



## Rapid Transit Operator (RTO) Training Agenda

### Day One Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0715 30 Minutes	1: Welcome	Instructor will welcome trainees to Rapid Transit Operator (RTO) Training. Trainees will complete master profiles and instruction reports.	Instructors
0730 – 0845 1 Hour 15 Minutes	2: Program Overview	Instructor will discuss training program requirements and expectations, length of the program, program goals, and provide key points to keep in mind during the training including the CTA's priorities and the RTO program's focus on safety and customer service. Instructor will distribute the current Rail System Rule Book (RSRB), Rail Operating Employee Call Codes cards, troubleshooting guides and other training resources as appropriate.	Instructors/ Rail Instruction Manager
0845 – 0900 15 Minutes	<b>BREAK</b>		
0900 – 1000 1 Hour	3: Policies Overview	Trainees will receive an overview of the departmental organizational structure and review CTA's policies and procedures, mission statement and goals. Manager(s) will discuss the General and Rail System Rule Books and Corrective Action Guidelines.	Instructors/ Rail Operations Manager/ Rail Instruction Manager
1000 – 1100 1 Hour	4: Duties and Responsibilities of an RTO	Trainees will take part of a discussion about the duties and responsibilities of the RTO.	Instructors
1100 – 1130 30 Minutes	<b>LUNCH</b>		
1130 – 1230 30 Minutes	5: Uniform Requirements	Trainees will review the uniform requirements for RTO.	Instructors
1230 – 1300 30 Minutes	6: Introductions to Signals	Trainees will receive an introduction to the concept of signals and learn their importance for their role as RTO. Trainees will be made aware that knowing these signals is a critical part of the training.	Instructors
1300 – 1315 15 Minutes	<b>BREAK</b>		
1315 – 1330 15 Minutes	7: Introduction to Troubleshooting	Trainees will receive a broad overview of the concept of troubleshooting. Instructor will define troubleshooting and make it clear that RTOs are not intended to become mechanics, but that troubleshooting problems	Instructors
1330 – 1430 1 Hour	8: Becoming an Expert Transit Operator	Trainees will be introduced to the importance of becoming an expert transit operator. Expert transit operators have in-depth knowledge of policy and procedures, demonstrate excellence in performing the requirements of the role and provide professional customer service.	Instructors/ Guest Expert Rapid Transit Operator
1430 – 1500 30 Minutes	9: Review and Wrap-Up	Instructor will review the day, answer questions, and assign Home Study #1.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Two Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0715 15 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Two of Rapid Transit Operator (RTO) Training, perform check-in and review Home Study #1. Instructor will also include a short, informal signal review.	Instructors
0715 – 0745 30 Minutes	2: Introduction to System Infrastructure	Trainees will learn about the overall concept of system infrastructure, including signals, switches, electricity, and other related systems.	Instructors
0745 – 0815 30 Minutes	3: History of Rail Signal	Trainees will briefly learn the history of Rail Signals.	Instructors
0815 – 0945 1 Hour 30 Minutes	4: Railway Signaling/Cab Signal	Trainees will learn about cab signals and railway signals.	Instructors
0945 – 1000 15 Minutes	<b>BREAK</b>		
1000 – 1200 2 Hours	5: Signal Rules Activity	Trainees will engage in a group activity reinforcing signal rules from the Rail system Rule Book.	Instructors
1200 – 1230 30 Minutes	<b>LUNCH</b>		
1230 – 1415 1 Hour 45 Minutes	5: Signal Rules Activity (Continued)	Trainees will continue to learn the signal rules in a group activity.	Instructors
1415 – 1430 15 Minutes	<b>BREAK</b>		
1430 – 1500 30 Minutes	6: Review and Wrap-Up	Instructor will review the day, answer questions, and assign Home Study #2.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Three Rail Safety Training Classroom and Field Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 15 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Three of Rapid Transit Operator (RTO) Training, perform check-in and review Home Study #2. Instructor will also include a short, informal signal review.	Instructors
0730 – 0830 1 Hour	2: Rail Safety Video	Instructor will provide trainees with a Rail Safety Training refresher including the 600-volt power system, safety on rapid transit tracks and subway/emergency facilities.	Instructors
0830 – 0845 15 Minutes	<b>BREAK</b>		
0845 – 0930 45 Minutes	3: Overview of the Slow Zone Procedures	Instructor will review CTA slow zone procedures and trainees will participate in an activity.	Instructors
0930 – 1000 30 Minutes	4: A Knock at Your Door	Instructor will play the “A Knock at Your Door” video and discuss the dangers of being complacent on the job, particularly on the rails.	Instructors
1000 – 1030 30 Minutes	<b>LUNCH</b>		
1030 – 1100 30 Minutes	5: Rail Safety Quiz	Instructor will administer a brief quiz evaluating trainees’ knowledge of rail safety.	Instructors
1100 – 1130 30 Minutes	6: Travel to Kimball Yard	Instructor will board the Lawrence bus (381) and travel eastbound to the Kimball terminal with trainees.	Instructors
1130 – 1230 1 Hour	7: Track and Rail Car Familiarization	Trainees will learn: <ul style="list-style-type: none"><li>• How to identify the third rail.</li><li>• How to stand and walk on and cross tracks.</li><li>• Hand and Flashlight signals.</li><li>• Exterior rail car components.</li><li>• Trolley shoes.</li><li>• Side trips.</li><li>• How to board and alight equipment from track level.</li><li>• Side door operation, end door and motor cab area.</li></ul>	Instructors
1230 – 1430 2 Hours	8: Rail Safety Tour	Instructor will give trainees a tour of the elevated structure and subway lines. Instructor will take trainees to Western Brown line station for elevated, then Red Line state street Subway for emergency exits.	Instructors
1430 – 1445 15 Minutes	<b>BREAK</b>		
1445 – 1500 15 Minutes	9: Review and Wrap-Up	Instructor will review the day and answer questions. No Home Study assigned for the day. Trainees should study for tomorrow’s quiz.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Four Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 15 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Four of Rapid Transit Operator (RTO) Training and perform check-in. Instructor will remind trainees that they will be taking their first quiz of the training program and answer questions they might have before administering the quiz.	Instructors
0730 – 1030 3 Hours	2: Quiz #1	Instructor will administer the first quiz of the training program.	Instructors
1030 – 1045 15 Minutes	<b>BREAK</b>		
