



TWO BELLS

**The occasional newsletter of the
Operations Department of the
Pennsylvania Trolley Museum**

February 2016

<http://myptm.info/>

Operations Schedule
Operating Policies & Procedures
Operating Orders
Operations Department Forms
Log In Required

Spring Training

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Sign-up Now

Revenue, Maintenance, Student Operators, Tour Guides
And Instructors
Mandatory Child Abuse Clearances
by Lynne Thompson

I have been asked many questions about the volunteer clearances for operators and tour guides this year.

The biggest one is “why?”

Pennsylvania laws have changed. While I doubt operators will often be alone with kids, this will cover us if it happens: Say a Mom or Dad takes one child to the bathroom and leaves the other on the tour with you. We are asking all our operators and tour guides who have direct contact with the public to get one of the following background checks, also know as clearances. The first one (free) is the easiest, the second one is also free and if you are involved in other volunteer organizations (scouts or church) you may be required to have it as well.

**If you live outside the Commonwealth of Pennsylvania
please contact Lynne immediately.**

For those of you from Pennsylvania; you may obtain your free
criminal record check through this website:

<https://epatch.state.pa.us/Home.jsp>

We also accept PA state child abuse clearance (also free) through:

<https://www.compass.state.pa.us/cwis/public/home>

The child abuse clearance is a more complicated form
but they are very helpful if you call.

**Need Help? Contact the CWIS Support Center at
1-877-343-0494**

They will even talk you through it as you do it on line.

Lynne Thompson
educator@pa-trolley.org
(724) 228-9256

We are asking you have this completed by April 30, 2016.

There is a change to the process of signing-up for requalification. If you need to use a credit card please contact Lynne at educator@pa-trolley.org or 724-228-9256, not Kris the Business Manager. Checks may be sent via Dennis Cramer, where your form should also be sent. Note that *checks are preferable* because the museum has fees with credit card processing per transaction.

PENNSYLVANIA TROLLEY MUSEUM OPERATOR TRAINING 2016



Enrollment
January 15- April 8, 2016



Requalification for returning revenue operators, maintenance, and those student operators who are actively working toward revenue status will be conducted in April. All operators will pick a date, as well as a second choice. Instructors do not need to return this form, you will be contacted at a later date. Class size is limited to fifteen (15) operators. The cost is \$10.00. Preference will be given to those living farthest away from the museum. If you turn 65 before May 1, you must submit a certificate of visual acuity and then every other year thereafter. (65-67-69-71-73-75-etc.)

Please identify your first and second date choice and your operating classification. You will receive confirmation from me once I have your form, but no sooner than January 15.

Mail to: PTM Operator Training, Dennis Cramer, 147 Sherwood Drive, Kittanning, PA 16201
Make checks payable to: Pennsylvania Trolley Museum
Contact educator@pa-trolley.org to use a credit card or pay cash in person

PLEASE PRINT CLEARLY

Name _____ Member Number _____

Address _____ Phone _____

City _____ State _____ Zip _____ Cell Phone _____

Email _____

Birthday (M-D-Y) _____

OPERATION CLASSIFICATION
Revenue Maintenance Student

RETURNING (\$10) Choice

Fri Apr 1 9:00-4:00 _____

Sat Apr 2 9:00-4:00 _____

Sat Apr 9 9:00-4:00 _____

Sun Apr 10 9:00-4:00 _____

**THERE WILL BE A 30 MINUTE LUNCH BREAK
LUNCH WILL BE PROVIDED**

**RETURNING OPERATORS
BRING YOUR RULEBOOK, TRAINING MANUAL &
TOUR GUIDE MATERIALS WITH YOU
Rulebooks may be printed from the Operations Website**

Nachod Block Extended Through Richfol

Power and Signals began extending the Nachod Block through the Richfol Platform area at the end of 2015. Under normal operating conditions, the operator coming from County Home Siding will encounter a Nachod Signal at Museum Road. They will treat this as any other Nachod Signal.

Four new contactors were added:

One on the mainline at County Home Siding.

One on County Home Siding

One on the shop lead.

One on the carbarn lead.

Each will check a car in or out of the block.



For instance, if you are inbound at County Home you check inyour signal and the one at Richfol will be amber. The light at Fairgrounds will be red.

If you exit the main to either the car house or shop, you check out and the lights return to dark (presuming there are no other cars in the block)

Similarly, if you leave the shop or carhouse (outbound), you check in, making the 'new' Nachod and the one at Richfol red, and the light at Fairgrounds amber.

Once you operate beyond the contactor located past the siding clearance light, you exit the block and all lights go dark.

Operators will need to be able to distinguish between Nachod Contactors and Electric Switch Contactors at County Home.

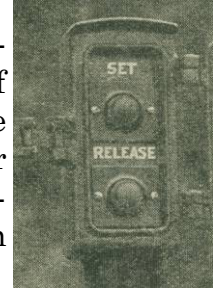
The change will be covered in **2016 Return Operator Training**.

**The Highway Crossing Signals are still activated
by the overhead contactor located near the substation.
There is no change in how this works.**

Nachod Block Extended Through Richfol

There will be times during certain special events that a short turn of a car may be required at Richfol. This will require the operator to use the Nachod Reset Push Buttons.

