

Chicago Transit Authority

**TRANSFER  
REFERENCE  
MANUAL**

# Chicago Transit Authority Transportation Department

PAGE i OF 21

**REFERENCE:**

Ob/C/T-I-0850

**TOPIC:** Transfer Reference Manual for Full Time  
Temporary Employees

**SUPERSEDES:**

Transfer Reference  
Manual; Rev. 5/73

**Transportation Dept. Distribution**

**Management Personnel**

- Service
  - Control Center
  - Bus
  - Rail
- Personnel
  - Far North
  - Near North
  - Near South
  - Far South
- Instruction
  - Training Center
  - North
  - South
- Support Services
  - Planning/Programs
  - Method/Standards
  - Administration
- Utility
- Security

**Supervisory Personnel**

- Bus Service Supervisors
- Rail Service Supervisors
- Agent Sub-Unit Supervisors

**Operating Personnel**

- Operators (bus)
- Box pullers
- Collectors
- Motormen
- Operators (rail)
- Conductors
- Switchmen
- Flagmen
- Yard foremen
- Towermen
- Foot collectors
- Ticket agents

**Copies to Depts.**

- Engineering
- Maintenance
- Operations planning
- Safety
- Other \_\_\_\_\_

**Special Distribution**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Introduction

Better, more efficient service to the fare paying public is the constant challenge faced by all employees of Chicago Transit Authority. One way we respond is by making our transfer policy more in-tune with the needs of the fare paying public. This manual is prepared as a ready reference and work-aid for you during your service with CTA.

- \* Read it through, carefully.
- \* Save it and refer to it if any question arises in your mind about any CTA transfer procedure.
- \* Consult any Transportation Department instructor if you have any further doubts or questions in mind.

This manual can be a valuable asset on the job to you and the Authority as well. CTA's transfer policy and procedures are only as fair and effective as you make them.

CHICAGO TRANSIT AUTHORITY  
TRANSFER REFERENCE MANUAL

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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/her transfer. As a fare-collecting employee, 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.

### TRANSFERS AND IDENTIFICATION CHECKS

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 re-used 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 bus system employee; a rectangular punchmark indicates that it was punched by a rail system employee.

### 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 (Bus 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.

EXCHANGING TRANSFERS - Continued

DELAY TO SERVICE - Continued

NOTE:

1. Delay to service rules do not apply when weather conditions cause service interruptions over the entire system.
2. Transfers received in exchange must be accounted for and returned with unsold transfers.

ACCOUNTING FOR TRANSFERS

Employees who collect fares are issued a transfer envelope and a day's supply of transfers. These transfers must be accounted for. The accounting is made on both the trip sheet (or agent's report) and the transfer envelope.

All unsold transfers (punched and unpunched) must be returned.

PROCEDURE FOR HANDLING INVALID TRANSFERS AND ID CHECKS

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

If the passenger is dissatisfied with the employee's explanation, the employee 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 employee must not place any additional punchmarks on the transfer or check.

Standard transfer

JUL 17

5800N

1800N

2800S

7000S

6500W

11000S

2500W

1500E B1

1819871

VOID

Chicago Transit Authority

STANDARD TRANSFER

P.D.  
6/76

## STANDARD TRANSFER

### DEFINITION

The STANDARD TRANSFER is issued in the basic fare service area by all fare collecting employees at the time the proper fare is paid and is issued to passengers who pay the correct transfer charge.

### BEFORE ISSUING THE STANDARD TRANSFER

The STANDARD TRANSFER must be punched as follows:

1. Punch to indicate the direction of travel at the time the STANDARD 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.
2. Rail service employees do not punch the direction circle.
3. Punch to indicate the zone in which the STANDARD TRANSFER is issued.
4. Punch to indicate the time the STANDARD TRANSFER is issued.
  - a. The hour is punched on the dash-line next to the hour number.
  - b. The minutes are punched as follows:
    - 1 through 15, punch out 15 on the outer circle.
    - 16 through 30, punch out 30 on the outer circle.
    - 31 through 45, punch out 45 on the outer circle.
    - 46 through 0, punch out 0 on the outer circle.
5. Punch to indicate AM, PM or ND.
  - a. 0246 hrs. through 1145 hrs., punch one hole in the center clock on the AM half.
  - b. 1146 hrs. through 2345 hrs., punch one hole in the center clock on the PM half.
  - c. 2346 hrs. through 0245 hrs., punch one hole in the ND (next day) space on the previous day's transfers.
6. Punch to indicate the type of rider. If the rider is a student with proper ID card or a child, punch the 1/2-fare circle on the STANDARD TRANSFER.

