

# TRANSFER REFERENCE MANUAL

METROPOLITAN



TRANSIT

CHICAGO TRANSIT AUTHORITY

## FOREWORD

Transfers represent money to CTA and to our passengers. Because of this value, a rigid set of regulations governs their issuance and use. These regulations protect CTA against loss of revenue from abuse of the transfer privilege and assure each passenger the full use of his transfer. As a fare-collecting employe, it is your job to enforce these regulations.

During initial training, intensive transfer instruction is given. However, on the job you do not regularly handle all of the various transfers and identification checks nor do you regularly encounter unusual circumstances requiring special handling of transfers.

This reference booklet will help you when you encounter some aspect of transfers that you may have forgotten. It contains illustrations of each CTA transfer and identification check and explains procedures for handling them. Please carry the booklet with you while on the job.



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## PART I TRANSFERS AND IDENTIFICATION CHECKS

### NOTES:

1. The color ink of the date and serial number on transfers and identification checks illustrated in this booklet may not be the color currently in use. At intervals of approximately one year, the color of ink is changed so that transfers issued one year cannot be saved and reused on the same date of the following year. For the current color, see transfers now in use.
2. A round punchmark in a transfer indicates that it was punched by a Surface System employe; a rectangular punchmark indicates that it was punched by a Rapid Transit employe.
3. Transfers which contain a rapid transit punchmark (rectangular) must be timestamped in order to be valid for use on the Surface System.

# SURFACE SYSTEM MIDDLE ZONE REGULAR TRANSFER

STAMP  
HERE

EXP  OTHER  ARCHER

Depot  Shuttle

DEC 29

CHICAGO TRANSIT AUTHORITY

591369

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

## ISSUANCE

ISSUED BY Bus Operators and Street Collectors in the Middle Zone, at the time fare is paid, and only to passengers who pay the current transfer charge.

BEFORE ISSUING, it must be punched as follows:

### 1. PUNCH TO INDICATE LINE ON WHICH TRANSFER IS ISSUED

- If there is only one line name, no punchmark for line is necessary
- If there are two or more line names and the name of the line being worked is printed in bold type, no punchmark for line is necessary
- If there are two or more line names, and the name of the line being worked is printed in light type, punch the square following the line name
- If a bus is operating on a special service (Examples: Express, Limited, Shuttle), punch the square following the description of the service
- "OTHER" square will be punched when operating on a line not printed on the transfer. This includes pull-outs, pull-ins and trips on foreign lines

### 2. PUNCH TO INDICATE DIRECTION OF TRAVEL AT THE TIME TRANSFER IS ISSUED

Punch the direction circle to indicate the direction the vehicle is traveling at the time the transfer is issued. If a bus changes direction of travel, begin punching the new direction at the intersection where the turn is to be made.

NOTE: An exception is given under 8 below.

### 3. PUNCH TO INDICATE ZONE IN WHICH TRANSFER IS ISSUED

Exceptions:

- When operating on a north-south zone boundary line, punch the zone west of the zone boundary line
- When operating on an east-west zone boundary line, punch the zone north of the zone boundary line
- When operating outside the limits shown on the zone map, punch the outermost zone or portion of zone shown



NOTE: An additional exception is given under 8 below.

#### 4. PUNCH TO INDICATE TYPE OF RIDER TO WHOM TRANSFER IS ISSUED

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

#### 5. PUNCH TO INDICATE TIME THE BUS WILL LEAVE THE ZONE IN WHICH THE TRANSFER IS PUNCHED

Punch clock for the time you estimate the bus will leave the zone punched. If a line stops short of the zone boundary, punch the time you estimate the bus would leave the zone if it continued through it. This estimate is based on your knowledge of the time actually required to operate through the zone.

NOTE: An exception is given under 8 below.

