



Seattle Department of Transportation



King County
METRO

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RULEBOOK

FOR

SEATTLE STREETCAR



Effective: September 1, 2023

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Rulebook for Seattle Streetcar

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SAFETY

The mission of King County Metro Transit's Rail Division / Streetcar Section is to provide safe and reliable rail service to the Puget Sound region and a safe work environment for our employees. Employees and passengers are our most important asset, and safety and security are among our greatest responsibilities.

Accordingly, safety is a primary concern that affects all King County Metro Transit's Rail Division / Streetcar Section employees. Safety must always be the first consideration. Eliminating unsafe conditions and preventing accidents are the responsibilities of each employee.

All employees are required to conduct their duties safely with a focus on preventing injury to any member of the public, passengers, or another employee, damage to equipment or property, or degradation of any system safety device. Employees in doubt or uncertain in any situation must take the safest course of action and contact the designated authority. The safety of our passengers, employees and the public is the responsibility of all of us.

INTRODUCTION

This rulebook has three primary purposes:

1. To identify the Seattle Streetcar system's rules.
2. To aid in the understanding and instruction of these rules.
3. To provide direction to all employees and serve as a point of reference whenever questions arise on which is the correct course of action to be taken.

These rules apply to all King County Metro Streetcar employees and govern any and all activities on the Seattle Streetcar system.

Each employee is responsible to learn and understand the rules and maintain a thorough understanding of all procedures specific to individual work assignments.

Rail transit systems run on the operational discipline of the employees who perform the vital work of operating and maintaining the service. Therefore, adherence to rules assures a maximum level of safety and security for everyone. These rules are the foundation for a safe rail operation.

Employees are encouraged to direct questions about interpretation of the rules to their immediate Supervisor at any time. Suggestions designed to improve or clarify any rule should be submitted through the employee's Supervisor.

Ignorance of a rule or its meaning does not excuse negligence or failure to perform all required duties in a safe manner. Failure to comply with the rules as identified in this book, or violation of the rules contained herein, is a serious matter and shall be considered sufficient cause for discipline.

Seattle Streetcar rules must be used in conjunction with the approved Streetcar Standard Operating Procedures (SOPs), Standard Maintenance Procedures (SMPs), Train Orders, Special Instructions, Notices, Directives, Bulletins, and established policies.

This rulebook is the official resource for the proper operation of the Seattle Streetcar system. This rulebook is a dynamic document and will be subject to future revisions in accordance with SOP 100.01: Rules and Procedures Development, Issuance and Revision.

ACRONYMS

Seattle Streetcar Rulebook

Effective: September 1, 2023

AC	Alternating Current
DC	Direct Current
EB	Emergency Brake
FH	First Hill
FSB	Full Service Brake
KCM	King County Metro
LCC	Link Control Center
MPH	Miles per Hour
MB	Maximum Brake
OCS	Overhead Contact System
OMF	Operations & Maintenance Facility
PA	Public Address System
PEI	Passenger Emergency Intercom
PIU	Passenger Intercom Unit
PPE	Personal Protective Equipment
ROW	Right of Way
SDOT	Seattle Department of Transportation
SI	Sectionalization Insulator
SLU	South Lake Union
SMP	Standard Maintenance Procedure
SOP	Standard Operating Procedure
TPSS	Traction Power Substation
TWC	Train to Wayside Communications

DEFINITIONS

A – End: The end of the streetcar on which the pantograph is installed.

Accident: An unforeseen event or occurrence that results in injury that requires medical treatment or property damage.

Acknowledge: To respond appropriately when a message is received and understood.

B – End: The end of the streetcar without a pantograph.

Back-up: The operation of a train from the non-leading cab with the reverser in reverse.

Brake: A primary safety system designed to reduce the speed of a train.

Dynamic Brake: A primary braking system in which traction motors acting as generators provide braking action.

Friction Brake: A spring/hydraulic system, which applies stopping forces to brake discs on the truck axles (spring-applied/hydraulic-released).

Emergency Brake: The combination of maximum friction braking, sanding and track brake actuated by pushing the red mushroom button on the operator control panel.

Track Brake: An electromagnetic brake located between the wheels of each truck, which operates through direct contact with the running rail.

Bumping Post: A structure at the end of a track that prevents train movement past that point.

Cab: The operating compartment of a streetcar.

Cab Pass: A permit signed by the Chief allowing non-employees permission to ride in the streetcar cab while in service.

Close-up: The operation of two streetcars traveling in the same direction on the same city block as authorized by the Supervisor On-Duty.

Coast: A position on the master controller, in which neither power nor braking is commanded.

Contact: Any contact made with a person, vehicle, or object by a moving or stopped rail vehicle.

Coupler: A device for mechanically joining two streetcars.

Current of traffic: The movement of streetcars on a main track in one direction as specified by the rules.

Deadman Control: A spring loaded device incorporated into the master controller on each streetcar that must be held in the operating position to permit train movement and when released will bring the train to a safe brake stop.

De-energize: To remove electrical, pneumatic or hydraulic power.

Derailment: When a rail vehicle wheel departs the face of the rail.

Directive: An official document issued by the KCM Rail Division Director or the Streetcar Section Manager.

Diverging Movement: A rail vehicle movement from one track to another over a track switch set in the reverse position.

Dynamic Envelope: The required clearance for the Streetcar to proceed unencumbered due to loading, lateral motion, or suspension.

Emergency: A condition that results in injury to passengers, the public and/or employees, and/or damage to the equipment or property, or the immediate threat of injury or damage. On the radio, the word "PRIORITY" is used to report an emergency.

Employee in Charge (EIC): The designated KCM employee, with a current flagger certification and Streetcar ROW training certificate that is in charge of a work group. The EIC shall be assisted by flaggers when necessary.

Energize: To apply electrical, pneumatic or hydraulic energy to a part of a System.

Evacuation: The supervised de-boarding of passengers from a streetcar due to imminent danger.

Flag: A device (including cloth, light or marker) used for relaying information indicating condition(s) of the right-of-way.

Flagger: The individual designated to protect workers and equipment on or near the tracks and to ensure the safe passage of streetcars. The flagger may be the EIC or other personnel authorized by the EIC.

Fouling Point: The location beyond which rail vehicle movement, placement, or storage of equipment or personnel will physically interfere with movement on another track. At intersections, the nearside painted line of a crosswalk or cross-street curb line will be considered a fouling point.

Grade Crossing: A crossing used by vehicles, pedestrians or other modes of transportation over the track by a road or footpath.

Headway: The time separation between two scheduled streetcars traveling in the same direction on the same track.

Incident: An unforeseen event or occurrence.

KCM Rail Incident Commander: The first or most qualified KCM employee at the scene of an emergency incident coordinating all on scene communications and/or activities with outside emergency agencies, the LCC and other KCM personnel.

