying an adult fare, the "1/2" circle is not punched

ACCEPTANCE

ACCEPTABLE ONLY BY CONDUCTORS OF SOUTHBOUND EVANSTON EXPRESS TRAINS AND ONLY WHEN MAKING FARE CHECK BETWEEN LOYOLA AND THE MERCHANDISE MART

BEFORE ACCEPTING this check, check that the following conditions have been met:

- CHECK THAT IDENTIFICATION CHECK IS PRESENTED ON DATE PRINTED ON FACE
- CHECK THAT RIDER PRESENTING THE CHECK IS SAME TYPE AS THE RIDER TO WHOM CHECK WAS ISSUED
 - A check presented by a child rider or a student rider must have a punchmark in the "1/2" circle unless for some reason the child-student rider has paid an adult fare
 - A check presented by an adult rider must not have a punchmark in the "1/2" circle

If one or more of the above conditions have not been met, the check is invalid and a fare must be collected. "Procedure for Handling Invalid Transfers and Identification Checks" is on page 54

REISSUANCE

This check is never reissued under any circumstances and no transfer or identification check is issued in exchange for it

IDENTIFICATION CHECK FOR STATIONS WITH PART TIME AGENT COVERAGE

CHICAGO TRANSIT AUTHORITY

**Present this check
ON TRAIN**

**BEFORE TIME PUNCHED
AS EVIDENCE OF
PAYMENT OF FARE**

**MUST BE
SURRENDERED
TO CONDUCTOR**

**PENALTY FOR FRAUDULENT USE
\$200 FOR EACH OFFENSE**

DEC 29

HOUR	A.M.			P.M.		
	1	2	3	4	5	6
1	15	15	15	30	30	30
2	15	15	15	30	30	30
3	15	15	15	30	30	30
4	15	15	15	30	30	30
5	15	15	15	30	30	30
6	15	15	15	30	30	30
7	15	15	15	30	30	30
8	15	15	15	30	30	30
9	15	15	15	30	30	30
10	15	15	15	30	30	30
11	15	15	15	30	30	30
12	15	15	15	30	30	30

IDENTIFICATION CHECK

7 22163

NO 1/2
F-IAD

ISSUANCE

ISSUED BY Ticket Agents, when opening or closing a station, to passengers who pay a fare without buying a transfer and who will board a train while the "Pay Fare on Train" sign is displayed. Check serves as proof to Conductor that passenger has paid a fare

BEFORE ISSUING this check, it must be punched as follows:

1. PUNCH TO INDICATE TIME AT WHICH CHECK WILL EXPIRE

- a. Passengers are allowed a minimum of 15 minutes and a maximum of 29 minutes from the time the identification check is issued until it expires

Examples:

- (1) 6:31 through 6:45, punch the check to expire at 7:00
- (2) 6:46 through 7:00, punch the check to expire at 7:15

b. Method of punching time

- (1) If the check is due to expire on the hour, punch the appropriate square (1 to 12)
- (2) If the check is due to expire on the quarter hour, punch the quarter hour square (15-30-45) beneath the appropriate hour square, but do not punch the hour square

2. PUNCH TO INDICATE AM, PM, OR ND

- a. 3:00 A.M. through 11:45 A.M. - punch the A.M. space
- b. 12:00 Noon through 11:45 P.M. - punch the P.M. space
- c. 12:00 Midnight through 2:45 A.M. of morning following date on check - punch the N.D. space

3. PUNCH TO INDICATE TYPE OF RIDER TO WHOM CHECK IS BEING ISSUED

- a. If the check is issued to a rider paying a child or student fare, punch the "1/2" circle
- b. If the check is issued to a rider paying an adult fare, the "1/2" circle is not punched

ACCEPTANCE

ACCEPTABLE ONLY BY RAPID TRANSIT CONDUCTORS

BEFORE ACCEPTING this check, check that the following conditions have been met:

1. CHECK THAT IDENTIFICATION CHECK IS PRESENTED ON CORRECT DATE

- a. Checks punched "A.M." or "P.M." are valid only on the date printed on the check. However, trips started before Midnight may be completed after Midnight
- b. Checks punched "N.D." are valid only in the morning following the date shown on the check