1045 – 1115 30 Minutes	3: Substance Abuse Free Environment (SAFE)	Instructor will provide trainees with an overview of the Substance Abuse Free Environment (SAFE) program at CTA and how it pertains to their role as RTOs.	Instructors
1115 – 1230 1 Hour 15 Minutes	4: Fatigue Awareness	Instructor will review the effect of fatigue with trainees as it pertains to their role as RTOs. Instructor will give trainees tips on how to effectively deal with fatigue.	Instructors
1230 – 1300 30 Minutes	<b>LUNCH</b>		
1300 – 1330 30 Minutes	5: Safety, Fatigue Awareness and SAFE Activity	Instructor will engage trainees in an activity where they will review Safety, Fatigue Awareness and SAFE through scenarios.	Instructors
1330 – 1415 45 Minutes	6: Review of Fundamentals of RTO Role	Instructor will lead trainees in a discussion to review the materials covered so far in the training program. Instructor will emphasize the requirements of the RTO role as they relate to Safety.	Instructors
1415 – 1430 15 Minutes	<b>BREAK</b>		
1430 – 1500 30 Minutes	7: Quiz Debrief, Review and Wrap-Up	Instructor will debrief quiz #1 with trainees, review the day, answer questions, and assign Home Study #3.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Five Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 15 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Five of Rapid Transit Operator (RTO) Training, perform check-in and review Home Study #3. Instructor will also include a short, informal signal review.	Instructors
0730 – 0815 45 Minutes	2: Evacuation of a Train	Trainees will review the relevant SOPs and policies relating to the evacuation of a train and take part of a discussion on the subject.	Instructors
0815 – 0845 30 Minutes	3: Rail System Fires Refresher	Trainees will be refreshed on fire extinguishers used and appropriate ways to address rail system fires.	Instructors
0845 – 0900 15 Minutes	<b>BREAK</b>		
0900 – 1145 2 Hours 45 Minutes	4: Emergency and Unusual Situations	Trainees will have a review on emergency situations, integrated communications, call codes, Americans with Disabilities Act (ADA) Compliance, and evacuation procedures. Trainees will also learn best practices in the event of criminal activity and customers falling or jumping on the tracks.	Instructors
1145 – 1215 30 Minutes	<b>LUNCH</b>		
1215 – 1315 1 Hour	5: Hazardous Communication	A Guest speaker will discuss Safety Data Sheets (SDS), Your Right to Know and Global Harmonized System (GHS) with trainees.	TWD – T&I – SSTP Guest Facilitator
1315 – 1415 1 Hour	6: Bloodborne Pathogens	A Guest Speaker will bring Awareness to Bloodborne pathogens and infectious diseases and discuss preventative measures when faced with blood or other bodily fluids	TWD – T&I – SSTP Guest Facilitator
1415 – 1430 15 Minutes	<b>BREAK</b>		
1430 – 1500 30 Minutes	7: Review and Wrap-Up	Instructor will review the day, answer questions, and assign Home Study #4.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Six Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 15 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Six of Rapid Transit Operator (RTO) Training and perform check-in. Instructor will also include a short, informal signal review.	Instructors
0730 – 1100 3 Hours 30 Minutes <b>Provide trainees with a 15-minute AM break when appropriate.</b>	2: ICS 100	Guest Facilitator will introduce the Incident Command System (ICS) to trainees.	TWD – T&I – Safety and Security Training Programs (SSTP) Guest Facilitator
1100 – 1130 30 Minutes	LUNCH		
1130 – 1445 3 Hours 15 Minutes <b>Provide trainees with a 15-minute PM break when appropriate.</b>	3: ICS 200	Guest Facilitator will cover Incident command System with trainees at an intermediate level.	TWD – T&I –SSTP Guest Facilitator
1445 – 1500 15 Minutes	4: Review and Wrap-Up	Instructor will review the day and answer questions.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Seven Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 15 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Seven of Rapid Transit Operator (RTO) Training and perform check-in. Instructor will also include a short, informal signal review.	Instructors
0730 – 1100 3 Hours 30 Minutes <b>Provide trainees with a 15-minute AM break when appropriate.</b>	2: ICS 200 (continued)	Guest Facilitator will continue to cover the Incident Command System (ICS) with trainees.	TWD – T&I – Safety and Security Training Programs (SSTP) Guest Facilitator
1100 – 1130 30 Minutes	<b>LUNCH</b>		
1130 – 1430 3 Hours <b>Provide trainees with a 15-minute PM break when appropriate.</b>	3: ICS 200 (Continued)	Guest Facilitator will continue to cover the Incident Command System (ICS) with trainees.	TWD – T&I –SSTP Guest Facilitator
1430 – 1500 15 Minutes	4: Review and Wrap-Up	Instructor will review the day and answer questions.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Eight Classroom and Field Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 15 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Eight of Rapid Transit Operator (RTO) Training and perform check-in. Instructor will also include a short, informal signal review.	Instructors
0730 – 0830 1 Hour	2: Customer Service for RTOs	Trainees will participate in a discussion about customer service, building upon their experiences and introducing customer service issues common to the RTO role.	Instructors
0830 – 0845 15 Minutes	<b>BREAK</b>		
0845 – 1015 1 Hour 30 Minutes	3: Americans with Disabilities Act (ADA) Awareness	A guest facilitator from the ADA Compliance Programs team will facilitate a presentation on ADA awareness in the role of RTOs.	Instructors/ ADA Compliance Guest Facilitator
1015 – 1045 30 Minutes	4: ADA Scenarios	Trainees will participate in a role-play activity related to ADA Compliance. Trainees will have the opportunity to ask questions relating to ADA training.	Instructors/ ADA Compliance Guest Facilitator
1045 – 1230 1 Hour 45 Minutes	5: ADA Wheelchair Practice	Instructors will travel with trainees to the appropriate terminal. Instructors will have them take turns practicing: <ul style="list-style-type: none"><li>• Implementing the gap filler.</li><li>• Helping customers who use wheelchairs on and off the train.</li><li>• Assisting customers who use wheelchairs use ramps and/or elevators.</li></ul>	Instructors/ ADA Compliance Guest Facilitator
123 – 1300 30 Minutes	<b>LUNCH</b>		
1300 – 1430 1 Hour 30 Minutes	6: Quiz Preparation Review	Instructor will review materials covered with trainees in preparation for tomorrow's quiz.	Instructors
1430 – 1445 15 Minutes	<b>BREAK</b>		
1445 – 1500 15 Minutes	7: Review and Wrap-Up	Instructor will review the day and answer questions. No Home Study assigned for the day. Trainees should study in preparation for tomorrow's quiz.	Instructors





