

**SPECIAL TRAIN RUNS**

**Work description:** This procedure describes actions in situations where a Honolulu Rail Transit Project (H RTP) Train or an On-Track Equipment (OTE) is involved in a derailment or collision, both in the mainline or in the Depot.

**Scope:** This document is applicable for the Operation and Maintenance Services on the Honolulu Rail Transit Project (H RTP).

**References:****PPE and precautions**

Nil

**Competencies or qualifications**

Train Attendant

**Licenses or permits required**

Train Driver

**Tools and equipment required**

Train Key

**Special Train Runs Scenario**

Special train runs are meant to be runs that are not included in the baseline service plan. In this category fall:

- Additional runs arising from any alteration of the baseline service plan in terms of headways and/or duration of the operational hours during specified days;
- Additional one-shot runs.

Special train runs can encompass the entirety or a portion of the operating segment.

Special train runs fall into two main categories:

- **Planned:** runs that can be scheduled in advance (e.g. as a consequence of anticipated special events, such as concerts, or special tours on the system). The request for such kind of runs is expected to be initiated by the City;
- **Unscheduled:** runs that can be required due to an unexpected increase of transport demand which leads to overcrowding situations

Special train runs can be requested by the City or might be proposed by HRH on the basis of the contingent situation. In this second case, no special train run shall be performed until approved by the City

**Scheduled Special Train Runs**

In the event it is deemed necessary a service adjustment, the City shall:

- Inform HRH O&M Director about the need for special train runs, at least three working days in advance, specifying:
  - o Date (single day alteration) or Start Date/End Date (alteration requested for multiple days);
  - o Service scheme (e.g. additional train(s) running on the entirety of on a portion of the operating segment);
  - o Single run or multiple runs. In this second case the timetable has to be specified.

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

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## SPECIAL TRAIN RUNS

	<p>The O&amp;M Director shall:</p> <ul style="list-style-type: none"> <li>• Inform the line managers (operation, maintenance managers) about the requested change;</li> <li>• Make sure that the operation and maintenance implications of the requested changes are thoroughly assessed by the operation manager and the maintenance manager/director;</li> <li>• Provide a feedback to the City about the requested change.</li> </ul>
	<p>The Operation Manager shall:</p> <ul style="list-style-type: none"> <li>• Evaluate the operation implications of the change;</li> <li>• Cascade to OCC staff the alteration to the baseline service plan as requested by the City;</li> <li>• Make sure that the roster is adjusted as necessary to accommodate the change;</li> <li>• Make sure that the requested schedule is loaded on the ATS</li> </ul>
	<p>The Maintenance Manager/Director shall:</p> <ul style="list-style-type: none"> <li>• Evaluate the maintenance implications of the change;</li> <li>• Cascade to Maintenance staff the alteration to the baseline service plan as requested by the City;</li> <li>• Make sure that the roster is adjusted as necessary to accommodate the change;</li> <li>• Make sure that the maintenance is scheduled in such a way that the change can be accommodated.</li> </ul>
	<p>The Train Scheduler/Operational expert shall:</p> <ul style="list-style-type: none"> <li>• Prepare the train schedule and make sure it is loaded on the ATS</li> </ul>
	<p>The PIO Operator, based on CCTV observations in stations and trains shall:</p> <ul style="list-style-type: none"> <li>• Report to the OCC supervisor and manage overcrowding situation according to HNL-09504 - Crowd Management .</li> <li>• If deemed necessary, suggest to the OCC the possibility to insert one additional train to lower crowd levels in the affected area</li> </ul>
<b>Unscheduled Special Train Runs</b>	<p>The OCC supervisor shall:</p> <ul style="list-style-type: none"> <li>• Assess the situation reported by the PIO Operator and inform the Operation Manager about the need for an additional train run;</li> <li>• Upon authorization by the Operation Manager, instruct OCC staff to insert the additional train as requested</li> </ul>
	<p>The Train Dispatcher shall:</p> <ul style="list-style-type: none"> <li>• Turn the ATS system in headway regulation mode;</li> <li>• Route and handle the additional run as per OCC Supervisor instruction.</li> </ul>

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<b>Work Instruction - Operations</b>	
<b>SPECIAL TRAIN RUNS</b>	

	<p>Based on information received from OCC Supervisor, the Operation Manager shall:</p> <ul style="list-style-type: none"> <li>• Assess the situation;</li> <li>• Inform the O&amp;M Director;</li> <li>• Inform the City about the situation, propose the additional train run;</li> <li>• Upon City authorization, instruct the OCC to perform the additional train run.</li> </ul>
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