Link Control Center (LCC): The primary location for controlling, monitoring and dispatching the Central Link Rail system including rail operations in the Downtown Seattle Transit Tunnel (DSTT).

Lockout/Tagout: A procedure to safeguard workers from the unexpected energization or start-up of machinery or equipment. It may require the use of locks and tags, voltage testers, placement grounds, cables, strobes, cones, flags, or signs.

Mainline: Track(s) designated for passenger service extending through stations and terminals upon which trains are operated in revenue service.

Master Controller: The propulsion and braking device that the operator uses to control movement of the streetcar.

Normal Operations: Movement of streetcars over the mainline in an established current of traffic for that track.

Operator: The employee having direct control and responsibility for the safe movement of a rail vehicle.

Opticom: Device to control traffic and bar signals at locations equipped with an Opticom receiver.

Overhead Contact System (OCS): The overhead wires and equipment that distribute DC electric power from substations to streetcars.

Pantograph: The roof mounted device of a streetcar for collecting DC electricity from the OCS.

Platform: A streetcar stop for boarding and de-boarding passengers.

Public Address System (PA): An electronic audible system on trains used to convey verbal information to passengers.

Rail Card: A card that authorizes a Streetcar employee to engage in specific on-rail activities, for which they have been trained and certified.

Rail Vehicle: Any vehicle that has the capability to travel on railroad tracks including, but not limited to, streetcars and hi-rail vehicles.

Rail Vehicle Warning Devices: Devices such as a horn, bell, turn signals, or headlights.

Red Tag: A special attachment to any device to prohibit its use by anyone other than the individual who attached the tag.

Rescue Vehicle: Any vehicle sent to tow or push a disabled streetcar clear of the main track or sent to respond to assist a disabled streetcar.

Reverser: The streetcar control switch that allows the operator to select a direction of movement or place the vehicle in neutral.

Reverse Running: The operation of a train against the normal established current of traffic for a specific track.

Right-Of-Way (ROW): The area that extends 10 feet from the nearest rail and/or property that is dedicated to streetcar operations.

Route Request: The selection of a desired switch alignment by means of TWC.

Rulebook: A set of written regulations that governs Streetcar employees.

Safe Location: A location where the streetcar can be safely stopped and passengers can safely de-board. Whenever possible, station platforms shall be used as the primary egress location.

Safety Stop: A mandatory stop on the mainline at a designated location.

Shared Platform: A platform designed to berth both a streetcar and a bus simultaneously, allowing the safe egress of passengers.

Signal: A method or device that conveys information governing movement of rail vehicles.

- **Aspect:** The combination of color and position of a fixed signal light or lights, which conveys an indication as viewed by an operator or anyone on the ROW.
- **Audible Signal:** A signal indication, which is given by a horn or bell.
- **Bar Signal:** A fixed signal at the entrance to a track section governing train movement to enter that section. A bar signal may be located on either side of the track that it governs.
- **Dark Signal:** Any signal which does not display an aspect.
- **Fixed Signal:** A permanently located signal indicating a condition affecting the movement of a train.
- **Hand Signal:** A signal aspect used to govern train movement by the motion or position of a person's hand and arm.
- **Indication:** The information conveyed by the signal aspect.

Slow Zone: An area that may be defined by flags, signs and/or train order where train speed is reduced for track defect(s) or other reasons.

Special Instructions: Special Instructions are the official document used to notify employees of long-term restrictions and conditions affecting rail operations.

Special Work: Any location in the OCS where wires split, join together or cross the trolley overhead. This term also applies to track-work containing switches, frogs, etc.

Spin/Slide: A condition that exists when any wheel or axle on a streetcar travels at a different rate than any other wheel or axle.

Station: A place designated for the purpose of boarding and de-boarding passengers (also referred to as a "stop" or "platform").

Steep Grade: Any descending grade on the mainline or auxiliary track that exceeds 6% or greater.

Streetcar Operations Bulletin: An official document issued by the Streetcar Superintendent and/or Streetcar Chief to notify or remind employees of an administrative policy. Bulletins shall be numbered from January 1 of each year and remain in effect until cancelled.

Substation: A facility, also known as a Traction Power Sub-Station (TPSS), used to convert AC voltage to DC voltage for distribution to the OCS.

Supervisor On-Duty: The employee on duty having authority over all activities on the streetcar system at any given time.

Sweep: An inspection of the ROW performed by an operator or a qualified person to ensure the area is clear of personnel, equipment and defects.

Switch: A set of track components enabling train movement from one track to another.

- **Embedded Switch:** A track switch located in the embedded track.
- **Facing Point:** When viewing the switch, the points are facing towards the vehicle.
- **Manual Switch:** A track switch that must be operated by hand.
- **Misaligned Switch:** A switch that does not allow the safe movement of a train because of the position of the switch points.
- **Power Switch:** A power operated track switch that can also be operated manually. A Power Switch is not to be pushed or trailed through when not aligned for the designated route.
- **Spring Switch:** A spring loaded switch that automatically returns to a designated route.
- **Switch Point:** A tapered rail that is moveable and designed to fit against the running rail to route the streetcar straight through or to divert the streetcar onto another track.
- **Trailing Point:** When viewing the switch, the points are facing away from the vehicle.

Switch Iron: A tool to manually operate switches.

Terminal: The location at each end of the rail system where turn-back operations are normally made.

Timetable: A schedule listing the times at which streetcars are expected to depart from specific locations.

Track: Two adjacent running rails upon which the trains or other rail vehicles operate.

- **Auxiliary Track:** All tracks not designated as mainline, yard, or shop tracks.
- **Double Track:** Two main tracks for opposite current of traffic.
- **Embedded Track:** Tracks embedded in concrete with no visible ties.
- **Mainline Track:** Track on which revenue service is operated.
- **Shop Track:** All tracks located within the shop and up to the outer edge of the apron.

- **Tail Track**: A storage track connected to main track at one end.
- **Test Track**: A section of track with defined limits that is designated for testing.
- **Yard Track**: All tracks within the yard limits except shop tracks.

Train: Any combination of one or more rail borne vehicles combined to form a single operating unit (consist).

Train Order: Train Orders are the official document used to notify employees of short-term restrictions and conditions affecting streetcar operations.

Train to Wayside Communications (TWC): A two-way communications system between the streetcar and the signaling system.

Walk Around: A brief inspection performed prior to any train movement.

Work Zone: An area defined by flags, signs, and/or other appropriate warning devices and noted in a Train Order in which work adjacent to or in the right of way is being performed.

Yard: The location of tracks with defined limits used for repair, storage of cars or other purposes as prescribed by the rules.