#### 6. PUNCH TO INDICATE AM, PM, OR ND

- a. 3:00 A.M. through 11:55 A.M. - punch two slightly overlapping holes in the center circle of the clock face
- b. 12:00 Noon through 11:55 P.M. - punch one hole in the center circle of the clock face
- c. 12:00 Midnight through 2:55 A.M. of morning following date on transfer - punch the "N.D." (Next Day) space (Do not punch the center circle of the clock face)

#### 7. PUNCH TO INDICATE DATE ON SPECIAL EVENT TRANSFERS

Place a punchmark in one of the numbered squares (1 to 31) to indicate the day of the month

#### 8. EXCEPTIONS TO RULES ON PUNCHING TO INDICATE DIRECTION, ZONE, AND TIME

- a. In the downtown area after a bus scheduled to turn back in the area has reached certain boundaries (Franklin Street for eastbound buses; Monroe Street for northbound and southbound buses), passengers are permitted to board an inbound bus and ride back in the outbound direction provided the bus returns over a different street than it entered on.
- b. At and north of Wacker Drive, passengers desiring to ride southbound State 36A buses are

permitted to board a northbound bus and ride back southbound

- c. If a passenger making these rides requests a transfer, direction, zone, and time are punched as follows:

- (1) Punch to indicate direction bus will be traveling after it turns around
- (2) Punch to indicate zone in which bus turns around
- (3) Punch to indicate time bus will leave zone after it turns around

## ACCEPTANCE

### ACCEPTABLE FOR A RIDE ON:

1. Any CTA bus or train in the Middle Zone (On extra fare services, passenger must pay fare differential)
2. Evanston or Skokie Swift train (northbound at Howard Street only) with payment of fare differential
3. Skokie bus in North Zone with payment of fare differential (with "Dempster" timestamp, fare differential was paid at Howard Station).
4. Westchester bus (westbound at Desplaines Avenue only) with payment of fare differential

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

#### 1. CHECK THAT TRANSFER IS PRESENTED ON THE CORRECT DATE

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

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

Procedures for Time Checking Transfers are on page 56

#### 3. CHECK THAT PASSENGER HAS TRAVELED IN ONE GENERAL DIRECTION

Rules concerning General Direction are on page 61

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

Detailed information on Authorized Transfer Points is on page 60

#### **5. CHECK THAT RIDER PRESENTING THE TRANSFER IS THE SAME TYPE AS THE RIDER TO WHOM THE 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 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 SYSTEMS MORE THAN THE ALLOWED NUMBER OF TIMES**

A passenger is not limited in the number of times he may transfer between buses, but 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 a bus, transfer to the Rapid Transit, and then transfer back to a bus but may not then transfer back to the Rapid Transit. Therefore, a Surface transfer which has been timestamped is not accepted for a ride when presented on the Rapid Transit.

#### **7. CHECK THAT THREE HOLES IN A ROW HAVE NOT BEEN PUNCHED THROUGH THE TIME-STAMP SPACE**

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 59

## **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



# SURFACE SYSTEM MIDDLE ZONE EMERGENCY TRANSFER

**STAMP  
HERE**

**OTHER**  **LTD**  **Depot Shuttle**

**DEC 29**

**792185**

**CHICAGO TRANSIT AUTHORITY**

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

## ISSUANCE

ISSUED BY Bus Operators and Street Collectors 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 bus through no fault of his own (proper announcements not made, incorrect signs displayed, etc. or because the passenger is blind or otherwise handicapped)

**BEFORE ISSUING**, it must be punched as follows:

1. **PUNCH TO INDICATE ZONE IN WHICH TRANSFER IS ISSUED**  
(Same as Surface System Middle Zone Regular Transfer)
2. **PUNCH TO INDICATE TYPE OF RIDER TO WHOM TRANSFER IS ISSUED**  
(Same as Surface System Middle Zone Regular Transfer)
3. **PUNCH TO INDICATE TIME THE BUS WILL LEAVE THE ZONE IN WHICH TRANSFER IS ISSUED**  
(Same as Surface System Middle Zone Regular Transfer)
4. **PUNCH TO INDICATE AM, PM, OR ND**  
(Same as Surface System Middle Zone Regular Transfer)
5. **PUNCH THE "E" (EMERGENCY) SQUARE**
6. **PUNCH SIX HOLES IN A ROW THROUGH THE LINE NAME (THROUGH DATE SQUARES ON SPECIAL EVENT TRANSFER)**
7. **DO NOT PUNCH DIRECTION CIRCLES**

## ACCEPTANCE

### ACCEPTABLE FOR A RIDE ON:

1. Any CTA bus or train in the Middle Zone (On extra fare services, passenger must pay fare differential)
2. Evanston or Skokie Swift train (northbound at Howard Street only) with payment of fare differential
3. Skokie bus in North Zone with payment of fare differential (with "Dempster" timestamp, fare differential was paid at Howard Station).
4. Westchester bus (westbound at Desplaines Avenue only) with payment of fare differential