### WHERE THE STANDARD TRANSFER IS ISSUED

The STANDARD TRANSFER is issued:

1. On any CTA bus or train in the basic fare service area.
2. With payment of a fare differential on the #97 Skokie (westbound at Howard Street).

P.D.  
6/76

STANDARD TRANSFER - Continued

BEFORE ACCEPTING THE STANDARD TRANSFER

The STANDARD TRANSFER must be checked on these points:

1. It must be presented on the correct date. STANDARD TRANSFERS punched "ND" are valid only on the morning following the date shown on that transfer.
2. The rider must not have used more time than he/she is allowed.
  - a. During the first hour, the STANDARD TRANSFER is acceptable for a ride on any CTA vehicle, at any CTA bus stop or train station, regardless of the passenger's direction of travel. During that first hour after issuance the rider may "reverse ride," make a round-trip, board a bus on the same line in which he/she originated the trip, or follow any course or direction he/she wishes.
  - b. After the first hour, the STANDARD TRANSFER is checked as follows:
    - 1) Check that the rider has traveled in one general direction and is not "reverse riding".
    - 2) Check that the allowed time is greater than or equal to the elapsed time. 30 minutes are allowed for each zone the passenger has traveled through or has entered into.
    - 3) Check that the transfer has not been invalidated. (See below.)
    - 4) Check that the passenger giving the STANDARD TRANSFER is the same type of rider indicated on the transfer: adult or 1/2-fare (child/student with valid ID card).

If one or more of the preceding conditions has not been met for a STANDARD TRANSFER IT IS INVALID and a fare must be collected.

RE-ISSUING THE STANDARD TRANSFER

When a passenger requests its return, it must be punched as follows:

1. If the STANDARD TRANSFER is valid for additional rides, punch the zone in which the STANDARD TRANSFER is presented and return it to the rider.
2. If the STANDARD 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 STANDARD TRANSFER by punching three holes in a row across its top; then return the STANDARD TRANSFER to the passenger.



**Rapid transit**

Time issued

13 FEB 76 56

112264

**VOID** C1

Chicago Transit Authority

Time issued

JA 19

**VOID** T

Chicago Transit Authority

MACHINE ISSUED STANDARD TRANSFER

## MACHINE ISSUED STANDARD TRANSFER

### DEFINITION

There are two types of MACHINE ISSUED STANDARD TRANSFERS. Both provide the same riding and transfer privileges as the basic STANDARD TRANSFER. One type is pre-printed to show a time of 1800 hrs. for the time of issuance. The second type features a 24-hour clock stamp instead of a punch clock. MACHINE ISSUED STANDARD TRANSFERS will be printed on white or green paper.

### WHERE THE MACHINE ISSUED STANDARD TRANSFER IS ISSUED

The MACHINE ISSUED STANDARD TRANSFER is issued throughout the entire system.

### BEFORE ACCEPTING A MACHINE ISSUED STANDARD TRANSFER

Check the time indicated on the MACHINE ISSUED STANDARD TRANSFER.

Follow the exact instructions given for the STANDARD TRANSFER.

### RE-ISSUING A MACHINE ISSUED STANDARD TRANSFER

Follow the exact instructions given for the STANDARD TRANSFER.

Standard transfer

JUL 17

6800N

1800N

2800S

7000S

6500W

11000S

2500W

1500E B1

1819826

Chicago Transit Authority

**VOID**

EMERGENCY TRANSFER

P.D.  
6/76

## EMERGENCY TRANSFER

### DEFINITION

An EMERGENCY TRANSFER is issued in the following situations:

1. A major delay. Passengers desire to walk to nearby service and a CTA employee cannot conduct passengers to the service.
2. A delay or reroute. Passengers who did not plan on making a transfer are forced to transfer to reach their destination.
3. A passenger overrides, rides in the wrong direction, or boards the wrong bus through no fault of his/her own (proper announcements were not made, incorrect roller curtain signs displayed or because the passenger is handicapped).

### BEFORE ISSUING THE EMERGENCY TRANSFER

Punch the square marked "E" (for emergency). Do not punch the direction circle.  
Follow the exact instructions given for the STANDARD TRANSFER for time and zone.

### WHERE AN EMERGENCY TRANSFER IS ISSUED

The EMERGENCY TRANSFER is issued throughout the entire system.

### BEFORE ACCEPTING THE EMERGENCY TRANSFER

Follow the exact instructions given for the STANDARD TRANSFER.

### BEFORE RE-ISSUING THE EMERGENCY TRANSFER

Follow the exact instructions given for the STANDARD TRANSFER.