2. CHECK THAT IDENTIFICATION CHECK IS PRESENTED AT OR BEFORE TIME PUNCHED

3. CHECK THAT RIDER PRESENTING THE CHECK IS THE SAME TYPE AS THE RIDER TO WHOM THE CHECK WAS ISSUED

- a. A check presented by a child rider or a student rider must have a punchmark in the "1/2" circle unless for some reason the child-student rider has paid an adult fare
- b. A check presented by an adult rider must not have a punchmark in the "1/2" circle

If one or more of the above conditions have not been met, the check is invalid and a fare must be collected. "Procedure for Handling Invalid Transfers and Identification Checks" is on page 54

REISSUANCE

This check is never reissued under any circumstances and no transfer or identification check is issued in exchange for it

PART II

**GENERAL TRANSFER
INSTRUCTIONS**

TIME CHECKING TRANSFERS

Passengers who transfer on their trip are required to make each portion of their trip within a specified amount of time, based on the distance traveled. These time limitations prevent passengers from making stopovers during their trip to conduct business or to shop. Therefore, each time a passenger boards another vehicle, his transfer must be checked for time.

The amount of time used by a passenger up to the point of transfer is known as "elapsed time;" the amount of time CTA allows a passenger for the distance traveled to the point of transfer is known as "allowed time." To be valid for time, the transfer must show that the "elapsed time" is the same or less than the "allowed time." (In time-checking, times are always rounded off to the nearest 5 minute interval)

The calculation of "elapsed time" and "allowed time" differs depending on whether the passenger used Rapid Transit during part of his trip.

RAPID TRANSIT NOT USED by passenger

Check that "elapsed time" is the same or less than "allowed time" (If it is not, transfer is invalid and a fare must be collected. "Procedure for Handling Invalid Transfers and Identification Checks" is on page 54)

- a. To calculate "elapsed time," subtract the time punched on the transfer clock from the time the passenger presents the transfer. The difference is "elapsed time"
- b. To calculate "allowed time," add up the number of zones the passenger entered into or passed through, allowing the specified amount of time for each of these zones. This total is "allowed time" (Amount of time allowed in zones is in "Guide to Zone Allowances," page 54)

RAPID TRANSIT USED by passenger

When receiving a transfer from a passenger who just alighted from the Rapid Transit:

1. Check that transfer has been timestamped (if transfer is not timestamped, it is invalid and a fare must be collected unless timestamp machine is broken, in which case Operator must issue a correctly punched transfer in exchange for the passenger's transfer)

2. Check that transfer is being presented at the station indicated by the timestamp (If it is not, transfer is invalid and a fare must be collected)
3. Check that "elapsed time" is the same or less than "allowed time" (If it is not, transfer is invalid and a fare must be collected unless timestamp machine is printing wrong time, in which case Operator must issue a correctly punched transfer in exchange for the passenger's transfer. "Procedure for Handling Invalid Transfers and Identification Checks" is on page 54)
 - a. To calculate "elapsed time," subtract the time shown in the Timestamp space from the time the passenger presents the transfer. The difference is "elapsed time"
 - b. "Allowed time" is 10 minutes or 5 minutes plus your headway, whichever is greater (In this instance, zones are not counted)

When receiving a transfer from a passenger who had previously transferred from Rapid Transit to a bus:

1. Check that transfer has been timestamped (If transfer is not timestamped, it is invalid and a fare must be collected)
2. Check that "elapsed time" is the same or less than "allowed time" (If it is not, transfer is invalid and a fare must be collected. "Procedure for Handling Invalid Transfers and Identification Checks" is on page 54)
 - a. To calculate "elapsed time," subtract the time shown in the timestamp space from the time the passenger presents the transfer. The difference is "elapsed time"
 - b. To calculate "allowed time," add up the number of zones the passenger entered into or passed through, allowing the specified amount of time for each of these zones. This total is "allowed time." (Amount of time allowed in zones is in "Guide to Zone Allowances," page 54)