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

#### 1. CHECK THAT TRANSFER IS PRESENTED ON THE CORRECT DATE

(Checked in same manner as Surface System Middle Zone Regular Transfer)

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

Procedures for Time-Checking Transfers are on page 56

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

(Checked in same manner as Surface System Middle Zone Regular Transfer)

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

(Checked in same manner as Surface System Middle Zone Regular Transfer)

#### 5. CHECK THAT TRANSFER HAS SIX PUNCHMARKS IN A ROW THROUGH THE LINE NAME (THROUGH DATE SQUARES ON A SPECIAL EVENT TRANSFER)

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

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

#### 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 60)

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

Rules concerning General Direction are on page 61

NOTE: Because a direction circle is not punched, 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 TIME-STAMP SPACE

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 59

## REISSUANCE

Handled in same manner as Surface System Regular Middle Zone Transfer



# SURFACE SYSTEM TWO-ZONE REGULAR TRANSFER

**STAMP  
HERE**

**OTHER**  **WESTCHESTER**  **SKOKIE**

**DEC 29**

**477882**

CHICAGO TRANSIT AUTHORITY

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

## ISSUANCE

ISSUED BY Bus Operators on the Westchester line and by Bus Operators on the Skokie line while in the North Zone at the time fare is paid and only to passengers who pay the current transfer charge.

**BEFORE ISSUING**, it must be punched as follows:

- PUNCH TO INDICATE LINE ON WHICH TRANSFER IS ISSUED**
  - If working the WESTCHESTER line, no punch-mark for line is needed
  - If working the SKOKIE line, punch the square following the word SKOKIE
  - "OTHER" square will be punched when operating on a line not printed on the transfer. This includes pull-outs, pull-ins and trips on foreign lines
- PUNCH TO INDICATE DIRECTION OF TRAVEL AT THE TIME TRANSFER IS ISSUED**

Punch the direction circle to indicate the direction the vehicle is traveling at the time the transfer is issued. If a bus changes direction of travel, begin punching the new direction at the intersection where the turn is to be made
- PUNCH TO INDICATE ZONE IN WHICH TRANSFER IS ISSUED**
- PUNCH TO INDICATE TYPE OF RIDER TO WHOM TRANSFER IS ISSUED**
  - If the transfer is issued to a rider paying a child or student fare, punch the "1/2" circle
  - If the transfer is issued to a rider paying an adult fare, the "1/2" circle is not punched
- PUNCH TO INDICATE TIME THE BUS WILL LEAVE THE ZONE IN WHICH THE TRANSFER IS PUNCHED**

Punch clock for the time you estimate the bus will leave the zone punched. If a line stops short of the zone boundary, punch the time you estimate the bus would leave the zone if it continued through it. This estimate is based on your knowledge of the time actually required to operate through the zone
- PUNCH TO INDICATE AM, PM, OR ND**
  - 3:00 A.M. through 11:55 A.M. - punch two slightly overlapping holes in the center circle of the clock face

- b. 12:00 Noon through 11:55 P.M. - punch one hole in the center circle of the clock face
- c. 12:00 Midnight through 2:55 A.M. - punch the "N.D." (Next Day) space (Do not punch the center circle of the clock face)

## ACCEPTANCE

### SKOKIE TRANSFER ACCEPTABLE FOR A RIDE ON:

1. Any CTA bus or train in the Middle Zone (On extra fare services, passenger must pay fare differential)
2. Evanston train (northbound at Howard Street only)
3. Skokie Swift (southbound at Dempster Street only)
4. Westchester bus (westbound at Desplaines Avenue only) with payment of fare differential

### WESTCHESTER TRANSFER ACCEPTABLE FOR A RIDE ON:

1. Any CTA bus or train in the Middle Zone (On extra fare services, passenger must pay fare differential)
2. Evanston or Skokie Swift train (northbound at Howard Street only) with payment of fare differential
3. Skokie bus in North Zone with payment of fare differential (with "Dempster" timestamp, fare differential was paid at Howard Station).