5C  
Senior Handicapped

5800N  
1800N  
2800S  
7000S  
11000S  
2500W  
1500E

DEC 15

3051082

**VOID**

Priority

SENIOR/HANDICAPPED TRANSFER

P.D.  
6/76

SENIOR/HANDICAPPED TRANSFER

DEFINITION

The SENIOR/HANDICAPPED TRANSFER is issued to passengers presenting a valid RTA Special Users Travel Card or a valid CTA Senior Citizen Reduced Fare Permit, upon payment of the SENIOR/HANDICAPPED TRANSFER charge. If the fare includes a transfer charge, the SENIOR/HANDICAPPED TRANSFER is issued at no additional charge on request.

BEFORE ISSUING THE SENIOR/HANDICAPPED TRANSFER

Punch the 1/2-fare circle only for children under 12.

Follow the exact instructions given for the STANDARD TRANSFER.

WHERE THE SENIOR/HANDICAPPED TRANSFER IS ISSUED

The SENIOR/HANDICAPPED TRANSFER is issued throughout the entire system.

The SENIOR/HANDICAPPED TRANSFER is not issued to senior citizens or handicapped riders making a local trip within Evanston - Wilmette or Skokie. Evanston local transfers are issued to all riders requesting transfers upon payment of the local Evanston fare. In Skokie MULTI-FARE TRANSFERS are issued to all riders requesting transfers upon payment of the local Skokie fare.

BEFORE ACCEPTING THE SENIOR/HANDICAPPED TRANSFER

Follow the exact instructions given for the STANDARD TRANSFER.

BEFORE RE-ISSUING THE SENIOR/HANDICAPPED TRANSFER

Follow the exact instructions given for the STANDARD TRANSFER.

1/2

11 12 1

10 9 8 7 6 5 4 3 2

AM PM

N  
W E  
S

75
60 55
50 45
40 35
30 25
20 15

ND

Fare

5800N

1800N

2800S

7000S

11000S

1500E

1900

028108

Authority

**VOID**

FEB 21

MULTI-FARE TRANSFER

P.D.  
6/76

## MULTI-FARE TRANSFER

### DEFINITION

The MULTI-FARE TRANSFER is issued in service areas when a fare other than the basic fare is collected and a transfer charge is paid.

### BEFORE ISSUING THE MULTI-FARE TRANSFER

Punch the amount paid box. The amount paid must include the cost of the MULTI-FARE TRANSFER.

Follow the exact instruction given for the STANDARD TRANSFER.

### WHERE THE MULTI-FARE TRANSFER IS ISSUED

The MULTI-FARE TRANSFER is issued on the #17 Westchester, #97 Skokie, and #40 O'Harexpress bus routes. Fare collecting employees on the Evanston, Evanston Express, and Skokie Swift (at Dempster) rail system lines also issue the MULTI-FARE TRANSFER.

### BEFORE ACCEPTING THE MULTI-FARE TRANSFER

Follow the exact instructions given on the STANDARD TRANSFER.

### RE-ISSUING THE MULTI-FARE TRANSFER

On lines where a fare differential exists a rider giving a MULTI-FARE TRANSFER must pay the difference between the fare punched on the MULTI-FARE TRANSFER and the required fare if the latter is greater than what is punched on the MULTI-FARE TRANSFER.

Follow the exact instructions given on the STANDARD TRANSFER.



1/2

11 12 1

10 2

9 3

8 4

7 5

6

N

E

S

NO

FEB 6

1800

2800

7000

11000

1500

308007

Supertransfer  
Good all day today

**VOID**

Authority

SUPERTRANSFER

P.D.  
6/76

## SUPERTRANSFER

### DEFINITION

The SUPERTRANSFER allows the passenger unlimited riding and transferring privileges when presented to any fare collecting employee from 0246 hrs. on Sundays and designated holidays (as announced in Fares bulletins or Executive Orders) until 0246 hrs. the following day.

### BEFORE ISSUING THE SUPERTRANSFER

Before the SUPERTRANSFER is issued the fare collecting employee must collect the necessary additional fare from the passenger. Follow the exact instructions given for punching the STANDARD TRANSFER.

### WHERE THE SUPERTRANSFER IS ISSUED

The SUPERTRANSFER is issued throughout the entire CTA system on Sundays and designated holidays.

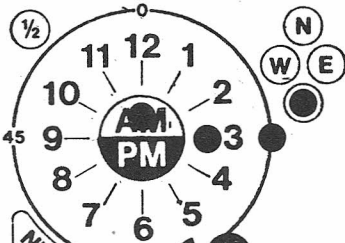
### BEFORE ACCEPTING THE SUPERTRANSFER

The date on the SUPERTRANSFER must be checked.

