

# **RAPID TRANSIT OPERATOR INSTRUCTION AND RIDE REPORT**

- ☐ Qualified  
☐ Failed to qualify

Name \_\_\_\_\_ Badge \_\_\_\_\_  
Terminal \_\_\_\_\_ Date \_\_\_\_\_

## **REASON FOR INSTRUCTION**

- ☐ Student \_\_\_\_\_ Day ☐ First Year Observation  
☐ Qualification ☐ Biannual Observation  
☐ Recertification ☐ System Transfer  
☐ Other \_\_\_\_\_

Line \_\_\_\_\_ Run No. \_\_\_\_\_  
On: Place \_\_\_\_\_ Time \_\_\_\_\_ hrs  
Off: Place \_\_\_\_\_ Time \_\_\_\_\_ hrs

## **Car Numbers**

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## **USE BACK FOR ADDITIONAL TRIPS/CAR NUMBERS**

## **NON-OPERATING DUTIES**

- ☐ Reporting For Work  
☐ Filling Out Running Time Card  
☐ Filling Out Trip Sheet  
☐ Preparing Reports & Forms  
☐ Preparing Train For Service  
☐ Two-Way Radio Procedures  
☐ Knowledge Of When and How To Remove Power  
☐ Knowledge of Signals  
☐ Use Of Pre-Recorded Announcement System  
☐ Manual Announcements  
☐ Giving Information To Customers  
☐ Making A Relief  
☐ Being Relieved  
☐ Turn In Procedures  
☐ \_\_\_\_\_

## **OPERATING DUTIES**

- ☐ Starting Train  
☐ Stopping Train  
☐ Side Door Operation  
☐ Maintenance Of Schedule  
☐ Response To Wayside Signals  
☐ Response To Cab Signals  
☐ Rule R6.4 Procedures  
☐ Operation In Curves  
☐ Operation During Limited Visibility  
☐ Operation Thru Street Crossings  
☐ Operation Thru Interlockings  
☐ Use Of Route Selectors  
☐ Express Run Operation  
☐ Single Track Operation  
☐ Operation In Slow Zones  
☐ Passing Persons On Tracks  
☐ Operation In Yards  
☐ Coupling/Uncoupling  
☐ Troubleshooting  
☐ Bypass Operation  
☐ Use Of Track Brake  
☐ Changing Ends  
☐ \_\_\_\_\_  
☐ \_\_\_\_\_

## **GENERAL TRAITS**

- ☐ Appearance  
☐ Attention To Duty  
☐ Attitude  
☐ Cooperation  
☐ Coordination  
☐ Courtesy  
☐ CTA Rules

Radio No. \_\_\_\_\_

Total Time  
Start \_\_\_\_\_ hrs Finish \_\_\_\_\_ hrs Total \_\_\_\_\_ hrs \_\_\_\_\_ mins

## **RATING SYMBOLS TO BE USED IN BOXES**

If instructed in a duty actually performed, rate performance using the following symbols:

- S - Satisfactory** - Measures up to standards  
**R - Required instruction** - Required instruction and is now Satisfactory  
**M - Marginal** - Falls short of standards after instruction. Needs more instruction and practice.  
**U - Unsatisfactory** - Continually falls far short of standards after repeated instruction.

If instructed in a duty not actually performed, enter a (✓) in the appropriate box. If not instructed in a duty, enter a (-) in the appropriate box.

**NOTE:** 1. All "U", "M" and "R" ratings must be explained in "REMARKS."  
2. Line Instruction Guide for Student Rapid Transit Operator gives standards expected during various phases of line instruction.

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Remarks: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Line Instructor \_\_\_\_\_ Badge \_\_\_\_\_

Instructor \_\_\_\_\_ Badge \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_

Action Taken \_\_\_\_\_