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

1. CHECK THAT TRANSFER IS PRESENTED ON THE CORRECT DATE
  - a. Transfers punched "A.M." or "P.M." are valid only on the date printed on the transfer. However, trips started before Midnight may be completed after Midnight
  - b. Transfers punched "N.D." are valid only in the morning following the date shown on the transfer
2. CHECK THAT PASSENGER HAS NOT USED MORE TIME THAN HE IS ALLOWED  
Procedures for Time-Checking Transfers are on page 56
3. CHECK THAT PASSENGER HAS TRAVELED IN ONE GENERAL DIRECTION  
Rules concerning General Direction are on page 61
4. CHECK THAT TRANSFER IS PRESENTED AT AN AUTHORIZED TRANSFER POINT  
Detailed information on Authorized Transfer Points is on page 60

### 5. CHECK THAT RIDER PRESENTING TRANSFER IS THE SAME TYPE 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 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 SYSTEMS MORE THAN THE ALLOWED NUMBER OF TIMES

A passenger is not limited in the number of times he may transfer between buses, but 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 a bus, transfer to the Rapid Transit and then back to a bus but may not then transfer back to the Rapid Transit. Therefore, a Surface transfer which has been timestamped is not accepted for a ride when presented on the Rapid Transit

### 7. CHECK THAT THREE HOLES IN A ROW HAVE NOT BEEN PUNCHED THROUGH THE TIME-STAMP SPACE

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 59

## 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 punch-mark
  - 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

# SURFACE SYSTEM TWO-ZONE EMERGENCY TRANSFER

**STAMP  
HERE**

**WESTCHESTER**  
**SKOKIE**  
**OTHER**  **WESTCHESTER**  **SKOKIE**  **OTHER**

**DEC 29**

**CHICAGO TRANSIT AUTHORITY**  
**678945**

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

## ISSUANCE

ISSUED BY Bus Operators on the Westchester line and by Bus Operators on the Skokie line while in the North Zone, free of charge, under any of the following 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 a passenger overrides, rides in the wrong direction or boards the wrong bus through no fault of his own (proper announcements not made, incorrect signs displayed, etc. or because the passenger is blind or otherwise handicapped)

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

1. **PUNCH TO INDICATE ZONE IN WHICH THE TRANSFER IS ISSUED**  
(Same as Surface System Two-Zone Regular Transfer)
2. **PUNCH TO INDICATE TYPE OF RIDER TO WHOM THE TRANSFER IS ISSUED**  
(Same as Surface System Two-Zone Regular Transfer)
3. **PUNCH TO INDICATE TIME THE BUS WILL LEAVE THE ZONE IN WHICH THE TRANSFER IS ISSUED**  
(Same as Surface System Two-Zone Regular Transfer)
4. **PUNCH TO INDICATE AM, PM, OR ND**  
(Same as Surface System Two-Zone Regular Transfer)
5. **PUNCH THE "E" (EMERGENCY) SQUARE**
6. **PUNCH SIX HOLES IN A ROW THROUGH THE LINE NAME**
7. **DO NOT PUNCH DIRECTION CIRCLES**

## ACCEPTANCE

SKOKIE TRANSFER BEING USED FOR FIRST TIME IS ACCEPTABLE ON ANOTHER SKOKIE BUS, ON A KEDZIE-HOMAN BUS OR ON THE SKOKIE SWIFT TRAIN (SOUTHBOUND AT DEMPSTER)



**SKOKIE TRANSFER WHICH HAS BEEN USED AND REISSUED IS ACCEPTABLE FOR A RIDE ON:**

1. Any CTA bus or train in the Middle Zone (On extra fare services, passenger must pay fare differential)
2. Evanston train (northbound at Howard Street only)
3. Westchester bus (westbound at Desplaines Avenue only) with payment of fare differential

**WESTCHESTER TRANSFER BEING USED FOR FIRST TIME IS ACCEPTABLE ONLY ON ANOTHER WESTCHESTER BUS OR ON CONGRESS RAPID TRANSIT AT DESPLAINES AVENUE**

**WESTCHESTER TRANSFER WHICH HAS BEEN USED AND REISSUED IS ACCEPTABLE FOR A RIDE ON:**

1. Any CTA bus or train in the Middle Zone (On extra fare services, passenger must pay fare differential)
2. Evanston or Skokie Swift train (northbound at Howard Street only) with payment of fare differential
3. Skokie bus in North Zone with payment of fare differential (with "Dempster" timestamp, fare differential was paid at Howard Station).