## Rapid Transit Operator (RTO) Training Agenda

### Day Nine Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Nine of Rapid Transit Operator (RTO) Training and perform check-in. Instructor will remind trainees that they will be taking their second quiz of the training program and answer questions they might have before administering the quiz.	Instructors
0730 – 1030 3 Hours	2: Quiz #2	Trainees will take the second quiz of the training program.	Instructors
1030 – 1045 15 Minutes	<b>BREAK</b>		
1045 – 1115 30 Minutes	3: Introduction to Safety Procedures and rules	Trainees will review CTA's safety procedures and rules applicable to RTOs including the Rail System Rule Book, the Safety Rule Book, and materials on bloodborne pathogens and substance abuse. Trainees will participate in a discussion on the importance of safety to CTA employees, customers, and everyone in and traveling through the city of Chicago.	Instructors
1115 – 1145 30 Minutes	4: Human Trafficking	Trainees will learn the effect of fatigue as it pertains to their role as RTOs. Trainees will learn some tips on how to effectively deal with fatigue.	Instructors
1145 – 1215 30 Minutes	<b>LUNCH</b>		
1215 – 1415 2 Hours	5: Unusual Challenges Activity	Trainees will be engaged in an activity where they will incorporate best practices for dealing with evacuations, emergencies, and human trafficking on the rail system through scenarios.	Instructors
1415 – 1430 15 Minutes	<b>BREAK</b>		
1430 – 1500 30 Minutes	6: Quiz Debrief, Review and Wrap-Up	Instructor will debrief quiz #2 with trainees, review the day, answer questions, and assign Home Study #5.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Ten Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 15 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Ten of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #5. Instructor will also include a short, informal signal review.	Instructors
0730 – 1030 3 Hours	2: Operational Alertness	Trainees will be engaged in a class discussion on operational alertness and how to avoid and manage complacency on the job.	Instructors
1030 – 1045 15 Minutes	<b>BREAK</b>		
1045 – 1245 30 Minutes	3: Conflict Management and Problem Solving	Trainees will learn best practices for managing conflict and solving problems. They will review all CTA SOPs and bulletins relating to staying safe in the face of conflict including the Customer Code of Conduct and CTA's anti-harassment and anti-bullying policies.	Instructors
1245 – 1315 30 Minutes	<b>LUNCH</b>		
1315 – 1415 1 Hour	4: Conflict Management and Problem-Solving Activity	Trainees will be engage in an activity focused on scenarios that require conflict management and problem solving, with emphasis on when to retreat and seek assistance.	Instructors
1415 – 1430 15 Minutes	<b>BREAK</b>		
1430 – 1500 30 Minutes	5: Review and Wrap-Up	Instructor will review the day, answer questions, and assign Home Study #6.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Eleven Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0715 15 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Eleven of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #6. Instructor will also include a short, informal signal review.	Instructors
0715 – 0815 1 Hour	2: Communication for RTOs	Trainees will learn best practices for communicating, especially via radio. The class will discuss the importance of communication between RTOs and other CTA employees and the impact that clear communication has on passenger safety and experience.	Instructors
0815 – 0830 15 Minutes	<b>BREAK</b>		
0830 – 0930 1 Hour	3: Control Center Communication	A guest speaker from Control Center Operations will review call codes and the basics of communicating with CCO with trainees.	Instructors/ Control Center Operations (CCO) Guest Facilitator
0930 – 1030 1 Hour	4: Announcements and PA system	Trainees will learn how to use manual and automatic announcements using the Operators control interface/Operator control unit (OCI/OCU) and PA System.	Instructors
1030 – 1115 45 Minutes	5: Written Communication	Trainees will review the basics of written communication as it relates to the RTO role.	Instructors
1115 – 1145 30 Minutes	<b>LUNCH</b>		
1145 – 1430 1 Hour	6: Reports and Forms	Trainees will receive an overview of the CTA forms that RTOs frequently reference and complete. Trainees will practice filling out forms based on scenarios.	Instructors
1430 – 1445 15 Minutes	<b>BREAK</b>		
1445 – 1500 15 Minutes	7: Review and Wrap-Up	Instructor will review the day, answer questions, and assign Home Study #7.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Twelve Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Twelve of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #7. Instructor will also include a short, informal signal review.	Instructors
0730 – 1030 2 Hours  <i>Provide trainees with a 15-minute AM break when appropriate.</i>	2: Fundamentals of Electricity	Trainees will be engaged in a discussion about the basics of electricity and the power supply for trains. Trainees will learn about electrical theory, terminology, CTA's electrical infrastructure and the impact of electricity on safety and troubleshooting.	Instructors
1030 – 1100 30 Minutes	<b>LUNCH</b>		
1100 – 1430 3 Hours 30 Minutes	3: Fundamentals of Electricity: Train Components	Trainees will get a high-level overview of electrical train components including: <ul style="list-style-type: none"><li>• Circuits and their role in train systems</li><li>• The five types of circuits</li><li>• Powering the train</li><li>• P-switches</li><li>• MCCO</li><li>• OSLs</li><li>• Door operations</li><li>• OCI/OCU</li><li>• How understanding the electrical system will help RTOs troubleshoot.</li></ul>	Instructors
1430 – 1445 15 Minutes	<b>BREAK</b>		
1445 – 1500 15 Minutes	4: Review and Wrap-Up	Instructor will review the day, answer questions, and assign Home Study #8.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Thirteen Classroom and Field Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Thirteen of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #8. Instructor will also include a short, informal signal review.	Instructors
0730 – 1030 2 Hours  <i>Provide trainees with a 15-minute AM break when appropriate.</i>	2: Propulsion, Braking and Master Controller Systems	Instructor will give trainees an overview of propulsion and braking systems in class including master controller functionality.	Instructors
1030 – 1100 30 Minutes	<b>LUNCH</b>		
1100 – 1300 2 Hours	3: Fundamentals of Electricity: Train Components	Instructor will take trainees into the yard and explain the normal and troubleshooting role, operation of P-Switches, MCCO, Propulsion and Braking Systems, Master Controller functionality, OSLs and wheel chocks.	Instructors
1300 – 1400 1 Hour	4: Training Train Tour: Door Operation and OCI/OCU	Instructor will remain in the yard and discuss how to set up and use the OCI/OCU for pre-recorded announcements and allow trainees to practice. Instructor will also cover side-door operation with trainees.	Instructors
1400 – 1415 15 Minutes	<b>BREAK</b>		
1415 – 1500 45 Minutes	5: Review and Wrap-Up	Instructor will review the day and conduct a review session with trainees in preparation for tomorrow's quiz. No Home Study assigned for the evening. Trainees should study for quiz #3.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Fourteen Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Fourteen of Rapid Transit Operator (RTO) Training and perform check-in. Instructor will remind trainees that they will be taking their third quiz of the training program and answer questions they might have before administering the quiz.	Instructors
0730 – 1030 3 Hours	2: Quiz #3	Trainees will take the third quiz of the training program.	Instructors
1030 – 1045 15 Minutes	<b>BREAK</b>		
1045 – 1415 3 Hours 30 Minutes  <i><b>Provide trainees with a 30-minutes lunch when appropriate.</b></i>	3: Signal Practice Activity	Trainees will practice taking the signals quiz at a secure testing site. The practice quiz will not be graded. When trainees have completed the practice exam, the testing platform will generate a custom list of rules the students should study based on their incorrect answers.	Instructors
1415 – 1430 15 Minutes	<b>BREAK</b>		
1430 – 1500 30 Minutes	4: Quiz Debrief, Review and Wrap-Up	Instructor will debrief quiz #3 with trainees, review the day, answer questions, and assign Home Study #9.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Fifteen/Sixteen Classroom and Field Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Fifteen/Sixteen of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #9. Instructor will also include a short, informal signal review.	Instructors
0730 – 1030 2 Hours  <i>Provide trainees with a 15-minute AM break when appropriate.</i>	2: 2600/3200 Series Classroom Familiarization	In the classroom, Instructor will walk through the unique features of the 2600 and 3200 Series railcars. This will include differences across the series, equipment used, where this equipment is located, and how these series of trains may interact with railcars from other series.	Instructors
1030 – 1100 30 Minutes	LUNCH		
1100 – 1200 1 Hour	3: Travel Time to an Appropriate Yard)	Instructor will lead trainees to the appropriate yard to view the 2600/3200 Series trains.	Instructors
1300 – 1430 1 Hour	4: 2600/3200 Series Familiarization	In the yard, Instructor will walk through the unique features of the 2600 and 3200 Series railcars. This will include differences across the series, equipment used, where this equipment is located, and how this series of trains may interact with railcars from other series.	Instructors
1430 – 1445 15 Minutes	BREAK		
1445 – 1500 15 Minutes	5: Review and Wrap-Up	Instructor will review the day, answer questions, and assign Home Study #10 (assigned on Day Fifteen). No Home Study assigned on Day sixteen. Trainees should study for quiz #4.	Instructors

