Work Instruction - Operations

MANAGING SCHEDULE DRIVEN ATO TRAINS WORK INSTRUCTION

HITACHI

⊛Hitachi Rail Honolulu JV

Work description: This OCC Work Instruction details how Schedule Driven ATO Trains are managed.	
Scope: This Work Instruction is written specifically for OCC operating staff of Honolulu Rail Transit.	
References: Nil	

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	Train Controller, Information Controller	Nil

Tools and equipment required
Nil

Managing Schedule Driven ATO Trains	Timetable management is the responsibility of the OCC Supervisor; Train Controller is in charge for making sure the timetable is being followed and, if not, takes relevant corrective actions when necessary. Under normal operations, passenger trains on the Mainline are automatically controlled by the ATS following the Current Timetable without intervention from the Train Controller. Manual intervention under normal operational circumstances may entail the Train Controller to take corrective actions to minimize the deviations and to realign the train's performance level with the scheduled timetable. This could involve Train Controller adjusting the dwell time, depart a train earlier or hold a train from departing. Additional measures may entail the Train Controller to cancel a train trip, insert additional train trip, turn short a train at a specific location or reschedule a trip, etc. At all times Train Controller must have a full understanding of the Current Timetable. This includes the startup of service, the peak and non-peak periods, the number of trains required, the operational headways, the station dwells at non-terminus and terminus stations, the required turn back routes to be used as defined in the Current Timetable.
Train Controller	You must: • Monitor the performance of all trains on the line if you are the only Train Controller on duty, otherwise the regions that you are assigned to by the OCC Supervisor • Report any equipment failures or delays to the Engineering and Fault Controller • Coordinate with Engineering & Fault Controller regarding defect rectifications • Report any delays to the OCC Supervisor • Take immediate action such as adjusting the dwell time, departing a train earlier or holding a train from departing, etc., to mitigate the delays • Work closely with Train Operators to mitigate any failures that may cause an impact to the train service • Monitor passenger flow and activities onboard of the train and coordinate with Information Controller for station passenger flow status
	⚠ **Warning** *Avoid train stopping in between stations by holding trains at platforms until the route ahead is clear. This will avoid unnecessary interstation stopping of trains and bunching up of trains along the Mainline.*

Information Controller	You must:

	• Monitor passenger boarding and alighting the trains at station platforms via:
	
	  a) CCTV
	  b) Verbal reports from Train & Stations Supervisors / Station Operators
	  c) Verbal reports from onboard Train Operators (if any)
	
	• Work closely with Train & Stations Supervisor to support the management of overcrowding and passenger flow by providing the passengers with information about the congestion status
	• Treat the dissemination of passenger information from the OCC as your primary role
	• Make passenger information displays and passenger announcements to stations and trains
	• Update passenger information and announcements regarding delays at regular intervals to onboard the trains and at stations
	• Make announcements simple and readily understood which must include:
	
	  a) Reason(s) for the delay
	  b) Area(s) affected
	  c) Estimated time for the recovery of services (where possible)
	  d) Alternative service arrangements (if any)
	  e) Apology for the inconvenience caused
	
	• Use pre-recorded messages whenever possible before using live announcements