SECTION 1

GENERAL RULES

100 APPLICABILITY OF RULEBOOK

All employees whose duties involve work within the right of way or movement of any train or other vehicle on the streetcar tracks shall be governed by the rules defined in the current Streetcar Rulebook.

101 POSSESSION OF OPERATING RULEBOOK

All operators must have a copy of the current Streetcar Rulebook in their possession while on duty.

102 TIMETABLE

All operators of vehicles who enter the mainline must have a copy of the current timetables in their possession and the timetables must be visible during revenue service hours.

103 REQUIRED ITEMS

All operators of vehicles who enter the mainline must have all required certifications and licenses, King County identification, a copy of the current train order and special instructions, a fully stocked accident kit, and a functioning portable radio in their possession. Operators are required to have their multi-factor authentication (MFA) fob in their possession while on duty.

104 KNOWLEDGE OF RULES, PROCEDURES, TRAIN ORDERS, SPECIAL INSTRUCTIONS, DIRECTIVES, AND NOTICES

Employees are responsible for understanding, obeying, and being conversant in all rules, procedures, train orders, special instructions, directives, and notices. If in doubt as to their meaning, employees shall consult with a Supervisor for clarification before taking any action they are unsure of.

A. Ignorance of the rules, procedures, train orders, special instructions, directives, and notices will not be accepted as an excuse for non-compliance or for neglect of duties.

105 MAINLINE TRACK, AUXILIARY TRACK AND YARD TRACK

The Supervisor On-Duty shall have authority over all rail equipment on the mainline, auxiliary tracks and yard tracks and over any activities that may affect rail operations. The Supervisor On-Duty shall have ultimate authority over all track movements in case of a hazardous condition on any track.

106 CERTIFICATION AND LICENSING

All employees whose duties require a Commercial Driver's License (CDL), Rail Card and Medical Certificate as required by KCM, shall be responsible for maintaining the validity of such certifications. It is the responsibility of the employee to have any such license and medical certificate in their possession while on duty.

- A. No employee shall operate any rail vehicle or rail equipment without having been certified on that piece of equipment except under the authorization of the Supervisor and/or under direct supervision of a certified operator, instructor, or supervisor.
- B. No employee shall operate over any portion of the rail system upon which they have not been trained and certified to operate.
- C. Employees who operate any rail vehicle are required to be recertified annually. Recertification requires a written examination based on the applicable rulebook and SOPs/SMPs and an onboard vehicle performance examination with a technical trainer or their designee.

107 INSUBORDINATION

Insubordination or refusal to obey a reasonable, lawful and safe order from management, the LCC or a supervisor is a serious offense that will result in disciplinary action, up to and including discharge.

108 [RULE NUMBER NOT USED]**109 FIGHTING**

Fighting is strictly prohibited and may be cause for disciplinary action up to and including discharge per KCM policy.

110 FIREARMS AND WEAPONS

Carrying of firearms or any other object considered a weapon is prohibited and may be cause for disciplinary action up to and including discharge per KCM policy.

111 SOLICITATION

Soliciting money or public support by employees for political, religious, social or other causes while on duty or while on Rail property is not permitted without written consent from the proper authority.

112 USE OF ANY PERSONAL ELECTRONIC DEVICES

While in the cab or operating any equipment, personal electronic devices must be turned off and stowed out of sight. The use, or appearance of such use, of personal electronic devices and/or accessories is prohibited.

113 READING ON DUTY

While operating any rail vehicle or equipment, operators may only read KCM materials associated with the performance of their duties. Such materials shall be read only when the streetcar or the equipment is stopped.

114 SUNGLASSES

Sunglasses may not be worn while operating rail vehicles from sunset to sunrise, if visibility is limited, or while in any covered, enclosed, or darkened area.

115 INTOXICANTS, NARCOTICS OR DRUGS

In accordance with KCM policy, the use, possession, or sale of alcoholic beverages, intoxicants, narcotics, marijuana or controlled substances by employees of KCM Rail who are subject to duty, or when on duty, is prohibited. It is the responsibility of the employee, before the start of duty, to advise their supervisor of any medication they are taking that may impair their performance.

116 BEVERAGES, FOOD OR TOBACCO

A. Employees are prohibited from smoking, chewing or spitting tobacco on any streetcar or KCM vehicle or in any area designated as a non-smoking area.

B. Employees shall not have open food or beverages in the train cabs at any time.

117 REPORTING FOR DUTY

It is the responsibility of employees to report for duty at the designated time and place.

A. The only authorized use of any Rail property, time or personnel must be in the transaction of KCM business.

B. Employees must not exchange their scheduled hours, assignments, or duties unless authorized to do so by management.

C. Employees shall not permit others, even though certified, to perform any part of the employee's assigned duties, unless authorized to do so.

118 OUTSIDE EMPLOYMENT

Employees shall not engage in any outside business or activity that may interfere with or have an adverse effect on the business of KCM or on the performance of their duties.

119 SAFEGUARDING PROPERTY

Proper storage and care in operation and use of City of Seattle and/or KCM equipment is the responsibility of each employee. Any abuse of City of Seattle and/or KCM equipment will result in disciplinary action. Employees shall report any damage or loss of equipment to a supervisor.

120 WATCHES

All employees whose duties affect the movement of streetcars on the mainline shall have an accurate watch in their possession while on duty.

A. Watches shall be checked with the master clock in the Dispatch area before going on duty. If the watch varies by more than 20 seconds, it shall be reset to the correct time.

B. Watches shall be shown to the Supervisor on request.

C. Smart watches are prohibited while operating the streetcar.

121 [RULE NUMBER NOT USED]**122 EMPLOYEE CODE OF CONDUCT**

Employees shall conduct themselves in a safe, courteous, professional and cooperative manner at all times.

123 SLEEPING PATRONS

Employees should cautiously attempt to wake passengers sleeping on streetcars without touching them. If unable to waken a sleeping passenger, the employee shall contact the Supervisor On-Duty for instructions.

124 INJURED OR ILL PERSONS

Employees shall immediately notify the Supervisor On-Duty of any persons on streetcars or in station areas that appear to be ill, intoxicated or injured and shall follow the instructions given by the Supervisor.

125 DISTURBANCES

Employees shall immediately notify a Supervisor of any disturbance observed on a streetcar, in station areas, ROW or on any other City of Seattle and/or KCM property.

A. The operator shall not attempt to physically eject any passenger from the streetcar. The operator shall contact the Supervisor On-Duty immediately if a passenger is creating an unsafe environment for themselves or passengers.

126 PASSENGERS WITH SPECIAL NEEDS

When requested, operators shall assist passengers with special needs. An operator shall not ask riders for proof of a disability.

127 INFORMATION TO PASSENGERS

Employees must respond to questions from passengers in a courteous, accurate, and complete manner. If the train is in motion, the operator shall politely tell the passenger a response will be provided when the train is stopped at the next station platform.