407. Nachod System Reset Push buttons: A set of push button is located in a locked box at each Nachod relay case. The purpose of these push buttons is to reset the system after a fault or to provide protection for turn-back moves at Richfol. Before operating either push button, contact the Dispatcher or other authority for permission to assure that there are no opposite-bound cars approaching on the single track block.



407a. **RELEASE:** The RELEASE push button will decrement the counters one position for every push if either counter is advanced beyond the neutral (dark) position. To clear the signals, operate the RELEASE push button until the signal goes DARK.

407b. **SET:** To obtain a permissive signal to enter the single track, operate the SET push button once, if your car has already passed the check-in contactor. NOTE: If the SET push button is operated before the car passes the check-in contactor, an extra car will be "counted in" and as a result, the signals will once again produce a system fault.

407c. **TURNBACKS:** Cars changing direction at Richfol must press the release button to "cancel out" the protection previously established. Press RELEASE only until the light goes dark.

The operator will need to exit the car to access the Nachod System Reset Push Buttons.

Survey

You may have noticed the survey put together by the Operations Department on the [Operations Website](#). The department would like to have you give your honest answers to help us better serve you, the volunteer.

Rulebooks

Several of us have been working to have a new Rulebook ready to print this Spring. The most current version is located on the Ops Website until that time.

**Pennsylvania Trolley Museum
Operations Department
GENERAL NOTICE**

General Notice 1601
February 1, 2016

New procedure for storing car control handles

Ammunition cans have been installed on all cars in the operating fleet.

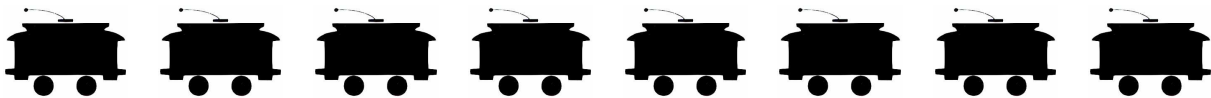
The can will be used for storage of control handles. The bins in the substation will no longer be used.

The ammo cans will be found in the same area of the car as the fire extinguisher and/or accident kit. Exceptions will be noted as required.

It remains the crew's responsibility to be responsible for the handles, and to return them to the box at the end of the operating day. The box lid should be closed with the latch provided. No other materials are to be placed in the box.

Your cooperation in utilizing this new system will be appreciated.

Chris Walker
Operations Manager



A form detailing the location of these cans is being developed and will be available before the operating season begins in March.

In most cases the cans are located near the emergency kit or fire extinguisher.

On PCCs...save 2711...they are to the left of the operators seat

On 2227 and 4398 they are simply in the operators area.

**PTM Operations Department
Monthly Passenger Car Usage Report
October, 2015**

Car	Dates Utilized	Miles	2015 Total
14			1134
66			268
78	4,23,24,25,27,28,29,30,31	220	1,158
N832	3,9,10,11,14,16,28	158	616
1711	17,18,24,25	164	746
1758			1240
2227			404
2711	3,20,24,25,27	40	496
3756			28
4004	31	3	335
4145			4
4398	2,3,4,7,9,10,14,15,16,17,18,20,21,22,23,24,25,31	582	1,617
5326	7,11,15,23	86	178

**Monthly Passenger Car Usage Report
November, 2015**

Car	Dates Utilized	Miles	2015 Total
14	6,8,14	58	1134
66	14,28	32	268
78	1,7,13,14,21,22,28	92	1,158
N832			616
1711			746
1758			1240
2227			404
2711			496
3756			28
4004			335
4145			4
4398	1,6,19,20,21	60	1,617
5326			178

October total 1253

Year to Date 8594

November total 242

Year to Date 8836

Hotel Options for Volunteers



Now we have a new hotel offering us a great volunteer rate!

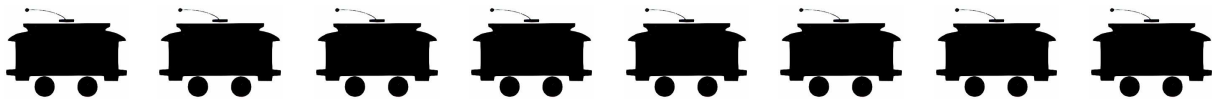
Country Inn & Suites by Carlson

www.countryinns.com/patrolley

Volunteers will be able to book their reservations from that website or they may call the hotel at 724-884-1450 and mention they are with the Trolley Museum. They may also call 1-800-456-4000, mention they are with the trolley museum and they will get the 25% discount.

Microtel

Microtel is minutes away at 501 Racetrack Road, Washington. They will continue to offer rooms at \$75 per night flat rate through this year for double occupancy. This includes continental breakfast and is a 25% discount. Volunteers need to call 724-705-7676 to make their reservation and mention the PA Trolley Museum rate. Cancellation needs to be at least 24 hours in advance.



Training Dates

Training is a valuable tool. This year we will focus on the new Nachod Block, Tour Guide Training, the new procedure regarding control handles and the use of the Automatic External Defibulator. Training is required of all Maintenance, Revenue and Student Operators on a yearly basis. Exceptions may be made to those whom live over 100 miles away from the museum, but other than that, you should make every attempt to attend. Send your form in today. **FREE LUNCH**

As of February 6 - April 1 (10 slots filled) April 2 (2 slots filled)
 April 9 (4 slots filled) April 10 (2 slots filled)