The type of rider must be checked.

### RE-ISSUING THE SUPERTRANSFER

Follow the exact instructions given for re-issuing the STANDARD TRANSFER.



NO

Evaston  
local transfer

Valid only for local trip  
in Evaston within  
60 minutes time  
indicated.

Evaston	
201	
202	
203	
204	

**Evaston Supertransfer**  
**all day today**  
**2/19/77**

027206

Penalty for fraudulent use  
\$200 for each offense  
Chicago Transit Authority

**VOID**

EVANSTON SUPERTRANSFER

P.D.  
5/77

EVANSTON SUPERTRANSFER

DEFINITION

Every Saturday local Evanston bus passengers and local Evanston rail system riders (Linden to South Boulevard) may purchase, for an additional charge, an EVANSTON SUPERTRANSFER. This allows them unlimited riding and transferring privileges on CTA vehicles on any local Evanston route from 0246 hrs. of the day printed on the face to 0246 hrs. of the following day.

BEFORE ISSUING THE EVANSTON SUPERTRANSFER

Fare collecting employees should make certain that the passenger has deposited the additional charge for each EVANSTON SUPERTRANSFER being issued.

The EVANSTON SUPERTRANSFER must be punched as follows:

1. Punch to indicate the direction of travel.
2. Punch to indicate the route number on which the EVANSTON SUPERTRANSFER is issued.
  - a. Rail system employees punch through the title "Evanston R.T." (The square following "Evanston R.T." is not punched when initially issuing the EVANSTON SUPERTRANSFER.)
  - b. Bus Operators punch over the route number when issuing the EVANSTON SUPERTRANSFER.
3. Punch to indicate AM, PM, or ND.
  - a. From 0246 hrs. through 1145 hrs., punch one hole in the AM portion in the center of the clock.
  - b. From 1146 hrs. through 2345 hrs, punch one hole the PM portion of the center of the clock.
  - c. From 2346 hrs. through 0245 hrs., punch one hole in the ND space on the previous day's transfer.
4. Punch to indicate the time that the EVANSTON SUPERTRANSFER is issued.

WHERE THE EVANSTON SUPERTRANSFER IS ISSUED

Local Evanston bus passengers and local Evanston-Wilmette rail system riders may purchase and present the EVANSTON SUPERTRANSFER.

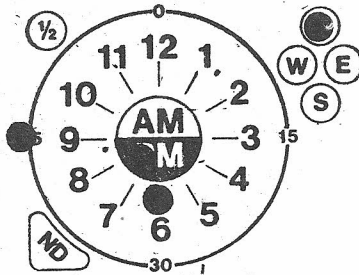
BEFORE ACCEPTING THE EVANSTON SUPERTRANSFER

The date on the EVANSTON SUPERTRANSFER must be the date on which it is presented.

The type of rider must be checked.

RE-ISSUING THE EVANSTON SUPERTRANSFER

Follow the exact instructions given for re-issuing the STANDARD TRANSFER.



**Evanston  
local transfer**

Valid only for local trip  
in Evanston within  
60 minutes of time  
indicated.

Evanston RT		
201		
202		
203		
204		

APR  
2

999847

Penalty for fraudulent use  
\$200 for each offense  
Chicago Transit Authority

**VOID**

EVANSTON LOCAL TRANSFER

P.D.  
3/77

EVANSTON LOCAL TRANSFER

DEFINITION

The EVANSTON LOCAL TRANSFER is issued without charge to riders paying the local Evanston fare.

BEFORE ISSUING THE EVANSTON LOCAL TRANSFER

The EVANSTON LOCAL TRANSFER must be punched as follows:

1. Punch to indicate the direction of travel.
2. Punch to indicate the route number on which the EVANSTON LOCAL TRANSFER is issued.
  - a. Rail system employees punch through the title "Evanston R.T." (The square following "Evanston R.T." is not punched when initially issuing the EVANSTON LOCAL TRANSFER.)
  - b. Bus operators punch over the route number when issuing the EVANSTON LOCAL TRANSFER.
3. Punch to indicate AM, PM, or ND.
  - a. From 0246 hrs. through 1145 hrs. punch one hole in the AM portion in the center of the clock.
  - b. From 1146 hrs. through 2345 hrs. punch one hole in the PM portion of the center of the clock.
  - c. From 2346 hrs. through 0245 hrs. punch one hole in the ND space on the previous day's transfers.
4. Punch to indicate the time that the EVANSTON LOCAL TRANSFER is issued.
  - a. Passengers are allowed a minimum of one hour from the time it is issued until it expires.
  - b. Transfers are punched in increments of 15 minutes.