A. Operators are required to answer Passenger Emergency Intercom (PEI) calls as soon as safe to do so. The operator shall make at least two attempts to communicate with the affected PEI caller prior to closing the request.

128 NEWS MEDIA CONTACT

While on duty, employees shall refer all inquiries by members of the news media to KCM Public Relations. Employees are not to provide any comments or submit to any interviews with the media without authorization.

129 ATTENTION TO DUTIES

An employee's primary duty is to maintain rail service and focus on safety, service, and schedule. Supervisors, security personnel, and support personnel are on duty to attend to any situations that may occur.

130 HAZARDOUS MATERIALS

Operators observing persons attempting to bring hazardous materials onboard a streetcar shall make a PA announcement stating that it is illegal to bring hazardous materials onboard and that the streetcar cannot leave the station until the hazardous materials are removed. If the person does not comply, the operator shall remain at the station with the passenger doors open and call the Supervisor On-Duty to report the situation.

131 LOST AND FOUND

Per KCM policy, any article found while on City of Seattle and/or KCM property must be turned in to Metro's Lost and Found.

132 [RULE NUMBER NOT USED]**133 EMPLOYEE INJURIES**

Employees shall promptly report to the Supervisor On-Duty any industrial injury or occupational illness, regardless of severity. Employees must complete the appropriate incident report form and submit it prior to the end of their assigned shift or before leaving work.

134 HIERARCHY OF COMPLIANCE

Employees shall obey instructions, both written and verbal, issued by the Rail Division and Streetcar Section, including those of the LCC and Streetcar Supervisors. Written instructions consist of:

- a. Directives
- b. Notices
- c. Train Orders
- d. Special Instructions
- e. Rules
- f. Standard Operating and/or Maintenance Procedures
- g. Streetcar Operations Bulletins

In the case of conflict between any written instructions, each type takes precedence over those listed below it and is subordinate to those listed above it.

A. In case of conflict between written and verbal instructions, the verbal instructions will prevail.

B. In case of conflict between verbal instructions in the field and those of the Supervisor On-Duty, field instructions will be confirmed by Supervisor On-Duty before being obeyed.

135 OPERATOR APPEARANCE STANDARDS

Employees are expected to maintain a high standard of personal cleanliness and neatness. Any hairstyle that obscures vision is prohibited.

136 UNIFORMS

Employees designated to wear uniforms must report for duty in uniform with the proper rail ID card. While in uniform or a recognizable portion thereof, employees shall not patronize bars or liquor stores.

137 FITNESS FOR DUTY

Employees must be medically qualified to perform their usual and customary duties. Employees whose health becomes impaired to the extent that safety may be threatened must notify a Streetcar Chief or supervisor immediately.

SECTION 2

STREETCAR OPERATING RULES

200 RESPONSIBILITY FOR STREETCAR MOVEMENT

The person in charge of operating the streetcar has full responsibility for its safe operation. Operators must question and/or refuse any unsafe instruction. In case of doubt or uncertainty, the safest course must be taken.

201 PREPARING STREETCAR FOR SERVICE

Prior to leaving the yard, operators shall check their streetcars for defects and note any defects on the defect card. Car body damage, discharged fire extinguishers and/or any defect affecting safe operation of the car shall be reported to the Supervisor immediately.

202 OPERATOR RELIEF

Before being relieved, operators shall assure that the train orders, special instructions, timetable, portable radio and other necessary documents and equipment are in the cab from which the train will be operated.

A. The operator being relieved shall advise the relieving operator of any condition(s) that may affect streetcar operations, or any condition that affects the operation of a piece of equipment.

B. If the relief operator fails to appear at the scheduled time and place, the operator due to be relieved shall notify the Supervisor On-Duty immediately and continue in service until relieved.

203 ADHERENCE TO SCHEDULE

Operators may close passenger doors in advance of the scheduled departure time as long as the doors are enabled such that passengers may board or alight the streetcar. Streetcars shall not leave a station or terminal ahead of schedule unless directed by a Supervisor. Streetcars shall not be delayed unnecessarily.

204 EMERGENCY VEHICLES

When an emergency vehicle is seen or heard, operators shall stop their streetcar clear of intersections, if safe to do so, until emergency vehicles have passed.

205 FOLLOWING DISTANCE

Only one streetcar per track is allowed in any city block unless “close-up” is authorized by the Supervisor.

A. When authorized to “close-up,” streetcar speed shall not exceed 10 MPH when streetcars are less than 300 feet apart. Streetcars shall make a complete stop with at least 10 feet separating couplers. If it is necessary to get closer, and then streetcars shall proceed at no more than 3 MPH. Streetcars shall stop no closer than two (2) feet between ends of the cars.

206 OBSERVING DEFECTS

Operators shall be alert for and notify the Supervisor of defects on their streetcar, passing streetcars, and the ROW. ROW items include, but are not limited to, overhead wires, signals, tracks, switch points, exterior lights, station platforms and substations.

A. If an abnormal condition or problem makes the passage of streetcars unsafe, the streetcar shall stop, notify the Supervisor On-Duty, and follow instructions.

207 STREETCAR DOOR OPERATION

Passenger doors on the mainline shall be closed outside of the station platform except when authorized by a Supervisor.

A. Operators shall not open or release passenger doors until the streetcar has come to a complete stop. Prior to leaving a station, operators shall check the mirrors, close the doors, check the mirrors a second time and depart when safe to do so.

B. After disembarking passengers at terminal platforms, the operator shall close and release platform side doors.

208 ACCESS TO THE CAB

Only employees with a valid Rail Card and others as designated by possession of a cab pass shall be allowed in the cab. The operator must notify the Supervisor On-Duty immediately when there is a cab passenger.

A. Individuals riding in the cab must not distract the operator from the safe operation of the train.

B. It is the responsibility of operators to ask the cab passenger to leave if they feel it is a distraction.

C. Cab doors on the mainline shall be closed while the train is in motion, except when instructed by a supervisor or training personnel.

209 LEAVING THE CAB WHILE ON THE MAINLINE

While in mainline service, operators must notify the Supervisor On-Duty if they intend to leave the cab and state the reason for doing so. Once permission is given, the operator shall key down the train, take the portable radio and keys with them, and close and lock the cab door.

- A. Operators are exempt from asking for permission to leave the cab at terminal locations as well as when checking for passengers and lost and found items on revenue trains at the last station prior to entering the yard.
- B. At layover locations, operators shall leave the passenger doors released and cab doors closed and locked.
- C. When troubleshooting efforts require that the streetcar be keyed up, the Master Controller must be placed in FSB, the Reverser in "Off" position and key switch in "ON" position.

210 ACCELERATING AND BRAKING

Operators shall accelerate and brake trains smoothly to avoid injury or discomfort to passengers and to prevent wheel damage.