NOTE: If the transfer has a clock, it should be checked to determine if the passenger has had the transfer an unreasonable length of time. If he has, question the passenger as set forth in "Procedure for Handling Invalid Transfers and Identification Checks," page 54)

GUIDE TO ZONE ALLOWANCES

The standard time allowed for each zone a passenger enters into or travels through is 10 minutes and in some zones you must allow additional time. Zones in which additional time is allowed are given in the following chart:

ZONE	ADDITIONAL TIME
Zone of Origin (Zone where passenger began his trip)	5 minutes*
Central Business District Zone (If a Central Business District Zone is the zone of origin, do not make this allowance)	5 minutes each
Zone in which passenger rode three or more buses (Indicated by three Surface punchmarks if this zone is also the zone of origin; indicated by two Surface punchmarks if this zone is not the zone of origin)	5 minutes
Zone in which transfer from Rapid Transit to bus had previously been made	15 minutes

*A Ticket Agent does not allow this additional five minutes unless the passenger transferred between buses before transferring at the Agent's location

PROCEDURE FOR HANDLING INVALID TRANSFERS AND IDENTIFICATION CHECKS

When a passenger presents an invalid transfer or identification check, the employe should politely inform the passenger that it is invalid and ask the passenger whether he has another in his possession. If the passenger is unable to produce a valid transfer or check, the employe should politely explain why the transfer or identification check is invalid and collect a fare.

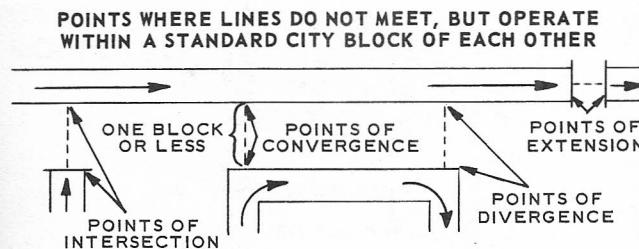
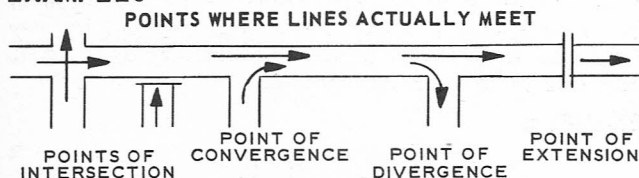
If the passenger is dissatisfied with the employe's explanation, the employe should courteously return the transfer or check and advise the passenger to apply for further consideration of the matter by writing to the authority and enclosing the transfer or identification check. The employe must not place any additional punchmarks in the transfer or check.

AUTHORIZED TRANSFER POINTS

Passengers are required to transfer at authorized transfer points. These authorized transfer points are:

- Points where two lines actually meet or where two lines operate within one standard city block of each other (See illustration below)
 - Points of intersection - where two lines cross each other or where a line terminates at an intersecting line.
 - Points of convergence - where two lines meet and then operate on the same street or on parallel streets.
 - Points of divergence - where two lines operating on the same street or on parallel streets separate or where a pull-in bus leaves its scheduled route.
 - Points of extension - where one line terminates and another line begins or where a bus turns back short of its thru-line terminal.
 - Any point between the points of convergence and divergence of a Rapid Transit route and a Surface Route and of a Surface Express (or Limited) route and a Surface Local route.

EXAMPLES



- Specific locations authorized by CTA where transfers can be made between lines that do not meet and do not operate within one standard city block

of each other. For these locations, see folder "Walking Transfers."

RULES CONCERNING GENERAL DIRECTION

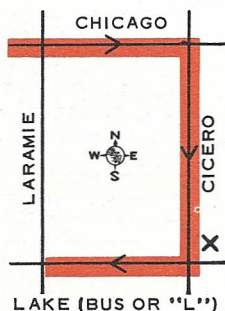
NOTES:

1. In the explanations of rules below, the term CTA street means any street or right of way where CTA service is operating.
2. In the diagrams used to illustrate rules, a red line indicates the CTA streets over which the passenger has traveled. Arrows indicate the direction of travel. An X indicates a point of transfer.
3. In enforcing the rules concerning general direction, Ticket Agents are handicapped because they do not normally know what direction the passenger will travel when he boards a train. However, when a Ticket Agent notes that a reverse ride could be made by a boarding passenger, the Agent must question the passenger as to his intended direction and must then act in accordance with the rule which covers that situation.

