

Work Instruction - Operations	HITACHI
SPECIAL TRAIN RUNS WORK INSTRUCTION	

Work description: This work instruction describes the steps to request special train runs.		
Scope: This work instruction is written specifically for OCC operating staff of Honolulu Rail Transit.		
References: HNL-09504 Crowd Management Work Instruction		
PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	O&M Director, Head of Operations, Head of Engineering & Maintenance, OCC Supervisor, Information Controller, Train Controller, Timetabling and Roster Planning Specialist	Nil
Tools and equipment required		
Nil		



Note

Special train runs entail:

- Additional runs arising from any alteration of the baseline service plan in terms of headways and/or duration of the operational hours during specified days
- Additional one-shot runs
- The entirety or a portion of the operating segment



Note

Special train runs comprise two main categories:

- 1) *Planned: runs that can be scheduled in advance (e.g. because of anticipated special events, such as concerts, or special tours on the system). The request for such kind of runs is expected to be initiated by the City*
- 2) *Unscheduled: runs that can be required / proposed by HRH due to an unexpected increase of transport demand which leads to overcrowding situations*

Special train runs can be requested by the City or might be proposed by HRH based on the contingent situation. In this second case, no special train run shall be performed until approved by the City.

When it was deemed necessary by the City to request a service adjustment as Pre-planned Special Train Runs:			
City / DTS Representative	You must: <ul style="list-style-type: none"> • Inform HRH O&M Director about the need for special train runs, at least three working days in advance, specifying: <ul style="list-style-type: none"> ○ Date (single day alteration) or Start Date/End Date (alteration requested for multiple days) ○ Service scheme (e.g. additional train(s) running on the entirety of on a portion of the operating segment) ○ Single run or multiple runs. In this second case the timetable must be specified 		
HRH O&M Director	You must: <ul style="list-style-type: none"> • Tell the Head of Operations and the Head of Engineering & Maintenance about the requested change • Make sure that the requested changes are thoroughly assessed by the Head of Operations and the Head of Engineering & Maintenance • Consolidate and provide the feedback to the City about the requested change • Reach an agreement with the City to proceed with implementation 		
Head of Operations	You must: <ul style="list-style-type: none"> • Evaluate the operation implications of the change and provide the feedback to the O&M Director • On authorization from the O&M Director to go ahead with the implementation: <ul style="list-style-type: none"> ○ Cascade to OCC operating staff the alteration to the baseline service plan as requested by the City ○ Make sure that the roster is adjusted as necessary to accommodate the change ○ Make sure that the requested schedule is complied, thoroughly simulated, verified, tested, and loaded on the ATS 		
Approved By:	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
Signature:			
Date:			

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<i>Head of Engineering & Maintenance</i>	<p>You must:</p> <ul style="list-style-type: none"> Evaluate the maintenance implications of the change and provide the feedback to the O&M Director On authorization from the O&M Director to go ahead with the implementation: <ul style="list-style-type: none"> Cascade to Maintenance staff the alteration to the baseline service plan as requested by the City Make sure that the roster is adjusted as necessary to accommodate the change Make sure that the required maintenance activities are scheduled in such a way that the change can be accommodated
<i>Timetabling and Roster Planning Specialist / Operational Expert</i>	<p>On authorization from the O&M Director to go ahead with the implementation, you must:</p> <ul style="list-style-type: none"> Compile the timetable schedule and make sure it is thoroughly simulated, verified, tested, and loaded on the ATS

When it was deemed necessary by the HRH to propose a service adjustment as Un-planned Special Train Runs:	
<i>OCC Supervisor</i>	<p>You must:</p> <ul style="list-style-type: none"> Assess the situation reported by the Information Controller and tell the Head of Operations about the need for an additional train run Upon authorization by the Head of Operations, authorize the Train Controller to implement the un-planned special train run to alleviate the crowding situation
<i>Information Controller</i>	<p>You must:</p> <ul style="list-style-type: none"> Monitor the crowding situation in stations and trains via CCTV Report to the OCC Supervisor and manage overcrowding situation following HNL-09504 Crowd Management Work Instruction Consult with the Train Controller and where required, recommend to the OCC Supervisor the need of one or more additional trains to alleviate the crowding congestion in the affected stations
<i>Train Controller</i>	<p>You must:</p> <ul style="list-style-type: none"> Assess the crowding situation with the Information Controller on whether there is a genuine need for additional trains to alleviate the crowding congestion at station(s) affected On authorization from the OCC Supervisor, you must: <ul style="list-style-type: none"> Implement the additional run as per OCC Supervisor instruction Put all trains under headway regulation mode
<i>Head of Operations</i>	<p>You must:</p> <ul style="list-style-type: none"> Assess the situation based on information received from the OCC Supervisor Tell the O&M Director Tell the City about the situation, and the proposal of additional train runs Upon City authorization, instruct the OCC Supervisor to go ahead with the proposed implementation
<i>City / DTS Representative</i>	<p>You must:</p> <ul style="list-style-type: none"> Assess the situation and proposal Provide a feedback to the Head of Operations