- A. Operators shall not increase speed coming out of curves until the train is completely on straight track.
- B. Operators must report any use of MB or the emergency brake mushroom to the Supervisor On-Duty.

211 PERSON ON THE TRACKWAY

Streetcars approaching a person on the trackway shall reduce speed and prepare to stop if the trackway is not cleared.

- A. The appropriate audible warning shall be sounded early enough to allow the person to move clear of the trackway.

212 STATION ANNOUNCEMENTS

Proper signage shall be displayed and station announcements shall be made for all stations.

- A. Operators of "out of service" trains shall make announcements to intending passengers that the train is out of service.
- B. Operators are not authorized to modify any volume settings in the passenger information system computer unless authorized by the Supervisor On-Duty.

213 DEADMAN CONTROL AND SAFETY DEVICES

- A. The deadman control must be engaged at all times when the train is in motion. Operators shall not hold the deadman control in the operating position by any means other than by their hand.
- B. Operators shall not disable the normal operation of any safety device without authorization from the Supervisor On-Duty.

214 BACKING UP OF A STREETCAR

Backing up of trains is only allowed when uncoupling or when an employee with a valid Rail Card provides assistance from the rear of the train.

- A. Outside of the yard limits, any back-up movement of trains must also be authorized by a Supervisor.

215 EXTERIOR LIGHTS

If the headlights fail during daylight hours, the streetcar shall proceed through grade crossings at cautionary speed. If the headlights fail when there is limited visibility such as nighttime or fog, the operator shall reduce speed and bring the streetcar to a stop at the nearest safe location and notify the Supervisor On-Duty immediately.

- A. High beam headlights shall not be used when they interfere with the vision of motorists or other streetcar operators.

216 INTERIOR LIGHTS

Interior lights shall be illuminated on streetcars at all times, unless parked in storage areas.

217 STATIONS

On the First Hill alignment, trains in revenue service must stop at all stations. On the South Lake Union alignment, trains in revenue service must stop at all stations with passengers present or requesting stops. The passenger doors shall be opened or released on the platform side only. If a train is significantly delayed at a station stop, the doors should remain closed and released to maintain onboard climate control.

- A. Unless required for an emergency evacuation or authorized by the Supervisor On-Duty, trains shall not stop to load or unload passengers at any location other than at stations.
- B. Rail employees may board or deboard trains at locations other than station platforms only when needed to conduct their immediate job duties and authorized by a Supervisor.

218 TRAIN ORDERS

Train orders are issued daily and entries are numbered consecutively beginning with the number "1." When a train order is canceled, the number may not be used again during the same calendar day.

- A. Train orders shall be brief and clear. They shall specify exact locations using readily identifiable reference points such as mileposts, stations, cross streets, switches or any other fixed point along the alignment.
- B. When a new train order or an amendment to a train order is required, a message will be broadcast by a Supervisor over the radio. Operators shall repeat the essential information to the Supervisor to make sure that the message is understood.
- C. When speed restrictions are specified by train orders, such restrictions supersede any designated speed in the affected area.

219 SPECIAL INSTRUCTIONS

Changes to the special instructions will be issued on Mondays effective at 0001 hours. If changes are required after that time, they will be carried in train orders for a minimum of seven (7) days until the following Monday. At that time, they will be included in the special instructions amendment for that date.

- A. When speed restrictions are specified by special instructions, such restrictions supersede any designated speeds in the affected area.

220 OCS SECTIONALIZATION INSULATORS AND SPECIAL WORK

Trains must coast through all sectionalization insulators and special work. Operators shall approach special work at cautionary speed (12 MPH) in both directions, except for the following locations:

- A. Operators shall approach the special work at 10th & Jackson (outbound) at on-sight speed not to exceed 7 MPH.
- B. Operators shall approach the special work at Westlake & Virginia (both directions) at on-sight speed not to exceed 7 MPH.
- C. Operators shall approach the sectionalization insulator at Fairview & Valley (both directions) at on-sight speed not to exceed 7 MPH.

221 BASIC SPEED RULE

The operator of the train shall at all times operate at a safe speed which is consistent with weather, visibility, traffic and track conditions, traffic signal indications, and signal indications.

222 ON-SIGHT SPEED

The operator of a train shall at all times operate at on-sight speed, the speed that allows the train to stop within $\frac{1}{2}$ the range of vision of another train, a stop signal, a misaligned switch, a track defect, or an obstruction.

223 OPERATING SPEEDS

The following are the maximum authorized speeds:

- A. Mainline Speed: On-sight speed not to exceed 25 MPH.
- B. Cautionary Speed: On-sight speed not to exceed 12 MPH.
- C. Auxiliary Track Speed: On-sight speed not to exceed 10 MPH.
- D. Merge Speed: On-sight speed not to exceed 15 MPH on merges.
- E. Steep Grade Speed: On-sight speed not to exceed 8 MPH.
- F. Curve Speed: On-sight speed not to exceed 7 MPH on curves.
- G. Diverging Speed: On-sight speed not to exceed 6 MPH.
- H. Yard Speed: On-sight speed not to exceed 6 MPH.
- I. Tail Track Speed: On-sight speed not to exceed 6 MPH.
- J. Shop Speed: On-sight speed not to exceed 3 MPH.

224 REVERSE RUNNING

Operators must receive permission from the Supervisor On-Duty to operate against the current of traffic.

- A. An employee with a valid flagger card must provide assistance when reverse running movement is made on tracks shared with vehicular traffic.
- B. Trains shall not exceed cautionary speed when reverse running.
- C. Audible warnings shall be used to alert motorists when reverse running.

225 STORAGE OF CARS ON MAINLINE OR AUXILIARY TRACK

Employees storing cars shall stop with the end of the car no closer than two (2) feet from the bumping post or from the car ahead. Employees storing cars shall ascertain that no one is in the car to be stored.

- A. Operators shall stop the streetcar no closer than two (2) feet from the bumping post or concrete island before changing cabs.

226 STREETCAR MOVEMENT

Employees shall not move, couple or uncouple trains before ascertaining that no one is under or about the car. No streetcar shall operate on the main track with the coupler extended.

227 IMPAIRED CLEARANCES

A. Operators shall be alert for persons between the track and stationary objects.

B. Operators shall be alert for vehicles, persons or objects within the dynamic envelope.

228 OPPOSING STREETCAR MOVEMENTS

No two streetcars shall simultaneously operate towards each other without authorization. Any operator seeing another streetcar on the same track with headlights on shall immediately stop, place the reverser in neutral, and notify the Supervisor On-Duty.

229 CIRCUIT BREAKERS AND SEALED SWITCHES

Employees shall not trip circuit breakers or sealed switches unless authorized by the Supervisor On-Duty.