EXAMPLE: A transfer purchased at 1831 hrs. through 1845 hrs. should be punched to show 1845 hrs. A transfer purchased at 0646 hrs. through 0700 hrs. should be punched to show 0700 hrs.

5. Punch to indicate the type of rider. If the rider is a student with proper ID card or a child, punch the 1/2 fare circle in the EVANSTON LOCAL TRANSFER.

WHERE AN EVANSTON LOCAL TRANSFER IS ISSUED

The EVANSTON LOCAL TRANSFER is issued on any one of the four local bus lines in Evanston and on the Evanston train between Linden and South Boulevard (north-bound only at South Boulevard).

THE EVANSTON LOCAL TRANSFER IS NOT ACCEPTABLE ON:

1. Any CTA bus or train outside of Evanston.
2. Any southbound Evanston train at South Boulevard.

BEFORE ACCEPTING AN EVANSTON LOCAL TRANSFER

The EVANSTON LOCAL TRANSFER must be checked on these points:

1. It must be presented on the date shown.
  - a. Transfers punched AM or PM are valid only on the date printed on the face. Trips started before midnight may be completed past midnight.
  - b. Transfers punched ND are valid only on the morning following the date shown on the transfer.
2. Check that the passenger has not used more time than is allowed.
3. The passenger must travel in one general direction. Round-trips or "reverse riding" on a given line are not permitted.
4. Passengers are allowed to transfer twice on the same EVANSTON LOCAL TRANSFER.
5. If three holes have been punched across the top of the transfer it has been "invalidated" and cannot be accepted.

RE-ISSUING THE EVANSTON LOCAL TRANSFER

If the transfer is valid for an additional ride and the passenger requests its return, it must be punched as follows:

1. Rail system employees punch the square following "Evanston R.T."
2. Bus operators punch the square to the right of the route number.
3. 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 EVANSTON LOCAL TRANSFER by punching three holes in a row across the top of the transfer. Return it to the passenger.

CHICAGO TRANSIT AUTHORITY

FEB 14



FID

Present this check  
ON TRAIN  
BEFORE TIME PUNCHED  
AS EVIDENCE OF  
PAYMENT OF FARE

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
	30	30	30	30	30	30	30	30	30	30	30	30
P.M.	45	45	45	45	45	45	45	45	45	45	45	45

**MUST BE  
SURRENDERED  
TO CONDUCTOR**

PENALTY FOR FRAUDULENT USE  
\$200 FOR EACH OFFENSE

**VOID**

**IDENTIFICATION CHECK 819944**

TICKET AGENT'S ID CHECK



P.D.  
6/76

TICKET AGENT'S ID CHECK

DEFINITION

This ID CHECK is issued by ticket agents when opening or closing a station. Passengers who pay a fare without buying a transfer and who will board a train while the "Pay Fare on Train" sign is displayed are issued these ID CHECKS.

BEFORE ISSUING A TICKET AGENT'S ID CHECK

Punch to indicate the time at which the check will expire.

1. Passengers are allowed a minimum of 15 minutes and a maximum of 29 minutes from the time the TICKET AGENT'S ID CHECK is issued until it expires.

EXAMPLES: a. 0631 hrs. through 0645 hrs., punch the ID CHECK to expire at 0700 hrs.  
b. 0646 hrs. through 0700 hrs., punch the ID CHECK to expire at 0715 hrs.

2. Method of punching time.

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

3. Punch to indicate AM, PM or ND.

4. Punch to indicate the type of rider to whom the check is being issued (1/2-circle).

WHERE A TICKET AGENT'S ID CHECK IS ISSUED

Throughout the rail system at stations with part-time agent coverage.

BEFORE ACCEPTING A TICKET AGENT'S ID CHECK

Only rail system conductors and operators can accept a TICKET AGENT'S ID CHECK. Before accepting the ID CHECK the following conditions must be met:

1. The TICKET AGENT'S ID CHECK must be presented on the correct date.
2. The ID CHECK must be presented on or before the time punched.
3. The type of rider indication punched on the ID CHECK must be the same as the passenger presenting it.

RE-ISSUING THE TICKET AGENT'S ID CHECK

The TICKET AGENT'S ID CHECK is never re-issued under any circumstances by the conductor or rail operator receiving it. No transfer or ID CHECK is ever issued in exchange for it.

