


Work Instruction - Operations	
<b>IMPLEMENTING SHORT TURNBACK OPERATION</b>	

<b>Work description:</b> This OCC Work Instruction details the implementation of Short Turnback Operation.		
<b>Scope:</b> This Work Instruction is written specifically for OCC operating staff of Honolulu Rail Transit.		
<b>References:</b> HNL-09421 Contingency Plan (Alternate Service Plan), HNL-09568 Bus Replacement Service		
<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licenses or permits required</b>
Nil	Train Controller, OCC Supervisor, Information Controller, Customer Service Supervisor, Station Attendant	Nil
<b>Tools and equipment required</b>		
Nil		

<b>OCC initiated Short Turnback Implementation</b>	Short Turnback is one of the fallback methods to manage degraded operations when there is a line blockage. It is an earlier terminus for trains on scheduled trips that do not operate along the full length of the route. Short turnback makes use of a crossover to turn back trains which are closest to the blocked section. While the line blockage is being dealt with, Short Turnback allows minimum train service to be provided.
<i>OCC Supervisor</i>	<ul style="list-style-type: none"> <li>grant permission to the Train Controller for implementation</li> <li>if applicable, request bus replacement service from the responsible party and inform them of the service disruption duration, and station affected following HNL-09568 Bus Replacement Service</li> </ul>
<i>Train Controller</i>	<ul style="list-style-type: none"> <li>implement short turn back to cater for the line blockage upon permission from the OCC Supervisor</li> <li>determine the number of trains required, remove surplus trains or inject additional trains to achieve the desired headway in the short loop, and assign them with the appropriate mission</li> <li>monitor train movements</li> </ul>
<i>Information Controller</i>	<ul style="list-style-type: none"> <li>inform the relevant Customer Service Supervisor(s) and any onboard Train Attendants affected by the short turn back <ul style="list-style-type: none"> <li>e.g. which station(s) on the short loop will now be the terminus and which station(s) will no longer be served</li> </ul> </li> <li>make PA announcements and PID messages to inform the passengers inside the train approaching the terminus and to the people at the platforms</li> <li>log the time and location of the beginning of the short turn back operations</li> <li>provide updated information to relevant third party(s) (e.g. bus replacement service provider)</li> </ul>

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<b>Approved By:</b>	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
<b>Signature:</b>			
<b>Date:</b>			

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Customer Service Supervisor/Station Attendant	<ul style="list-style-type: none"> <li>inform station staff of the new terminus and which station(s) will no longer be served</li> <li>guide and assist the passengers accordingly</li> <li>guide passengers at the terminus in case a single platform is used</li> </ul>
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