***\*For Days Fifteen/Sixteen, the class will be split in two. On Day Fifteen, half of the trainees will cover the 2600/3200 Series material and the other half will cover the 5000 Series material. On Day Sixteen, each group will cover the material the other group covered on Day Sixteen.***



## Rapid Transit Operator (RTO) Training Agenda

### Day Fifteen/Sixteen Classroom and Field Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Fifteen/Sixteen of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #10. Instructor will also include a short, informal signal review.	Instructors
0730 – 1030 2 Hours  <i>Provide trainees with a 15-minute AM break when appropriate.</i>	2: 5000 Series Classroom Familiarization	In the classroom, Instructor will walk through the unique features of the 5000 Series railcars. This will include differences across the series, equipment used, where this equipment is located, and how these series of trains may interact with railcars from other series.	Instructors
1030 – 1100 30 Minutes	LUNCH		
1100 – 1200 1 Hour	3: Travel Time to an Appropriate Yard)	Instructor will lead trainees to the appropriate yard to view the 5000 Series trains.	Instructors
1300 – 1430 1 Hour	4: 5000 Series Familiarization	In the yard, Instructor will walk through the unique features of the 5000 Series railcars. This will include differences across the series, equipment used, where this equipment is located, and how this series of trains may interact with railcars from other series.	Instructors
1430 – 1445 15 Minutes	BREAK		
1445 – 1500 15 Minutes	5: Review and Wrap-Up	Instructor will review the day, answer questions, and assign Home Study #10 (assigned on Day Fifteen). No Home Study assigned on Day sixteen. Trainees should study for quiz #4.	Instructors

***\*For Days Fifteen/Sixteen, the class will be split in two. On Day Fifteen, half of the trainees will cover the 2600/3200 Series material and the other half will cover the 5000 Series material. On Day Sixteen, each group will cover the material the other group covered on Day Sixteen.***





## Rapid Transit Operator (RTO) Training Agenda

### Day Seventeen Classroom Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Seventeen of Rapid Transit Operator (RTO) Training and perform check-in. Instructor will remind trainees that they will be taking their fourth quiz of the training program and answer questions they might have before administering the quiz.	Instructors
0730 – 1030 3 Hours	2: Quiz #4	Trainees will take the fourth quiz of the training program.	Instructors
1030 – 1045 15 Minutes	<b>BREAK</b>		
1045 – 1245 2 Hours	3: Introduction to RTO Operation	Trainees will participate in a discussion about safe train operation, incorporating expert RTO practices.	Instructors
1245 – 1315 30 Minutes	<b>LUNCH</b>		
1215 – 1415 2 Hours	4: Preparing a Train for Service	Trainees will learn the steps to take and walk trainees through how to prepare a train for service.	Instructors
1415 – 1430 15 Minutes	<b>BREAK</b>		
1430 – 1500 30 Minutes	5: Quiz Debrief, Review and Wrap-Up	Instructor will debrief quiz #2 with trainees, review the day, answer questions, and assign Home Study #11.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Eighteen Classroom and Field Instruction

Time	Module	Description	Facilitator(s)
0700 – 0715 15 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Eighteen of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #11. Instructor will also include a short, informal signal review.	Instructors
0715 – 0915 1 Hour	2: Defensive Operations	Trainees will learn defensive operations including point-and-acknowledge, Anticipate, Recognize, Take-Action (ART) and the safety zone.	Instructors
0915 – 0930 15 Minutes	<b>BREAK</b>		
0930 – 1030 2 Hours	3: Track Switch Familiarization	Instructor will take trainees out to the yard to explain and demonstrate rigid switches, spring, and stay switches, wedge switch points, pin trips and their functions.	Instructors
1030 – 1130 1 Hour	4: Preparing a Train for Service	Instructor will demonstrate preparing a train for service and trainees will take turn practicing preparing a train for service.	Instructors
1130 – 1200 30 Minutes	<b>LUNCH</b>		
1200 – 1300 1 Hour	5: Signal Rules Activity	Trainees will be engaged in a Signal Rules group activity.	Instructors
1300 – 1430 1 Hour 30 Minutes	6: Buzzer Signals and Side-Door Operation	Instructor will briefly review the basics of buzzer signals and side-door operation and discuss how it applies to the role of RTO in the yard.	Instructors
1430 – 1445 15 Minutes	<b>BREAK</b>		
1445 – 1500 15 Minutes	7: Review and Wrap-Up	Instructor will review the day, answer questions, and assign Home Study #12.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Nineteen Field Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to their assigned terminal, perform check-in, and review Home Study #12. Instructor will also include a short, informal signal review.	Instructors
0730 – 0800 30 Minutes	2: Terminal Orientation	Trainees will receive an overview of their home terminal and will gain an understand the terminal from an RTO's perspective.	Instructors
0800 – 0830 30 Minutes	3: Platform Familiarization	Trainees will learn about the features of a platform.	Instructors
0830 – 0845 15 Minutes	<b>BREAK</b>		
0845 – 1045 2 Hours	4: Tower/ Interlocking Familiarization	Instructor will lead trainees to a tower to explain the functions of a tower. A Tower Worker guest speaker will address trainees and review switch movements and signals.	Instructors/ Tower Worker Guest Speaker
1045 – 1215 1 Hour 30 Minutes	5: Line of Road Tour (Junctions, Middle Track and Crossovers)	Trainees will learn about interlocking procedures and go on a tour of the line of road to observe and learn how RTOs operate at junctions, middle tracks, and crossovers.	Instructors
1215 – 1245 30 Minutes	<b>LUNCH</b>		
1245 – 1400 1 Hour 15 Minutes	6: Yard Orientation	Instructor will guide trainees through a yard of a home terminal and introduce them to Yardmaster/Yard Leader and discuss the Must Sheet.	Instructors/ Yard Master Guest Speaker
1400 – 1415 15 Minutes	<b>BREAK</b>		
1415 – 1500 45 Minutes	7: Review and Wrap-Up	Instructor will review the day, answer questions, and assign Home Study #13.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Twenty Field Instruction