RULE 1

A passenger is permitted to reverse his direction of travel once during a trip but on his reversal he may not cross a CTA street he previously crossed while traveling in an opposite direction.

EXAMPLE

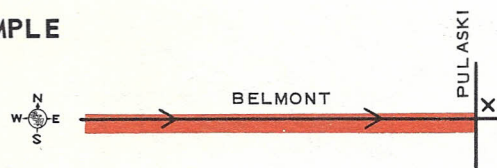


A passenger transferring at X is permitted to ride west on Lake bus or "L." However, he is not permitted to ride past Laramie Avenue since he already crossed it in an opposite direction. The passenger's transfer should have been picked up.

RULE 2

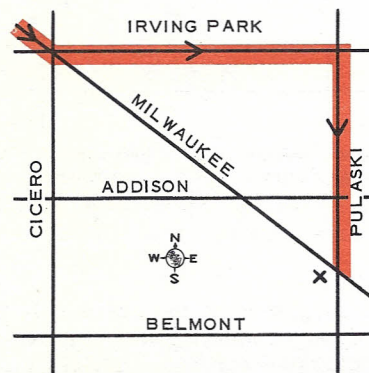
A passenger may not use a CTA street he previously used.

EXAMPLE



A passenger transferring at X is not permitted to ride west on Belmont Avenue unless he pays another fare.

EXAMPLE

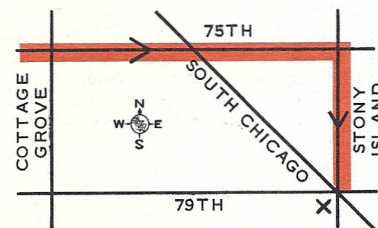


A passenger transferring at X is not permitted to ride on Milwaukee Avenue in either direction unless he pays another fare.

RULE 3

A passenger may not use a CTA street he previously crossed.

EXAMPLE

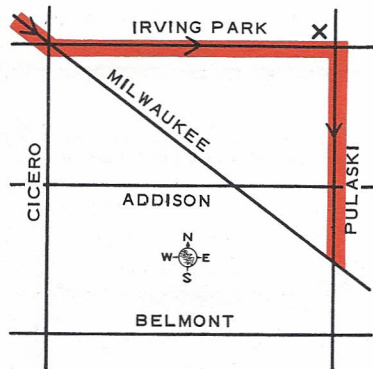


A passenger transferring at X is not permitted to ride on South Chicago Avenue in either direction unless he pays another fare.

RULE 4

A passenger may not cross a CTA street he previously used.

EXAMPLE

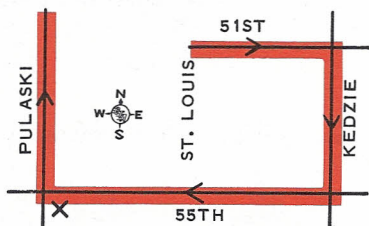


A passenger transferring at X is permitted to ride south on Pulaski Road. However, he is not permitted to ride past Milwaukee Avenue since he previously used it.

RULE 5

A passenger is permitted to reverse his direction of travel more than once during a trip provided it is the only way in which he can reach his destination.

EXAMPLE



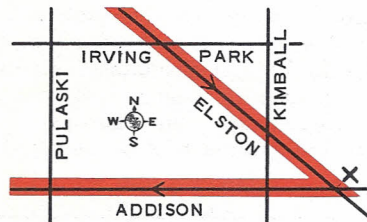
A passenger transferring at X is permitted to ride north on Pulaski even though it is his second reversal because it is the only way he can reach his destination since 51st Street buses do not run west of St. Louis Avenue. However, the northbound Pulaski Operator should pick up the passenger's transfer.

