

MANAGING SCHEDULE DRIVEN AUTO TRAINS**Work description:** This OCC Work Instruction details how Schedule Driven AUTO Trains are managed.**Scope:** This Work Instruction is written specifically for OCC operating staff of Honolulu Rail Transit.**References:** Nil**PPE and precautions**

Nil

Competencies or qualifications

Train Controller, Information Controller, OCC Supervisor, Engineering and Fault Controller, Customer Service Supervisor, Train Attendants, Station Attendants

Licenses or permits required

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.

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Approved By:☐ Director, Operations and Maintenance☐ Department Manager☐ Manager, HSE (Operations and Maintenance)**Signature:****Date:**

MANAGING SCHEDULE DRIVEN AUTO TRAINS

Train Controller	<p>You must:</p> <ul style="list-style-type: none"> • 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 and 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 Attendants 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
Information Controller	<div style="display: flex; align-items: center;">  <div> <p>Warning</p> <p><i>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.</i></p> </div> </div>
	<p>You must:</p> <ul style="list-style-type: none"> • monitor passenger boarding and alighting the trains at station platforms via: <ul style="list-style-type: none"> CCTV verbal reports from Customer Service Supervisors / Station Attendants verbal reports from onboard Train Attendants (if any) • work closely with Customer Service 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: <ol style="list-style-type: none"> reason(s) for the delay area(s) affected estimated time for the recovery of services (where possible) alternative service arrangements (if any) apology for the inconvenience caused • use pre-recorded messages whenever possible before using live announcements

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