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

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

(Checked in same manner as Surface System Two-Zone Regular Transfer)

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

Procedures for Time-Checking Transfers are on page 56

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

(Checked in same manner as Surface System Two-Zone Regular Transfer)

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

(Checked in same manner as Surface System Two-Zone Regular Transfer)

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

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

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

**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 60)

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

Rules concerning General Direction are on page 61

NOTE: Because a direction circle is not punched, 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 TIME-STAMP SPACE**

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 59

## **REISSUANCE**

Handled in same manner as Surface System Two-Zone Regular Transfer

# RAPID TRANSIT SYSTEM MIDDLE ZONE REGULAR TRANSFER

STAMP  
HERE

**ND** <sup>1/2</sup> WEST-NORTHWEST

CHICAGO TRANSIT AUTHORITY

234567

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

## ISSUANCE

ISSUED BY Ticket Agents and Conductors in the Middle Zone at the time fare is paid and only to passengers who pay the current transfer charge.

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

1. PUNCH TO INDICATE ZONE IN WHICH TRANSFER IS ISSUED
  - a. Transfers issued by Ticket Agents are pre-punched or pre-printed for the zone in which they are issued
  - b. Conductors must punch the zone in which the transfer is being issued
2. PUNCH TO INDICATE TYPE OF RIDER TO WHOM TRANSFER IS ISSUED
  - a. If the transfer is issued to a rider paying a child or student fare, punch the "1/2" circle
  - b. If the transfer is issued to a rider paying an adult fare, the "1/2" circle is not punched
3. PUNCH ND SPACE IF TRANSFER IS ISSUED BETWEEN 12:00 MIDNIGHT AND 3:00 A.M. OF THE MORNING FOLLOWING DATE PRINTED ON THE TRANSFER

## ACCEPTANCE

ACCEPTABLE FOR A RIDE ON:

1. Any CTA bus or train in the Middle Zone (On extra fare services, passenger must pay fare differential)
2. Evanston or Skokie Swift train (northbound at Howard Street only) with payment of fare differential
3. Skokie bus in North Zone with payment of fare differential (with "Dempster" timestamp, fare differential was paid at Howard Station).
4. Westchester bus (westbound at Desplaines Avenue only) with payment of fare differential

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 56

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

Rules concerning General Direction are on page 61

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

Detailed information on Authorized Transfer Points is on page 60

**5. CHECK THAT TRANSFER IS NOT BEING PRESENTED FOR A RIDE ON A BUS AT THE SAME STATION AT WHICH IT WAS ISSUED**

**6. CHECK THAT RIDER PRESENTING TRANSFER IS THE SAME TYPE 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

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

A passenger is not limited in the number of times he may transfer between buses, but 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

**8. CHECK THAT THREE HOLES IN A ROW HAVE NOT BEEN PUNCHED THROUGH THE TIME-STAMP SPACE**

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 59

## 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 MIDDLE ZONE EMERGENCY TRANSFER

**STAMP  
HERE**

**NO**  $\frac{1}{2}$  **ON THE** **OUT**

**DEC 29**

**CHICAGO TRANSIT AUTHORITY**  
**128934**

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

## ISSUANCE

ISSUED BY Ticket Agents and Conductors, free of charge, under any of the following 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 Middle 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 Middle Zone Regular Transfer)
4. **PUNCH THE "E" (EMERGENCY) SQUARE**
5. **PUNCH SIX HOLES IN A ROW THROUGH THE LINE NAME**

## ACCEPTANCE

ACCEPTABLE FOR A RIDE ON:

1. Any CTA bus or train in the Middle Zone (On

- extra fare services, passenger must pay fare differential)
- 2. Evanston or Skokie Swift train (northbound at Howard Street only) with payment of fare differential
- 3. Skokie bus in North Zone with payment of fare differential (with "Dempster" timestamp, fare differential was paid at Howard Station).
- 4. Westchester bus (westbound at Desplaines Avenue only) with payment of fare differential

**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 Middle Zone Regular Transfer)

**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 56

**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 Middle 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 Middle Zone Regular Transfer)

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

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

**7. 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 60)

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

Rules concerning General Direction are on page 61

NOTE: Because this transfer has no direction circle the general direction of the ride is determined from the location of the punchmarks in the zone map

**9. CHECK THAT THREE HOLES IN A ROW HAVE NOT BEEN PUNCHED THROUGH THE TIME-STAMP SPACE**

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 59

**REISSUANCE**

Handled in same manner as Rapid Transit Middle Zone Regular Transfer



# RAPID TRANSIT SYSTEM TWO-ZONE REGULAR TRANSFER

STAMP  
HERE

**EVANSTON** N

*Skokie Swift* S

$\frac{1}{2}$

**DEC 29**

CHICAGO TRANSIT AUTHORITY

665339

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

## ISSUANCE

### EVANSTON TRANSFER

**SOUTHBOUND** - ISSUED by Ticket Agents, Conductors, and Rapid Transit Operators on Evanston trains in the North Zone. Issued only at time fare is paid and only to passengers who pay the current transfer charge.