# Identification Check

1/2

Valid only  
as evidence  
of payment  
of through  
fare  
north zone to  
middle zone

MAR

3

Must be  
surrendered  
upon request

Penalty for fraudulent use  
\$200 for each offense

013409

Chicago Transit Authority

**VOID**<sup>c</sup>

THE ID CHECK

P.D.  
6/76

## THE ID CHECK

### DEFINITION

An ID CHECK is issued, free of charge, to passengers who pay the full premium fare when boarding. It serves as proof to other fare collecting employees that the rider has paid the full premium fare.

### BEFORE ISSUING THE ID CHECK

Punch the 1/2-fare circle if the ID CHECK is issued to a child or student.

### WHERE THE ID CHECK IS ISSUED

The ID CHECK is issued to passengers who pay a premium fare without purchasing a MULTI-FARE TRANSFER on the:

1. Evanston Express (Southbound)
2. #97 Skokie

### BEFORE ACCEPTING AN ID CHECK

Check that the correct date is shown on the ID CHECK. Check that the type of rider (adult or 1/2-fare) is the same as the passenger.

### RE-ISSUING AN ID CHECK

This ID CHECK is never re-issued under any circumstances and no transfer or ID CHECK is issued in exchange for it.

CHICAGO TRANSIT AUTHORITY

JUL 8

ND FAA3

Present this check  
before time punched  
at  
Clark and Lake  
or  
State and Lake  
'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
	30	30	30	30	30	30	30	30	30	30	30	30
P.M.	45	45	45	45	45	45	45	45	45	45	45	45

PENALTY FOR FAILURE TO USE  
\$200 PER HOUR

**VOID**

Subway to 'L' 819986

SUBWAY TO 'L' ID CHECK

P.D.  
6/76

SUBWAY TO 'L' ID CHECK

DEFINITION

The SUBWAY TO 'L' ID CHECK is issued by rail system ticket agents, free of charge, to passengers who want to change in the Loop area from either the State Street subway or the Dearborn Street subway to the 'L'. This ID CHECK serves as proof that the rider who did not purchase a transfer has paid his/her fare.

BEFORE ISSUING THE SUBWAY TO 'L' ID CHECK

Punch to indicate the time when the ID CHECK will expire.

1. A minimum of 5 minutes and a maximum of 19 minutes is allowed from the time of issuance to the expiration time.

EXAMPLES: a. From 1641 hrs. to 1655 hrs. punch the ID CHECK to expire at 1700 hrs.  
b. From 1656 hrs. to 1700 hrs. (and 1700 hrs. to 1710 hrs.), punch the ID CHECK to expire at 1715 hrs.

2. Method of punching time is as follows:

- a. If the ID CHECK is due to expire on the hour, punch the appropriate hour square (1 to 12).
- b. If the ID CHECK is due to expire on a quarter-hour, punch the quarter-hour square (15-30-45) beneath the appropriate hour square without punching the hour square.

3. Punch to indicate AM, PM, or ND.

WHERE THE SUBWAY TO 'L' ID CHECK IS ISSUED

This ID CHECK is issued in the Dearborn Street subway at the Lake Transfer station at the Clark Street exit. In the State Street subway, this ID CHECK is issued at the Washington Street station at the Lake-Randolph exit.

BEFORE ACCEPTING THE SUBWAY TO 'L' ID CHECK

Only ticket agents can accept the SUBWAY TO 'L' ID CHECK. Agents must check the date on the ID CHECK and see that it is being presented on or before the time punched. The SUBWAY to 'L' ID CHECK is acceptable by ticket agents only at the two 'L' stations: Clark-Lake and State-Lake.

RE-ISSUING THE SUBWAY TO 'L' ID CHECK

This ID CHECK is never re-issued under any circumstances and no transfer or ID CHECK is issued in exchange for it.

CHICAGO TRANSIT AUTHORITY

JUL 8

ND FAE

Present this check  
before time punched  
at

Lake-Randolph  
(State Subway)

or

Lake Transfer  
(Dearborn Subway)

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
	30	30	30	30	30	30	30	30	30	30	30	30
P.M.	45	45	45	45	45	45	45	45	45	45	45	45

**VOID**  
PENALTY FOR REUSE  
\$200.00 PER OFFENSE

'L' to Subway

859991

'L' TO SUBWAY ID CHECK

P.D.  
6/76

'L' TO SUBWAY ID CHECK

DEFINITION

This ID CHECK permits riders without transfers to go from the 'L' to the subway without paying an additional fare.

BEFORE ISSUING THE 'L' TO SUBWAY ID CHECK

Follow the same instructions given for the SUBWAY TO 'L' ID CHECK.