230 SAFETY STOPS

All streetcars will stop at assigned safety stops. The First Hill alignment has two safety stops prior to entering a steep grade area:

1. Broadway and Alder Street inbound
2. E Yesler Way and 10th Ave South inbound

231 WATER OVER RAILS

All operators shall reduce streetcar speed to 3 mph when encountering water ¼" or more over the top of rail. If water accumulates more than 3" over the top of rail, all normal streetcar operations shall stop.

232 BERTHING MARKS

A. Operators shall align their shoulder with the platform berthing mark when making passenger stops.

B. When stopping at the Fairview Avenue platform, operators will confirm that the streetcar doors align with the rail openings on the platform.

C. South Lake Union operators may berth at shared platforms with a bus if there is sufficient room to clear intersections and crosswalks, and safely deboard passengers. The locations of shared platforms on the South Lake Union alignment are:

1. Westlake and Mercer Southbound
2. Westlake and Thomas Southbound
3. Westlake and Denny Northbound

233 LATE OPERATIONS

When a train is operating 10 minutes or more behind schedule, the operator shall notify the Supervisor On-Duty.

234 DEFECT CARDS

Each streetcar shall have a defect card filled out for each calendar day. If an in-service train has no defect by the end of day, the last operator of the day will note "No Defect" for that day on the defect card. All defects and vehicle mileage must be documented every day on the defect card. Defect cards shall be turned in at the end of the service day to vehicle maintenance personnel.

235 CAB WINDOWS

All cab windows must be kept clear of obstructions.

236 EXITING THE YARD

Operators must receive authorization from the Supervisor On-Duty prior to exiting the yard.

237 EXITING THE MAINLINE

Operators must receive authorization from the Supervisor On-Duty prior to exiting the mainline. Operators shall request yard track assignment at the terminal locations prior to exiting the mainline.

238 INTERSECTIONS

Operators must not enter an intersection unless there is sufficient room on the far side to allow complete clearance of the intersection and marked crosswalk.

239 SUNSHADES

Sunshades may not be used if there is limited visibility or while in any covered, enclosed or darkened area. Sunshades shall not be set to a level that blocks the operator's line of sight or reduces the operator's visibility.

SECTION 3

RADIO COMMUNICATIONS

300 COMMUNICATION MODE

Communication that affects streetcar movement will be by radio. Radio users shall repeat essential information to the Supervisor On-Duty to ensure the message is received and understood.

301 COMMUNICATIONS EQUIPMENT

Employees using communications equipment shall test such equipment at the beginning of their shift or first trip. Any defect observed shall be reported to the Supervisor On-Duty.

302 SETTING OF RADIO CONTROLS

Employees are responsible for proper setting of radio volume and channel controls.

303 USE OF RADIO

Employees shall not use radios for anything other than Rail business. Employees using radios shall speak in a clear and concise manner. There shall be no streetcar to streetcar radio transmissions except in emergencies or unless authorized by the Supervisor.

304 RADIO MONITORING

Unless otherwise directed by a Supervisor, radios shall be turned on, the volume set at a level that can be heard, and the proper channel selected whenever the operator is on duty or the train is keyed up.

305 ACKNOWLEDGMENT OF MESSAGES

When a Supervisor requests acknowledgment of a message transmitted to more than one streetcar, the acknowledgment shall be given in streetcar number sequence.

306 FALSE INFORMATION AND OBSCENE LANGUAGE

No employee shall knowingly transmit any false information or obscene language by radio.

307 TRANSMITTING

Before using the radio, employees shall monitor radio usage for a sufficient amount of time so as to determine that the channel is not in use, particularly for emergency traffic. Emergency traffic has priority for use of radio channels.

308 IDENTIFICATION

All persons making radio transmissions shall identify themselves by proper streetcar number/radio call numbers and report their direction of travel and/or location.

309 LOSS OF COMMUNICATION

If there is a loss of communication between the operator and the Supervisor, the operator shall follow all applicable rules and procedures and make every reasonable effort to contact a Supervisor. If a loss of communication occurs during an emergency, the train shall stop and hold at the nearest safe location until communication is established by alternate means.

SECTION 4

SIGNALS

400 STOP INDICATIONS

When any signal displays a “stop” indication, the train shall be stopped before passing the signal and shall not proceed until receiving a proceed signal aspect or authorization, either verbal or written, from the Supervisor.

- A. If a signal remains at “Stop” for longer than two (2) minutes, the operator must notify the Supervisor On-Duty.
- B. If the Supervisor On-Duty authorizes an operator to bypass a stop signal prior to reaching the stop signal’s location; the operator must stop the train at the stop signal and proceed only when safe to do so.
- C. The Supervisor On-Duty shall only authorize operators to bypass stop signals when safe to do so.
- D. Right turns on red traffic signals are prohibited.

401 HAND SIGNALS

Hand signals governing train operation are indicated in Rule 409. Signals may be given by hand, proper flag or lantern. Operators shall acknowledge all hand signals by use of the train horn.

402 GIVING AND RECEIVING HAND SIGNALS

Hand signals shall be given from a point where they can be plainly seen and in such a manner that they cannot be misunderstood.

- A. If there is any doubt as to the meaning of a hand signal, or for whom it is intended, it shall be regarded as a “stop” signal.
- B. When it is necessary to signal a train by using hand signals, the person giving the signal shall continue the signal until the signal has been acknowledged with an appropriate response.

403 OBSCURED VIEW OF HAND SIGNALS

When the operator enters an area that is under control of hand signals, the disappearance from view of the person controlling the movement shall be regarded as a “stop” signal.

404 NIGHT HAND SIGNALS

Between sunset and sunrise or during times of limited visibility, hand signals will be given by light or lantern.

405 USE OF RED FLAG OR RED LIGHT

The use of a red flag or red light can only be used as a stop signal. Operators must not accept any other signal given with a red flag or red light.

406 OTHER STOP SIGNALS

Any object waved violently by any person on the ROW or station shall be treated as a stop signal.

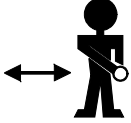

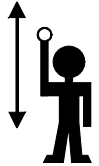

407 OVERRUN OF STOP INDICATION

Operators must immediately report an unauthorized overrun of a stop indication after bringing the train to a safe stop. The train must not be moved until authorized by the Supervisor On-Duty.

408 FLARES

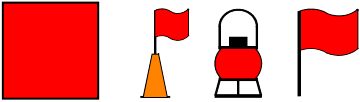
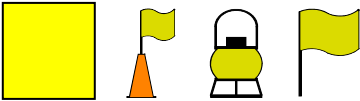
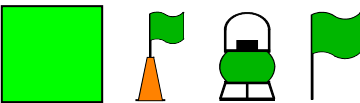
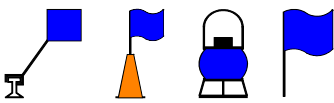
Outside agencies such as police or fire departments may use flares to protect locations where a hazard exists. If a lighted flare is placed within the ROW, Operators shall stop the train immediately and contact the Supervisor On-Duty for instructions.

