


Work Instruction - Operations	
IMPLEMENTING SKIP-STOP OPERATION	

Work description: This OCC Work Instruction details the Implementation of Skip-Stops Operation.		
Scope: This Work Instruction is written specifically for OCC operating staff of Honolulu Rail Transit.		
References: HNL-09421 Contingency Plan (Alternate Service Plan), HNL-09568 Bus Replacement Service		
PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Train Controller, OCC Supervisor, Information Controller, Customer Service Supervisor, Station Attendants	Nil
Tools and equipment required		
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 skip-stops operation where applicable.

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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>Train Controller</i>	Before the skip-stops train service is implemented: <ul style="list-style-type: none"> • receive authorization from the OCC Supervisor • make sure that trains are evenly spread out to avoid bunching up
<i>Information Controller</i>	Before the skip-stops train service is implemented: <ul style="list-style-type: none"> • inform the relevant Customer Service Supervisors/Station Attendants and any onboard Train Attendants affected by the skip-stops service, which station(s) and platform(s) will be skipped (thus no longer being served) • make PA announcements and PID messages to the affected stations and trains to inform the passengers • log the time and location of the beginning of the shuttle service
<i>Customer Service</i>	<ul style="list-style-type: none"> • inform station staff which station(s) and platform(s) will no longer be served • guide and assist the passengers accordingly



Note

This WI does not contain details on specific Alternative Services. For specific implementation of Alternative Services, please refer to WI Alternative Services and select the appropriate sub-plan for implementation for a specific blocked section of the Mainline.

- *HNL-09421 Contingency Plan (Alternate Service Plan)*

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