

Work Instruction - Operations	<b>HITACHI</b>
<b>IMPLEMENTING SHUTTLE OPERATION WORK INSTRUCTION</b>	<b>Hitachi Rail Honolulu JV</b>

<b>Work description:</b> This OCC Work Instruction details the implementation of Shuttle Operation.		
<b>Scope:</b> This Work Instruction is written specifically for OCC operating staff of Honolulu Rail Transit for all events that occur on the mainline automatic area.		
<b>References:</b> HNL-09421 Contingency Plan (Alternate Service Plan) Work Instruction, HNL-09568 Bus Replacement Service Work Instruction		
<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licenses or permits required</b>
Nil	Train Controller, OCC Supervisor, Information Controller, Train & Stations Supervisor	Nil
<b>Tools and equipment required</b>		
Nil		



### Warning

*Be aware of which station platforms will no longer be served by trains (and which station platforms will be served by feeder buses) under the implementation of the shuttle operation where applicable.*

<b>Implementing Shuttle Operation</b>	Where feasible, single line working can be implemented on the adjacent track to provide minimum service by shuttling one train among several stations. Please note that the level of service provided by single line working depends on the extent of failure.  Coordination between OCC operating staff and the staff on the affected stations is important to make sure that passengers do not board the wrong train, since the shuttle train would operate bidirectionally on one (1) platform at each station in the affected section.
<i>OCC Supervisor</i>	Trains will be able to run at full line speed during single line working.  Before the shuttle train service is implemented: <ul style="list-style-type: none"> <li>Grant authority 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 Work Instruction</li> </ul>
<i>Train Controller</i>	Before the shuttle train service is implemented: <ul style="list-style-type: none"> <li>Receive authorization from the OCC Supervisor</li> <li>Make sure unique usage of single tracking</li> </ul>
<i>Information Controller</i>	Before the shuttle train service is implemented: <ul style="list-style-type: none"> <li>Inform the relevant Train &amp; Stations Supervisor(s) and any onboard Train Operators affected by the shuttling service, which station(s) and platform(s) will now be the terminus and which station(s) and platform(s) will no longer be served</li> <li>Make PA announcements and PID messages to the affected stations and trains to inform the passengers</li> <li>Log the time and location of the beginning of the shuttle service</li> <li>Provide updated information to relevant third party(s) (e.g. bus replacement service provider)</li> </ul>
<i>Train &amp; Stations Supervisor/Station Operator</i>	<ul style="list-style-type: none"> <li>Inform station staff of the new terminus and which station(s) and platform(s) will no longer be served</li> <li>Guide and assist the passengers accordingly</li> </ul>



### Note

*This WI does not contain details on specific Alternative Services. For specific implementation of Alternative Services, please refer to HNL-09421 Contingency Plan (Alternate Service Plan) Work Instruction and select the appropriate sub-plan for implementation*



### Note

*All trains performing shuttle service should have a train staff on board to assist passengers.*

<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>			

Document Code	HNL-09550 Implementing Shuttle Operation Work Instruction.01	Effective Date:	
File Name	HNL-09550.01.00-0-Implementing Shuttle Operation Work Instruction	Rev No. 01	Page 1 of 1