HAND SIGNALS**409 HAND SIGNALS** – Authorized hand signals are as follows:

RULE	ASPECT	INDICATION
409 A	Swung at right angle to the track 	Stop
409 B	Slight vertical movement at arm's length at right angle to the track 	Reduce Speed
409 C	Raised and lowered vertically. 	Proceed
409 D	Swung slowly in a circle at right angle to the track. 	Back Up

LIGHT AND FLAG SIGNALS

410 LIGHT AND FLAG SIGNAL COLORS – Authorized colors for flags or lights are as follows:

RULE	COLOR	INDICATION
410 A	<p style="text-align: center;">Red</p> 	<p style="text-align: center;">STOP</p> <p>Definition: Train shall be stopped prior to reaching the light or flag.</p>
410 B	<p style="text-align: center;">Yellow</p> 	<p style="text-align: center;">PROCEED AT CAUTIONARY SPEED</p> <p>Definition: Speed shall be Cautionary Speed prior to reaching the light or flag unless instructed otherwise.</p>
410 C	<p style="text-align: center;">Green</p> 	<p style="text-align: center;">PROCEED</p> <p>Definition: Maintain appropriate speed or resume normal operation when the front of the train reaches the light or flag.</p>
410 D	<p style="text-align: center;">Blue</p> 	<p style="text-align: center;">DO NOT MOVE CARS</p> <p>Definition: Workers in, under, or about the streetcar are protected by this light or flag.</p>



411 CONES



























Except in an emergency, cones shall not be used as a signal. Under normal circumstances, a flag or light must be used with cones.

412 TEMPORARY SIGNALS

The Supervisor On-Duty may impose temporary signals. The Supervisor On-Duty shall notify all operators of the location and meaning of the signal and provide the appropriate instruction.

AUDIBLE SIGNALS

413 BELLS AND HORN SIGNALS – Authorized audible signals are listed below. A blast of the horn or bell is indicated by  (horn) or  (bell).

RULE	AUDIBLE SOUNDS	INDICATION
413 A	 (1)	Acknowledgment of a stop hand signal indication.
413 B	  (2)	Answer to a proceed or reduce speed hand signal.
413 C	  (2)	Before making a forward movement.
413 D	   (3)	Before making a backup movement, or to answer a backup hand signal indication.
413 E	    (4)	Call for signal.
413 F	   (multiple)	To be sounded at station platforms
413 G	   ... (multiple)	To be used at station platforms if the bell signals (413 F) is not sufficient.
413 H	    (continuous)	To be used when passing workers on the right of way, passing standing streetcars, and as a warning to people or vehicles on or near the track.
413 I	    ... (continuous)	To be used when passing workers on the right of way, passing standing streetcars, and as a warning to people or vehicles on or near the track. To be used if the bell signals (413 H) is not sufficient.

414 BELL SWITCH

Operators are required to have their bell switch set to high from 0600 – 2200 and set to low from 2200 – 0600.

415 UNNECESSARY USE OF HORN OR BELL

Unnecessary use of the bell or horn is prohibited.


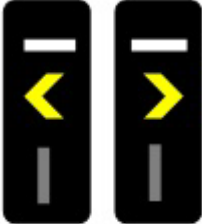
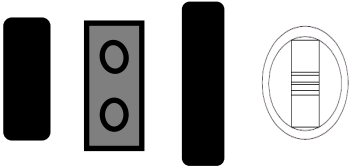

416 BELL OR HORN FAILURE


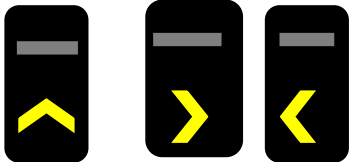

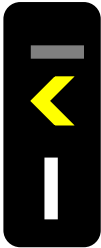
In case of bell or horn failure, the operator shall notify the Supervisor On-Duty immediately. If the streetcar is operated with an inoperable horn or bell, grade crossings shall be crossed at cautionary speed.

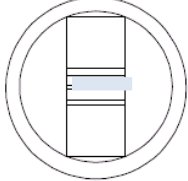
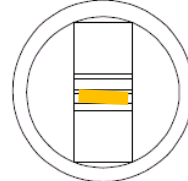
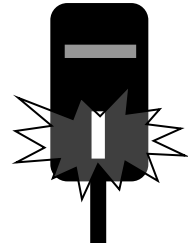
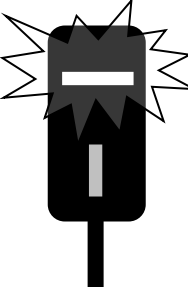
BAR SIGNALS

417 BAR SIGNALS

Authorized Bar Signals are as follows:

RULE	ASPECT	INDICATION
417A	<p>LUNAR/AMBER BAR – HORIZONTAL</p> 	STOP
417B	<p>LUNAR BAR – HORIZONTAL AMBER ARROW</p> 	STOP
417C	<p>ANY DARK OR MALFUNCTIONING SIGNAL</p> 	STOP
417D	<p>LUNAR BAR – VERTICAL</p> 	PROCEED

RULE	ASPECT	INDICATION
417E	<p>AMBER ARROW- STRAIGHT LUNAR BAR – VERTICAL</p> 	PROCEED
417F	<p>AMBER ARROW STRAIGHT, RIGHT, OR LEFT</p> 	PROCEED IN THE DIRECTION OF ARROW
417G	<p>AMBER ARROW – RIGHT LUNAR BAR – VERTICAL</p> 	PROCEED RIGHT ON DIVERGING ROUTE
417H	<p>AMBER ARROW- LEFT LUNAR BAR – VERTICAL</p> 	PROCEED LEFT ON DIVERGING ROUTE

RULE	ASPECT	INDICATION
417I	<p>SWITCH POSITION GROUND INDICATOR WHITE</p> 	STRAIGHT
417J	<p>SWITCH POSITION GROUND INDICATOR AMBER</p> 	DIVERGING
417K	<p>FLASHING LUNAR BAR VERTICAL</p> 	PROCEED PREPARE TO STOP
417L	<p>FLASHING LUNAR BAR HORIZONTAL</p> 	STOP PREPARE TO PROCEED

418 BAR SIGNAL ROUTING INDICATIONS

If a bar signal is providing a proceed indication for anything other than the route authorized per the timetable, train order, special instruction, or Supervisor instructions, the operator shall stop prior to the bar signal and notify the Supervisor On-Duty.