***Students should report to the secure testing site, then travel to their respective terminal to be in the yard.***

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor and trainees report to the secure testing site. Instructor will welcome trainees back, perform uniform inspection, review Home Study #13 and answer any additional questions trainees might have before Quiz #5. Instructors will review signals as part of the check-in process.	Instructors
0730 – 1030 3 Hours	2: Quiz #5	Trainees will take the fifth quiz of the training program.	Instructors
1030 – 1045 15 Minutes	<b>BREAK</b>		
1045 – 1145 1 Hour	3: Introduction to Bypass Operation	Trainees will review the four different types of bypasses and the Instructor will go through how and when they are used.	Instructors)
1145 – 1215 30 Minutes	<b>LUNCH</b>		
1215-1315 1 hour	4: Master Controller Familiarization	Instructor will guide trainees through the different master controller positions, including the uses of each setting. After instruction, the trainees will have their first experience moving the train on their own (a very short distance) in the yard.	Instructors
1315 – 1345 30 Minutes	5: Single Track Operation	Trainees will go to a classroom at the terminal. Trainees will review SOP 7045 and learn about single track operations.	Instructors
1345 – 1415 30 Minutes	6: Operation Through Slow Zones	Trainees will be engaged in a discussion on how a train operates through a slow zone and review SOPs 7041 and 7038.	Instructors
1415 – 1430 15 Minutes	<b>BREAK</b>		
1430 – 1500 30 Minutes	7: Review and Wrap-Up	Instructors will review the day's training, debrief Quiz #5, answer questions and assign two pieces of homework: Complete Home Study #14 and read SOP 7011 – Normal Coupling & Uncoupling.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Twenty-One Field Instruction

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Twenty-One of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #14. Instructor will also include a short, informal signal review.	Instructors
0730 – 0800 30 minutes	2: Review of Coupling/Uncoupling	Trainees will read through SOP 7011 – Normal Coupling & Uncoupling, which they should have read as part of the previous evening's homework.	Instructors
0800 – 0915 1 Hour 15 Minutes	3: Review of Operations Topics	Trainees will be engaged in a discussion on door operation and berthing; point and acknowledge; master controller manipulation and route selectors in the classroom.	Instructors
0915 – 0930 15 Minutes	<b>BREAK</b>		
0930 – 1230 3 Hours	4: Line of Road Familiarization/ Introduction to Practice Operations	Instructors will operate the train on the line of road with the trainees observing. They will review door operation and berthing; point and acknowledge; Master Controller manipulation and route selectors.  Then coming back, trainees will operate the train under the Instructor's guidance. They will practice starting and stopping, berthing and operation on site.	Instructors
1230 – 1300 30 Minutes	<b>LUNCH</b>		
1300 – 1445 1 Hour 45 Minutes  <i>Provide trainees with a 15-minute PM break when appropriate.</i>	5: Normal Coupling and Uncoupling	Trainees will practice safely coupling and uncoupling in the yard.	Instructors
1445 – 1500 30 Minutes	6: Review and Wrap-Up	Instructor will review the day's training, answer questions, and assign Home Study #15.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Twenty-Two Field Instruction

**Trainees should report to their assigned terminal.**

Time	Module	Description	Facilitator
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Twenty-Two of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #15. Instructor will also include a short, informal signal review.	Rail Instructor(s)
0730 – 0830 1 Hour	2: Troubleshooting Video	Trainees will watch a video on troubleshooting that highlights common problems, their importance and how to respond to them.	Rail Instructor(s)
0830 – 0930 1 Hour	3: Introduction to Troubleshooting	Trainees will learn about safe train operation and connect best practices with policy and relevant rules and publications for troubleshooting.	Rail Instructor(s)
0930 – 0945 15 Minutes	<b>BREAK</b>		
0945 – 1045 1 Hour	3: Introduction to Troubleshooting (Continued)	Trainees will continue to learn about safe train operation and connect best practices with policy and relevant rules and publications for troubleshooting.	Rail Instructor(s)
1045 – 1215 1 Hour 30 Minutes	4: Fundamentals of Troubleshooting	Instructor will stage various technical problems with the train to create troubleshooting scenarios, and then will walk through/demonstrate the appropriate troubleshooting techniques for each problem.	Rail Instructor(s)
1215 – 1245 30 Minutes	<b>LUNCH</b>		
1245 – 1445 2 Hours	5: Troubleshooting Procedures Practice	Trainees will continue learning and applying troubleshooting techniques for each problem.	Rail Instructor(s)
<i><b>Provide trainees with a 15-minute PM break when appropriate.</b></i>			
1445 – 1500 15 Minutes	6. Review and Wrap-Up	Instructor will review the day's training, answer questions and assign Home Study #16.	Rail Instructor(s)



## Rapid Transit Operator (RTO) Training Agenda

### Day Twenty-Three Field Instruction

**Trainees should report to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Twenty-Three of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #16. Instructor will also include a short, informal signal review.	Instructors
0730 – 0930 2 Hours	2: Evacuation of a Train	Trainees will learn the six types of train evacuations and trainees will review the relevant procedures.	Instructors
0930 – 0945 15 Minutes	<b>BREAK</b>		
0945 – 1015 30 Minutes	3: Preparing a Train for Service	Trainees will practice preparing a train for service.	Instructors
1045 – 1345 3 Hours  <i><b>Provide trainees with a 30- minute lunch when appropriate.</b></i>	4: Practice Operation on Training Train	Trainees will practice operating, and the Instructor will outline line of road familiarization, starting and stopping, pre-recorded announcements, side-door operation, signal identification, switch points and point and acknowledge.	Instructors
1345 – 1400 15 Minutes	<b>BREAK</b>		
1400 – 1500 1 Hour	5: Review and Wrap-Up	Instructor will conduct a thorough review with trainees in preparation for Quiz #6 tomorrow. Remind the students that tomorrow, the class will meet at the assigned testing site.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Twenty-Four Field Instruction

**Students should report to their assigned secure testing site, then will travel to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees back, perform uniform inspection and answer any additional questions trainees might have before Quiz #6. Instructors will review signals as part of the check-in process.	Instructors
0730 – 1030 3 Hours	2: Quiz #6	Trainees will take the sixth quiz of the training program.	Instructors
1030 – 1045 15 Minutes	<b>BREAK</b>		
1045 – 1200 1 Hour 15 Minutes	3: Troubleshooting Procedures Practice	Trainees will practice identifying and solving problems through scenarios.	Instructors
1200 – 1230 30 Minutes	<b>LUNCH</b>		
1230 – 1400 2 Hour 30 Minutes	4: Troubleshooting Procedures Practice (Continued)	Trainees will practice identifying and solving problems through scenarios.	Instructors
1400 – 1415 15 Minutes	<b>BREAK</b>		
1415 – 1500 45 Minutes	5: Review and Wrap-Up	Instructors will review the day's training, debrief Quiz #6, answer questions and assign Home Study #17.	Instructors





## Rapid Transit Operator (RTO) Training Agenda

### Day Twenty-Five Field Instruction

Trainees should report to their assigned terminal.