WHERE THE 'L' TO SUBWAY ID CHECK IS ISSUED

This ID CHECK is issued at the Clark-Lake station and the State-Lake station.

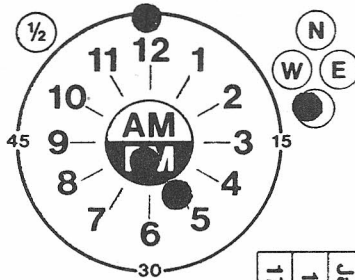
BEFORE ACCEPTING THE 'L' TO SUBWAY ID CHECK

The 'L' TO SUBWAY ID CHECK is acceptable only at the Lake Transfer station in the Dearborn Street subway and at the Lake-Randolph entrance to the State Street subway.

Follow the same instructions given for the SUBWAY TO 'L' ID CHECK.

RE-ISSUING THE 'L' TO SUBWAY ID CHECK

Follow the same instructions given for the SUBWAY TO 'L' ID CHECK.



Nortran fare paid

Local

Premium

Regular

Transfer valid for continuous ride within one hour of time punched

Penalty for fraudulent use \$200 for each offense

No 345124



Issued by North Suburban Mass Transit District

**VOID**

17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			

NORTRAN TRANSFER



P.D.  
6/76

## NORTRAN TRANSFER

### DEFINITION

The NORTRAN TRANSFER is issued by the North Suburban Mass Transit District and is accepted under certain conditions by CTA fare collecting employees.

### WHERE A NORTRAN TRANSFER IS ACCEPTED

The NORTRAN TRANSFER is accepted only on the #97 Skokie route, for rides within Skokie (as far south as McCormick/Howard).

### BEFORE ACCEPTING A NORTRAN TRANSFER

A valid NORTRAN TRANSFER is punched as follows:

1. The direction of travel is punched in the same manner as a CTA STANDARD TRANSFER.
2. A NORTRAN TRANSFER is valid for one hour from the time it is punched. Time is punched in the same manner as the CTA STANDARD TRANSFER.
3. The type of rider is indicated by the punchmark. If the rider is a child or student the 1/2-circle is punched.
4. The month and the day must be punched. The NORTRAN TRANSFER is valid only on the date that it is punched.
5. The fare paid must be punched.
  - a. Only NORTRAN TRANSFERS with the "local" box punched are acceptable by CTA operators.

### RE-ISSUING A NORTRAN TRANSFER

NORTRAN TRANSFERS are not given back to a passenger unless he/she demands its return. If you must return the NORTRAN TRANSFER do not punch to re-issue. ALL NORTRAN TRANSFERS must be turned in each day.

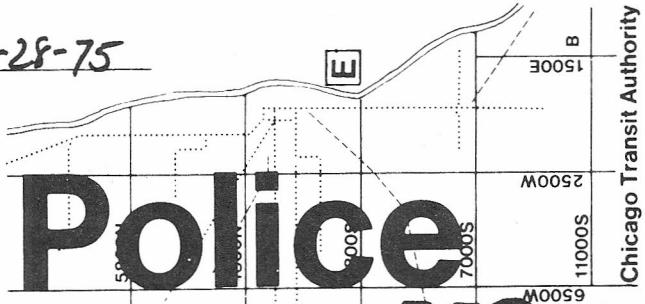
1. Bus operators turn in "local" NORTRAN TRANSFERS with their trip sheets.

Star 604 Date 11-28-75

Beat 2811

Location Ked-Homan

Line Congress



00000 1/4

**Police**

**on duty**

**VOID**

OP-X 74434

POLICE ON DUTY RIDE CHECK

P.D.  
6/76

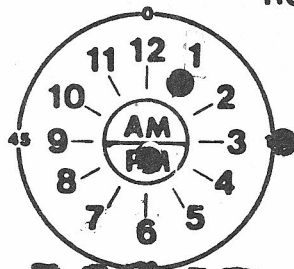
POLICE ON DUTY RIDE CHECK

DEFINITION

The POLICE ON DUTY RIDE CHECK is used by members of the Chicago Police Department involved in undercover work throughout the entire CTA system. The RIDE CHECK is printed on white stock with blue print. The RIDE CHECK is accepted in place of the officer's star and pass.

ACCEPTING A POLICE ON DUTY RIDE CHECK

All fare collecting employees are to accept the RIDE CHECK which should be filled out beforehand by the officer. The RIDE CHECK is never re-issued and is turned in to the garage or terminal clerk separately from regular transfers. Ticket agents who do not return to a terminal place them in an envelope and forward them to the clerk through a foot collector.