**NORTHBOUND** - ISSUED by Conductors on Evanston trains in the Middle Zone to passengers who will transfer to the Skokie Swift or the Skokie bus and ride into the North Zone. Issued only at time fare differential is paid. Issued only to passengers who pay the current transfer charge with the following exception: if passenger who will transfer to Skokie bus and ride into the North Zone already has a valid transfer, the transfer is picked up and a correctly punched Evanston transfer is issued in exchange.

### SKOKIE SWIFT TRANSFER

**SOUTHBOUND** - ISSUED by Ticket Agents and Rapid Transit Operators at Dempster Station upon request. Issued only at time fare is paid and issued without additional charge.

**NORTHBOUND** - ISSUED by Rapid Transit Operators when Ticket Agent is not on duty at northbound Howard platform to passengers who do not have a transfer but wish to transfer to the Skokie bus at Dempster Station. Issued only at time fare differential is paid and issued without additional charge.

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

1. **PUNCH TO INDICATE LINE ON WHICH TRANSFER IS ISSUED**
  - a. If working the EVANSTON line, no punchmark for line is needed.
  - b. If working the SKOKIE SWIFT line, punch the square following the words SKOKIE SWIFT.
2. **PUNCH TO INDICATE DIRECTION OF TRAVEL AT THE TIME TRANSFER IS ISSUED**  
(Transfers issued by Ticket Agents are pre-punched for direction)
3. **PUNCH TO INDICATE ZONE IN WHICH TRANSFER IS ISSUED**
  - a. All southbound transfers and northbound Skokie Swift transfers are punched in the zone in which they are issued



- b. Northbound Evanston transfers are punched in the zone 15-30 west and 60-75 north
- 4. PUNCH TO INDICATE TYPE OF RIDER TO WHOM TRANSFER IS ISSUED**
- a. If the transfer is issued to a rider paying a child or student fare, punch the "1/2" circle
- b. If the transfer is issued to a rider paying an adult fare, the "1/2" circle is not punched
- 5. PUNCH ND SPACE IF TRANSFER IS ISSUED BETWEEN 12:00 MIDNIGHT AND 3:00 AM OF THE MORNING FOLLOWING DATE PRINTED ON THE TRANSFER**

## ACCEPTANCE

### EVANSTON OR SKOKIE SWIFT TRANSFER PUNCHED "S" (SOUTHBOUND) ACCEPTABLE FOR A RIDE ON:

1. Any CTA bus or train in the Middle Zone (On Evanston Express in Middle Zone, transfer acceptable southbound only. On extra fare services, passenger must pay fare differential)
2. Westchester bus (westbound at Desplaines Avenue only) with payment of fare differential

### EVANSTON TRANSFER PUNCHED "S" (SOUTHBOUND) ALSO ACCEPTABLE FOR A RIDE ON.

1. Skokie Swift train (northbound at Howard only)
2. Skokie bus in North Zone

### SKOKIE SWIFT TRANSFER PUNCHED "S" (SOUTHBOUND) ALSO ACCEPTABLE FOR RIDE ON NORTHBOUND EVANSTON TRAIN AT HOWARD STREET.

### EVANSTON TRANSFER PUNCHED "N" (NORTHBOUND) ACCEPTABLE ONLY FOR A RIDE ON A SKOKIE SWIFT TRAIN AT HOWARD STREET OR ON A SKOKIE BUS IN THE NORTH ZONE.

### SKOKIE SWIFT TRANSFER PUNCHED "N" (NORTHBOUND) ACCEPTABLE ONLY ON SKOKIE BUS AND ONLY WITH A "DEMPSTER" TIMESTAMP.

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 56

### 3. CHECK THAT PASSENGER HAS TRAVELED IN ONE GENERAL DIRECTION

Rules concerning General Direction are on page 61

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

Detailed information on Authorized Transfer Points is on page 60

### 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

A passenger is not limited in the number of times he may transfer between buses, but 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 TIME-STAMP SPACE

If one or more of the above conditions have not been