Time	Module	Description	Facilitator(s)
0700 – 0900 2 Hours	1: Welcome and Review	Instructor will welcome trainees to Day Twenty-Five of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #17. Instructor will also include a short, informal signal review.	Instructors
0900 – 1430 5 Hours 30 Minutes  <b><i>Provide trainees with a 30-minute lunch and two 15-minute breaks when appropriate.</i></b>	2: Practice Operation on Training Train	Instructor will prepare a train for service and while the trainees operate, the Instructor will address any pertinent content not yet covered on the previous days including troubleshooting on the line of road, radio communication and bypass operation.	Instructors
1430 – 1500 30 Minutes	3: Review and Wrap-Up	Instructor will review the day's training, answer questions, and assign Home Study #18.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Twenty-Six Field Instruction

Trainees should report to their assigned terminal.

Time	Module	Description	Facilitator(s)
0700 – 0900 2 Hours	1: Welcome and Review	Instructor will welcome trainees to Day Twenty-Six of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #18. Instructor will also include a short, informal signal review.	Instructors
0900 – 1430 5 Hours 30 Minutes  <b><i>Provide trainees with a 30-minute lunch and two 15-minute breaks when appropriate.</i></b>	2: Practice Operation on Training Train	Instructor will prepare a train for service and while the trainees operate, the Instructor will address any pertinent content not yet covered on the previous days including troubleshooting on the line of road, radio communication and bypass operation.	Instructors
1430 – 1500 30 Minutes	3: Review and Wrap-Up	Instructor will review the day's training, answer questions, and assign Home Study #18.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Twenty-Seven\* Field Instruction

**Students should report to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Twenty-Seven of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #18. Instructor will also include a short, informal signal review.	Instructors
0730 – 0930 2 Hours	2: Troubleshooting Procedures Practice	Trainees will practice identifying and solving problems through scenarios.	Instructors
0930 – 0945 15 Minutes	<b>BREAK</b>		
0945 – 1145 2 Hours	2: Troubleshooting Procedures Practice (Continued)	Trainees will continue to practice identifying and solving problems through scenarios.	Instructors
1145 – 1215 30 Minutes	<b>LUNCH</b>		
1215 – 1315 1 Hour	2: Troubleshooting Procedures Practice (Continued)	Trainees will continue to practice identifying and solving problems through scenarios.	Instructors
1315 – 1330 15 Minutes	<b>BREAK</b>		
1330 – 1445 1 Hour 15 Minutes	2: Troubleshooting Procedures Practice (Continued)	Trainees will continue to practice identifying and solving problems through scenarios.	Instructors
1445 – 1500 15 Minutes	3. Review and Wrap-Up	Instructor will review the day's training, answer any questions, and assign Home Study # 19.	Instructors

**Note: contact the shop the morning of Day 27 to remind them that on Day 28, the class is planning on coming to practice clearing the ground.**



## Rapid Transit Operator (RTO) Training Agenda

### Day Twenty-Eight Field Instruction

**Students should report to their assigned terminal, then travel to the yard.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to Day Twenty-Eight of Rapid Transit Operator (RTO) Training, perform check-in, and review Home Study #19. Instructor will also include a short, informal signal review.	Instructors
0730 – 0915 1 hour 45 minutes	2: Overview – Hand Jumping and Clearing the Ground at the Current Collecting Device	Trainees will review relevant train lines and SOPs related to hand jumping and clearing the ground at the current collecting device.	Instructors
0915 – 0930 15 Minutes	<b>BREAK</b>		
0930 – 11:30 2 Hours	3: Raising/Lowering Sleet Scrapers and Clearing Ground at a Current Collecting Device	Instructor will take the trainees to the shop and discuss winter weather needs and have each trainee practice lowering and raising the sleet scrapers on a train, followed by clearing ground at a current collecting device. Instructors should review the Winter Weather Plan with trainees.	Instructors
1130 – 1200 30 Minutes	<b>LUNCH</b>		
1200 – 1415 2 Hours 15 Minutes	4: Practice Procedures	Trainees will continue practicing raising/lowering sleet scrapers, clearing ground at a current collecting device and hand jumping.	Instructors
1415 – 1430 15 Minutes	<b>BREAK</b>		
1430 – 1500 30 minutes	5: Review and Wrap-Up	Instructor will review the day's training, answer any questions, and assign Home Study # 20.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Twenty-Nine Field Instruction

**Students should report to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees back, perform the uniform inspection. Review Home Study #20. Instructors will review signals as part of the check-in process.	Instructors
0730-0900 1 hour 30 minutes	2: Troubleshooting Practice Exercise	Trainees will engage in a group exercise that helps them practice troubleshooting ahead of Quiz #7.	Instructors
0900 – 1200 3 Hours  <b>Note: Take a 15-minute break when appropriate.</b>	2: Troubleshooting Procedures Practice	Trainees will practice identifying and solving problems through scenarios.	Instructors
1200 – 1230 30 Minutes	<b>LUNCH</b>		
1230 – 1400 2 Hour 30 Minutes	2: Troubleshooting Procedures Practice (Continued)	Trainees will continue to practice identifying and solving problems through scenarios.	Instructors
1400 – 1415 15 Minutes	<b>BREAK</b>		
1415 – 1500 45 Minutes	3: Review and Wrap-Up	Instructors will review the day's training and answer any questions.	Instructors)



## Rapid Transit Operator (RTO) Training Agenda

### Day Thirty Field Instruction

**Students should report to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees back, perform the uniform inspection and answer any additional questions trainees might have. Instructors will review signals as part of the check-in process.  Reminder to Instructor: contact Rail Instruction management to confirm that all students are in the system to order uniforms	Instructors
0730 – 0845 1 Hour 15 minutes	2: Activity: Troubleshooting Practice Exercise	Trainees will engage in a group exercise that helps them practice troubleshooting ahead of Quiz #7.	Instructors
0845 – 0900 15 Minutes	<b>BREAK</b>		
0900 – 1400 5 Hours  <i><b>Provide trainees with a 30-minute lunch when appropriate.</b></i>	3: Practice Operation on the Training Train	Trainees will spend the remainder of the day practicing operating the training train on the line of road, under the supervision of the Instructor. Instructor will outline signal identification, switch points, R6.4 procedures, cab signal identification, interlocking, home signals, berthing marks, and point and acknowledge.	Instructors)
1400 – 1415 15 Minutes	<b>BREAK</b>		
1415 – 1500 45 Minutes	4: Review and Wrap-Up	Instructor will review the day's training, answer any questions, and remind students to study troubleshooting problems as their homework for the evening and in preparation for tomorrow's quiz.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Thirty-One Field Instruction

Students should report to their assigned secure testing site, then will travel to their assigned terminal.