419 DARK OR MALFUNCTIONING BAR SIGNALS AT INTERSECTIONS

The first operator encountering a dark or malfunctioning bar signal shall stop prior to the affected bar signal and notify the Supervisor On-Duty immediately. The Supervisor On-Duty shall provide instructions to all operators on what action to take at the affected bar signal. With authorization from the Supervisor On-Duty, operators will adhere to the following applicable rules:

- A. The Supervisor On-Duty may authorize rail vehicle movement past the bar signal if safe to do so. The operator must assure it is safe to proceed.
- B. If the proceed bar signal fails to appear, the operator shall sound the horn and proceed with parallel auto traffic on a green signal when safe to do so.

420 TRAFFIC SIGNAL MALFUNCTIONS

Operators shall report any signal malfunction to the Supervisor On-Duty.

- A. The Supervisor On-Duty may authorize rail vehicle movement past the traffic signal if safe to do so. The operator shall sound the horn and proceed with parallel auto traffic only when safe to do so.
- B. When auto traffic signals are dark or displaying a four-way flashing red, operators shall treat the intersection as a four-way stop. The operator shall sound the horn and proceed with parallel auto traffic only when safe to do so.

421 SIGNS

Signs posted on the ROW shall be observed and obeyed.

- A. Any damaged or imperfectly displayed signs shall be reported to the Supervisor On-Duty immediately.

422 UNAUTHORIZED EMPLOYEES

Unauthorized employees shall not tamper with any sign or component of any signaling system.

SECTION 5

SWITCHES

500 OBSERVANCE OF SWITCH POINTS

Operators shall ensure that both switch points are properly aligned for the route desired before proceeding through the switch.

501 INSPECTING A SWITCH

After a switch has been aligned, the employee requesting or aligning the switch shall examine the switch points to assure that they are correctly aligned for the route desired.

502 TRAILING POINT SWITCHES

When making a trailing point movement through a switch, the streetcar must not make a reverse move and change directions until the entire consist has passed through the entire switch.

503 MISALIGNED SWITCHES

A streetcar shall not be operated through a misaligned switch.

504 FOULING POINT

Trains shall not be left standing between the fouling point and the switch points at any time.

505 MAINLINE SWITCHES

Employees shall not change the position of any mainline switch except as scheduled or when directed by the Supervisor On-Duty.

506 DAMAGED SWITCHES

If a switch is damaged, operators shall stop short of the switch and notify the Supervisor On-Duty immediately. A damaged switch shall be protected by red flag, flare or flag person until repaired.

507 ALIGNING A SWITCH

A switch shall not be aligned, or a route requested, while any portion of a train is standing or moving over it.

508 SANDING OVER SWITCHES

Manual sanders must not be used when passing over switches.

SECTION 6

PROTECTION OF EMPLOYEES ON THE RIGHT OF WAY

600 WORKING ON THE ROW

KCM Rail personnel entering the ROW, or within 18" of the platform edge, shall wear a high visibility safety vest and have a current ROW training certificate if necessary. Workers must obtain permission from the Supervisor On-Duty before entering the ROW. All personnel shall notify Supervisor On-Duty prior to entering the ROW and once clear of the ROW.

A. An operator observing personnel performing work on the ROW without prior notification from the Supervisor On-Duty shall stop and notify the Supervisor immediately.

601 WALKING ON THE ROW

Personnel walking on the trackway, unless doing track inspection with vehicle protection, shall walk facing on-coming traffic for that specific track. Personnel shall expect trains to operate on any track in either direction at any time. They shall not walk between rails unless necessary to carry out their work and only when authorized by the Supervisor On-Duty.

A. Upon approach of a train, personnel shall move out of the trackway. When personnel and equipment are clear of the track, they shall give a "proceed" signal to the operator. If the personnel cannot reach a safe location, personnel must give a stop signal to the operator.

B. Operators shall call for a signal when approaching personnel on the right of way. Unless a "reduce speed" or "proceed" hand signal is given, operators shall stop prior to reaching personnel on the trackway. The Supervisor On-Duty shall be notified when personnel fail to give a signal.

C. If two opposing trains are approaching a person who is between the tracks where there is not sufficient room to safely remain while the trains pass, both trains shall stop to allow the person to reach a safe place.

602 PROTECTION OF PERSONNEL AFTER DARK

When personnel are on the right of way after dark, the area should be lit with adequate lighting and at least one member of the crew must be assigned the responsibility to provide a hand signal with a lighted lantern or flashlight to approaching trains. When the personnel and equipment are clear of the track, a proceed hand or light signal shall be given to the approaching train.

603 MAINLINE CAR REPAIR PROTECTION

Prior to repair work being performed to trains on the mainline, the Supervisor On-Duty shall be notified and work performed must be coordinated directly with the Operator. The operator must remain in the cab unless instructed otherwise.

A. If responding technicians are not in direct communication with the operator, blue lights shall be placed at each end of the train in a visible location and the master controller handles shall be blue-tagged by the person performing the repair.

B. Blue lights and blue tags shall be removed only by the person who placed them or their designee.

C. The operator shall notify the Supervisor On-Duty prior to proceeding.

604 ELECTRICAL SAFETY

Employees shall consider any electrical wire, OCS, or apparatus to be energized (live) at all times. Employees shall never allow any part of the body, article of clothing, or objects being carried to come within ten feet of the OCS or in contact with live electrical equipment or circuits, unless working under power on/power off clearance.

605 RADIOS

All persons conducting business on the ROW must have a portable radio or be accompanied by a KC employee with a portable radio. The appropriate radio frequency must be monitored to ensure they remain aware of train movements and other activities on the rail system.

SECTION 7

MAINTENANCE BUILDING AND YARD

700 PROTECTION OF WORKERS

Anytime maintenance is being performed, the master controller handle shall be tagged with a blue tag in both operating cabs. If work is performed outside of the shop, blue flags/lights must also be placed at each end of the train by the person performing the work.

- A. Blue lights shall be removed only by the person who placed them or by a Supervisor following a brief investigation to determine why the protection was not removed.
- B. Streetcars protected by red tags on the master controller and/or blue flags/lights shall not be moved or coupled while protected.
- C. When passing streetcar(s) on the adjacent track, continuous bell warning shall be sounded until completely past the streetcar(s).

701 STORAGE OF CARS

Employees storing cars on any track in the yard shall stop with the end of the streetcar or couplers no closer than two (2) feet from the end of track or of the car ahead.

702 WALK-AROUND

Employees shall not move, couple or uncouple unattended cars in the yard before completing a walk around of the cars to ensure that there are no obstructions to streetcar movement and no one is in, under, or about the car(s).

703 YARD OPERATION

Trains must be brought to a stop approximately six feet from the roll-up shop door.

704 YARD COMMUNICATIONS

Employees working within yard limits must have a working radio and must monitor the proper channel.