ROUTE:



CTA

**VOID**

**WILBUS FARE PAID**

- 20¢
- ~~25¢~~
- 35¢

Additional fare required when transferring to NORTRAN routes.

FREE transfer for trips in Wilmette and to CTA Evanston buses and local 'L'.

Transfer valid for continuous and round trip rides within one hour of time punched.

17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			

★ WILMETTE TRANSFER ★

WILBUS TRANSFER

P.D.  
6/76

## THE WILBUS TRANSFER

### DEFINITION

The WILBUS TRANSFER is issued by the Wilmette Municipal Bus System.

### WHERE THE WILBUS TRANSFER IS ACCEPTED

The WILBUS TRANSFER is accepted on local CTA rail and bus lines in Evanston and Wilmette.

### BEFORE ACCEPTING THE WILBUS TRANSFER

1. The WILBUS TRANSFER must be presented within one hour of the time punched on the face.
2. The date punched on the transfer must be the date on which it is presented.

### RE-ISSUING THE WILBUS TRANSFER

The WILBUS TRANSFER is never returned to the rider.

1. A punch mark is put in the "CTA" designation on the WILBUS TRANSFER and it is retained by the fare collecting employee.
2. The passenger is given an EVANSTON LOCAL TRANSFER.
3. All WILBUS TRANSFERS are turned in at the end of the day:
  - a. Ticket agents deposit the WILBUS TRANSFERS in the currency bags.
  - b. Operators turn in WILBUS TRANSFERS with their trip sheets.

**VOID**  
**transfer**  
**RTA**  
**transfer**  
**transfer**

JAN 1977	<b>19</b>	0008503
 Regional Transportation Authority		
Special Fare	Till Midnight	Till 7pm
	Till 5pm	Till 3pm
	Till 1pm	Till 11am
	Till 9am	

RTA TRANSFER

P.D.  
03/77

## RTA TRANSFER

### DEFINITION

The RTA TRANSFER is the basic transfer issued by suburban carriers who are members of the Regional Transportation Authority. Riders presenting a valid RTA TRANSFER are permitted to transfer onto CTA buses and trains. (Some CTA lines require an additional fare differential along with the RTA TRANSFER.)

### WHERE THE RTA TRANSFER IS ACCEPTED

The RTA TRANSFER is accepted throughout the entire CTA system.

### BEFORE ACCEPTING THE RTA TRANSFER

1. The RTA TRANSFER must be presented on the correct date.
2. The passenger presenting the RTA TRANSFER must be the same type of rider to whom it was originally issued.
  - a. Adult rider - "Special Fare" will not be punched.
  - b. Discount rider - "Special Fare" will be punched. Presentation of the RTA Special Users Travel Permit substantiates the validity of a senior citizen's or a handicapped rider's RTA TRANSFER.
  - c. Riders must not use more time than is allowed. RTA TRANSFERS are valid only up to and including the expiration time punched.
  - d. The transfer must have only one expiration time punched.

RTA TRANSFERS not meeting all these conditions are invalid. Return the invalid transfers and ask the passenger if they have another. If they do not have a valid transfer, request that they pay the appropriate fare.

### RE-ISSUING THE RTA TRANSFER

#### BUS OPERATORS AND TICKET AGENTS (ONLY)

When a passenger requests the return of an RTA TRANSFER, bus operators and ticket agents will issue without charge a currently punched CTA transfer in exchange.

#### BUS COLLECTORS, CONDUCTORS, AND RAIL OPERATORS (ONLY)

Bus collectors, conductors, and rail operators will not exchange the RTA TRANSFER. When a passenger requests the return of an RTA TRANSFER it will just be given back.

P.D.  
03/77

RTA TRANSFER - Continued

RE-ISSUING THE RTA TRANSFER - Continued

Depending on where the RTA TRANSFER is presented, the following CTA transfers will be issued in exchange:

1. CTA STANDARD TRANSFERS are issued in exchange to riders on lines where the basic fare applies. One punchmark is placed in the word "STANDARD".
2. CTA SENIOR/HANDICAPPED TRANSFERS are issued in exchange to senior citizens and handicapped riders. One punchmark is placed in the word "SENIOR" or the word "HANDICAPPED".
3. MULTI-FARE TRANSFERS are issued in exchange on those services where fares other than the basic fare are collected. One punchmark is placed in the word "FARE".

All RTA TRANSFERS received in exchange must be turned in. The number of RTA TRANSFERS received is entered in the appropriate space on the trip sheet or agent's report and on the "Summary of Transfers" envelope.



Support Services  
Personnel Development  
1977