Time	Module	Description	Facilitator(s)
0700 -- 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees back, perform the uniform inspection and answer any additional questions trainees might have before Quiz #7. Instructors will review signals as part of the check-in process.	Instructors
0730 – 1030 3 Hours	2: Quiz #7	Instructor will administer the seventh quiz of the training program.	Instructors
1030 – 1045 15 Minutes	BREAK		
1045 – 1400 5 Hours  <b>Note: Take a 30-minute lunch and a 15-minute break when appropriate.</b>	3: Troubleshooting	Trainees will engage in a group exercise that helps them practice troubleshooting ahead of Quiz #7.	Instructors
1400 – 1415 15 Minutes	BREAK		
1415 – 1500 45 Minutes	4: Quiz Debrief Review and Wrap-Up	Instructor will review the day's training and debrief Quiz #7. Remind students to order uniforms. One week from today, on Day 38, line instruction will start, and they will be required to have their uniforms.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Thirty-Two Field Instruction

**Students should report to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees back and perform the uniform inspection. Instructors will review signals as part of the check-in process.	Instructors
0730 – 0845 1 Hour 15 Minutes	2: Review of Braking and Propulsion	Trainees will review the braking and propulsion procedures and equipment (specific to the different series.)	Instructors
0845 – 0900 15 Minutes	<b>BREAK</b>		
0900 – 1400 5 Hours  <b><i>Provide trainees with a 30-minute lunch and a 15-minute break when appropriate.</i></b>	3: Practice Operation on Training Train	Instructor will prepare a train for service and while the trainees operate the train on the line of road, the Instructor will review content covered on the previous days (defensive operations, berthing, R6.4 procedures and operating through turn-backs).	Instructors
1400 – 1500 1 Hour	4: Review and Wrap-Up	Instructor will conduct a thorough review and encourage trainees to study troubleshooting problems in preparation for tomorrow's quiz and answer any questions trainees might have.	Instructors





## Rapid Transit Operator (RTO) Training Agenda

### Day Thirty-Three Field Instruction

**Students should report to a secure testing site.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees back, perform the uniform inspection and answer any additional questions trainees might have before Quiz #8. Instructors will review signals as part of the check-in process.	Instructors
0730 – 1030 3 Hours	2: Quiz #8	Trainees will take their eighth quiz of the training program.	Instructors
1030 – 1045 15 Minutes	<b>BREAK</b>		
1045 – 1400 3 Hours 15 Minutes	3: Troubleshooting Procedures Practice	Trainees will practice identifying and solving problems through scenarios.	Instructors
<i><b>Provide trainees with a 30-minute lunch when appropriate.</b></i>			
1400 – 1415 15 Minutes	<b>BREAK</b>		
1415 – 1500 45 Minutes	4: Review and Wrap-Up	Instructor will review the day's training, debrief Quiz #8 and answer questions.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Thirty-Four Field Instruction

**Students should report to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees back, perform the uniform inspection. Instructors will review signals as part of the check-in process.	Instructors
0730 – 0845 1 Hour 15 Minutes	2: Activity: Wayside Signals Scenarios	Trainees will receive a lesson on the different signals and demonstrate via an activity how their meanings can change in different scenarios. With extra time after the activity, the Instructor will lead a signal review ahead of the upcoming signal quiz (Quiz 9) on Day 36.	Instructors
0845 – 0900 15 Minutes	<b>BREAK</b>		
0900 – 1130 2 Hours 30 Minutes  <i>Provide trainees with a 15-minute break when appropriate.</i>	3: Practice Operation on Training Train	<p>Instructor will demonstrate preparing a train for service, then support the trainees while they practice preparing a train for service.</p> <p>Once the class is cleared to leave on the train, the trainees operate the training train, and the Instructor will outline:</p> <ul style="list-style-type: none"> <li>• Line of road familiarization.</li> <li>• Starting and stopping.</li> <li>• Pre-recorded announcements</li> <li>• Side- door operation</li> <li>• Middle track operation</li> <li>• Signal identification</li> <li>• Reading switch points</li> <li>• Point and acknowledge.</li> </ul>	Instructors
1130 – 1200 30 Minutes	<b>LUNCH</b>		
1200 – 1430 2 Hours 30 Minutes  <i>Provide trainees with a 15-minute break when appropriate.</i>	3: Practice Operation on Training Train (Continued)	Trainees will continue operation and instruction on the training train.	Instructors
1430 – 1500 30 Minutes	4: Review and Wrap-Up	Instructor will review the day's training, and answer questions. During this wrap-up, let the students know that tomorrow, they will have an opportunity to review anything they would like, so ask them to consider what they'd like to cover in that module.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Thirty-Five Field Instruction

**Students should report to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees back, perform the uniform inspection. Instructors will review signals as part of the check-in process.	Instructors
0730 – 0900 1 Hour 30 Minutes	2: Student's Choice Review	Review based on what the class needs and wants help with. Be sure to include some signal review.	Instructors
0900 – 1130 2 Hours 30 Minutes	3: Practice Operation on Training Train	Trainees will practice preparing a train for service and while the trainees operate, the Instructor will outline: <ul style="list-style-type: none"><li>• Changing cabs.</li><li>• Moving train from the third car.</li><li>• Dynamic, moving train goes into emergency.</li><li>• Loss of door relay, parking, signal identification, switch points and points and acknowledge.</li></ul>	Instructors
1130 – 1200 30 Minutes	<b>LUNCH</b>		
1200 – 1430 2 Hours 30 Minutes	3: Practice Operation on Training Train (Continued)	Trainees will continue to practice preparing a train for service and while the trainees operate, the Instructor will outline changing cabs, moving train from the third car, dynamic, moving train goes into emergency, loss of door relay, parking, signal identification, switch points and points and acknowledge.	Instructors
1430 – 1500 30 Minutes	4: Review and Wrap-Up	Instructor will review the day's training, answer questions, and review signals to prepare for Quiz #9.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Thirty-Six Field Instruction

**Students should report to a secure testing site, then travel to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees back, perform the uniform inspection, and answer any additional questions trainees might have before Quiz #9. Instructors will review signals as part of the check-in process.	Instructors
0730 – 1030 3 Hours	2: Quiz #9	Instructor will administer Quiz #9. Class will return to terminal.	Instructors
1030 – 1045 15 Minutes	<b>BREAK</b>		
1045 – 1200 1 Hour 15 Minutes	3: Troubleshooting Procedures Practice	Trainees will practice troubleshooting different problems while operating a train.	Instructors
1200 – 1230 30 Minutes	<b>LUNCH</b>		
1230 – 1400 1 Hour 30 minutes	4: Troubleshooting Questions Discussion	Trainees will participate in a discussion about any troubleshooting questions and difficulties they still have.	Instructors
1400 – 1415 15 Minutes	<b>BREAK</b>		
1415 – 1500 45 Minutes	5: Review and Wrap-Up	Instructor will review the day's training, debrief Quiz #9, answer any question.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Thirty-Seven Field Instruction