RULE 6

A passenger using an angle street is permitted to reverse his direction of travel past one CTA street which he has previously crossed while traveling in an

opposite direction provided his ride thereby requires less transferring.

EXAMPLE

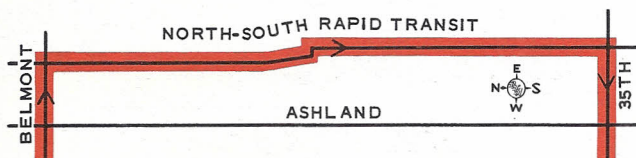


A passenger transferring at X is permitted to ride west on Addison past Kimball even though he has previously crossed Kimball in an opposite direction because in so doing his ride requires less transferring than would have been necessary had he transferred at Kimball and Elston and again at Kimball and Addison.

RULE 7

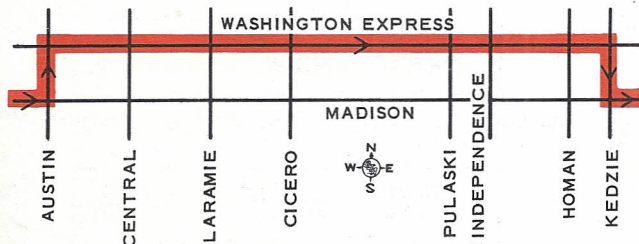
A passenger is permitted to violate rules concerning general direction provided he is making the major portion of his trip on Rapid Transit or Express bus. However, employees must prevent passengers from making round trips.

EXAMPLE



A passenger is permitted to make this type of ride in which he crosses a street he previously crossed in an opposite direction because he has used Rapid Transit for the major portion of his trip.

EXAMPLE

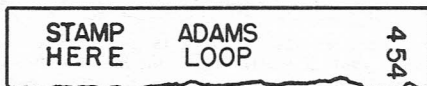


A passenger is permitted to make this type of ride in which he uses a street he previously used because he has used an Express bus for the major portion of his trip.

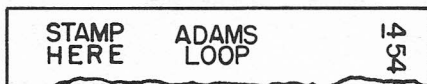
TYPES OF RAPID TRANSIT TIMESTAMPS

To determine whether the time stamped on a transfer is A.M. or P.M., you must be familiar with the three types of Rapid Transit timestamp machines. The manner in which time is stamped differs in each type. Examples of each type, showing position of hours and minutes and indications of A.M. and P.M. follow:

TYPE NO. 1



12:00 Midnight through 11:59 A.M. - no identifying mark



12:00 Noon through 11:59 P.M. - indicated by a line beneath the hour

TYPE NO. 2



12:00 Midnight through 11:59 A.M. - indicated by letters "A.M." either in front of or behind the time



12:00 Noon through 11:59 P.M. - indicated by the letters "P.M." either in front of or behind the time

TYPE NO. 3



1:00 A.M. through 12:59 P.M. - indicated by an asterisk (*) in front of the hour



1:00 P.M. through 12:59 A.M. - indicated by a line beneath the hour

EXCHANGING TRANSFERS

TORN TRANSFERS

If a passenger presents a torn transfer which would otherwise be valid and requests its return, question the passenger as to how the transfer came to be torn. If satisfied that the passenger's story is reasonable and does not seem to be an attempt to deprive CTA of a fare, issue without charge a correctly punched transfer in exchange for the torn transfer.

DELAY TO SERVICE (SURFACE SYSTEM ONLY)

1. When your bus is delayed to such an extent that transfers of passengers already on the bus are late because of the delay, issue without charge new transfers correctly punched for time in exchange for the "late" transfers.
2. When your bus is delayed to such an extent that transfers presented by boarding passengers are late and passengers request their return, issue without charge new transfers correctly punched for time in exchange for the "late" transfers.

DEFECTIVE TIMESTAMP MACHINE (SURFACE SYSTEM ONLY)

When a passenger presents a transfer which is not timestamped or has the wrong time stamped because the timestamp machine is defective, issue without charge a correctly punched transfer in exchange for the passenger's transfer.

NOTES

TRAINING AND ACCIDENT PREVENTION DEPARTMENT
62-9-T 12/62