**Students should report to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees back, perform uniform inspection. Instructors will review signals as part of the check-in process.	Instructors
0730 – 0900 1 Hour 30 Minutes	2: Activity: Troubleshooting Communication Activity	Trainees will participate in an activity allowing them to practice communicating with the Control Center while troubleshooting a problem.	Instructors
0900 – 0915 15 Minutes	<b>BREAK</b>		
0915 – 1145 2 Hours 30 Minutes	3: Troubleshooting Procedures Practice	Trainees will practice identifying and solving problems through scenarios.	Instructors
1145 – 1215 30 Minutes	<b>LUNCH</b>		
1215 – 1415 2 Hours  <i>Provide trainees with a 15-minute break when appropriate.</i>	3: Troubleshooting Procedures Practice (Continued)	Trainees will continue to practice identifying and solving problems through scenarios.	Instructors
1415 – 1500 45 Minutes	4. Review and Wrap-Up	Instructor will review the day's training and answer questions. Trainees will complete review sheets and be provided information about line instruction for the next phase of training.	Instructors

***Students must receive passing scores on all quizzes. If a student needs to re-take a quiz to pass, they will receive additional formal instruction and an opportunity to re-take the quiz before line instruction. If a trainee does not pass a signal quiz (Quiz #4 and Quiz #9), only one retake is required.***



## Rapid Transit Operator (RTO) Training Agenda

**Days Thirty-Eight Through Fifty (Brown Line, Orange Line, Green  
Line, Red Line From 95<sup>th</sup> Terminal)**

**Days Thirty-Eight Through Fifty-Eight (Blue Line, Pink Line, Red Line  
From Howard Terminal)**

**Students should report to their assigned terminal.**

Time	Module	Description	Facilitator(s)
Will vary per line instruction training schedule.	1: Line Instruction	<p>Trainees will complete various routes and other tasks of an RTO observed by an RTO Line Instructor. As they complete tasks in the field and yard, they must have them signed off by the appropriate personnel on their Must Sheet.</p> <p>Instructors will be assigned days to spot-evaluate the trainees practicing on the line of road and advise on best practices.</p>	Line Instructor(s) Instructor(s) Tower Worker(s) Supervisor(s) Yardmaster(s) Switch Worker(s)

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## Rapid Transit Operator (RTO) Training Agenda

**Day Fifty-One (Brown Line, Orange Line, Green Line, Red Line From 95<sup>th</sup> Terminal)**

**Fifty-Nine (Blue Line, Pink Line, Red Line From Howard Terminal)**

**Students should report to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees back, perform the uniform inspection and review signals with the trainees.	Instructors
0730 – 0830 1 Hour	2: Must Sheet Requirements Review	Instructor will review the completion of Must Sheet requirements for all trainees. Trainees who have incomplete Must Sheets must complete those tasks this day. Instructor(s) will guide trainees through the completion of any outstanding Must Sheet items.	Instructors
0830 – 0845 15 Minutes	<b>BREAK</b>		
0845 – 1130 2 Hours 45 Minutes	3: Troubleshooting Procedures Practice	Once all Must Sheets are confirmed as complete, trainees will go back out into the yard for the remainder of the day to practice troubleshooting problems.	Instructors
1130 – 1200 30 Minutes	<b>LUNCH</b>		
1200 – 1345 1 Hour 45 Minutes	3: Troubleshooting Procedures Practice (Continued)	Trainees will continue to practice troubleshooting problems.	Instructors
1345 – 1400 15 Minutes	<b>BREAK</b>		
1400 – 1445 45 Minutes	3: Troubleshooting Procedures Practice (Continued)	Trainees will continue to practice troubleshooting problems.	Instructors
1445 – 1500 15 Minutes	4: Review and Wrap-Up	Instructor will review the day's training, and answer questions.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

**Day Fifty-Two (Brown Line, Orange Line, Green Line, Red Line From  
95<sup>th</sup> Terminal)**

**Day Sixty (Blue Line, Pink Line, Red Line From Howard Terminal)**

**Students should report to their assigned terminal.**

Time	Module	Description	Facilitator(s)
0700 – 0730 30 Minutes	1: Welcome and Review	Instructor will welcome trainees to the terminal, perform the uniform inspection, and let trainees know what they can expect for the day.	Instructors
0730 – 1445 7 Hours 15 Minutes  <b>Note: Take a 30-minute lunch and AM and PM 15-minute breaks when appropriate.</b>	2: Performance Evaluation – Troubleshooting	In the yard, Instructors evaluate trainees as they prepare a train for service and clear common troubleshooting problems.	Instructors
1445 – 1500 15 Minutes	3: Wrap-Up and Disposition	Instructor will debrief by providing test dispositions. Instructor will respond to any questions and provide an overview of training/qualification next steps.	Instructors





## Rapid Transit Operator (RTO) Training Agenda

### Day Fifty-Three/Sixty-One

**Day 53: Brown Line, Orange Line, Green Line,  
Red Line From 95<sup>th</sup>terminal**

**Day 61: Blue Line, Pink Line,  
Red Line From Howard Terminal**

### Written Qualification

Time	Module	Description	Facilitator(s)
0700 – 0800 1 Hour	1: Welcome and Debrief	Instructor will welcome trainees back and debrief their practice operation and troubleshooting experiences from line instruction.	Instructors
0800 – 0900 1 Hour	2: Final Review Q&A	Trainees will have an opportunity to ask the Instructor about any remaining questions they have.	Instructors
0900 – 0915 15 Minutes	<b>BREAK</b>		
0915 – 1245 3 Hours 30 Minutes	3: Written Reports	<ul style="list-style-type: none"><li>• RTO Qualification</li><li>• Written Signal Qualification</li><li>• Track Indicator Qualification (If Applicable)</li><li>• RTO Qualification</li></ul>	Instructors
1245 – 1315 30 Minutes	<b>LUNCH</b>		
1315 – 1500 1 Hour 45 Minutes	4: Review & Disposition	The Instructor will meet with students, provide disposition, and review trainee review guides.  Depending on students' dispositions, they will report the following day for either Line of Road Qualification or the beginning of formal instruction to prepare for a second attempt.	Instructors



## Rapid Transit Operator (RTO) Training Agenda

### Day Fifty-Four/Sixty-Two

(Day Fifty-Four: Brown Line, Orange Line, Green Line,  
Red Line From 95<sup>th</sup> Terminal)

(Day Sixty-Two: Blue Line, Pink Line,  
Red Line from Howard Terminal)

### Performance Evaluation

Time	Module	Description	Facilitator(s)
0600 – 0700 1 Hour	1: Welcome and Review	Instructor will welcome trainees to the terminal, perform the uniform inspection, and let them know what they can expect for the day.	Instructors
0700 – 1345 7 Hours 15 Minutes  <b>Provide trainees with 30-minute lunch and two 15-minute breaks when appropriate.</b>	2: Performance Evaluation – Train Operation 6 Hours 45 Minutes	Trainees operate the train while the Instructors evaluate.	Instructors
1345 – 1430 45 Minutes	3: Wrap-Up and Disposition	Instructor will debrief by providing test dispositions. Instructor will respond to any questions and provide an overview of training/qualification next steps.	Instructors