



TWO BELLS

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

March 2012

<http://myptm.info/>

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Spring Training

Time is running out and the classes are filling. If you wish to have your first choice, you should send your training registration materials in today. Here are the remaining slots as of February 29. Note the application deadlines on the form on Page 3 of this issue.

March 24	3 slots open
March 25	6 slots open
April 13	2 slots open
April 14	8 slots open
April 15	12 slots open

We have reprinted some rulebooks, so if you happen to have misplaced yours, you will be issued a new rulebook. Just a reminder: Rule A under General Operating Rules states you must have the Rulebook in your possession while operating or acting as a conductor.

As you can see on the front page, Instructors for 2012 have been selected. Mr. Walker put this in a note to the Instructors from 2011:

“In December 2011, the Department sent out a letter to all current Supervisors requesting that they reapply for the positions of Dispatcher and Instructor. The due date for application for these positions was set as January 13, 2012. Following that date, everyone who applied was sent an exam which had to be returned by January 31. The test was created by Mr. Hannegan, and was taken by Messrs. Carpenter, Cramer, Hannegan, Windle and myself to formulate a base of answers from which to work.”

“Ed Lybarger and Jim Herron have volunteered to forgo their positions for this year; I want to take this opportunity to thank them for their service to Instruction and to Operations in general. I look forward to working with them in the future at the museum.”

If you are over 65 and did not submit a visual acuity form from your eye doctor last year, you need to do that this year. Have him or her sign a statement attesting to your visual acuity. Bring the statement with you to training to update your folder. Everyone should bring their current Driver's License.

http://www.dmv.state.pa.us/pdotforms/dl_forms/dl-102.pdf

If you have any questions concerning Returning Operator Training, please contact Chris Walker, Operations Manager. ctwalker87@gmail.com

**PENNSYLVANIA TROLLEY MUSEUM
 OPERATOR TRAINING 2012
 147 SHERWOOD DRIVE, KITTANNING, PA 16201
 724-548-5225 trombone@windstream.net**

**Deadline for March 24 & 25 postmarked by March 17
 Deadline for April 13, 14 & 15 postmarked by April 6**

Requalification for returning **maintenance** and **revenue operators** and those **student operators** who are actively working toward revenue status will be conducted in March/April. Returning operators will pick a date, as well as a **second choice**. Class size is limited to fourteen (14) operators. The cost is \$10.00. Preference will be given to those living farthest away from the museum. If you are 65 or older, you must submit a certificate of visual acuity every other year. Please identify your first and second date choice and your operating classification. (Regular-Maintenance-Student)

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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

Name _____ Member Number _____
 Address _____ Phone _____
 City _____ State _____ Zip _____ Cell Phone _____
 Email _____

RETURNING (\$10) Choice

Sat Mar 24 10:00-4:00 _____

Sun Mar 25 10:00-4:00 _____

Fri Apr 13 10:00-4:00 _____

Sat Apr 14 10:00-4:00 _____

Sun Apr 15 10:00-4:00 _____

OPERATION CLASSIFICATION
R M S

THERE WILL BE A 30 MINUTE LUNCH BREAK ALL TRAINEES SHOULD BRING THEIR LUNCH

RETURNING OPERATORS BRING YOUR RULEBOOK & TRAINING MANUAL WITH YOU Rulebooks may be printed from the Operations Website
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“Hello”
from
Your Volunteer Coordinator

Who is the voice on the other end of the line or who are you emailing to schedule your operator hours? Hi, that would be me, Lynne Thompson, the educator/volunteer coordinator; I started at the museum last September. I'm very happy to be a part of the Trolley Museum team. If we haven't met I look forward to meeting you in person this season. I wanted to take the time not only to introduce myself, but to keep everyone informed.

Currently, we are trying to build our pool of operators and other volunteers. A FAQ session is planned for Tuesday April, 4th at 7 pm for new operators. On Wednesday April, 18th we are having a Volunteer Open House from 1-4 pm. Part of the plan for recruitment is getting your friends and families involved. It is no secret that the best resource for volunteer recruiting is through volunteers! How can you help? Introduce someone new to the museum, bring a friend for the day or put them in touch with me. As the museum grows, we need more great people like you to be a part of it.

The 2012 schedule is posted on the volunteer page and you will notice whenever we can there will be 3 crew members scheduled to give operators a break in their day. Also, if you would be interested in working part of a shift or if you are qualified and want to do the TDB tour let me know. If being trained to do TDB tours interests, you get in touch with me. We are working on tour guide training and there will be more information on that soon.

This year I will be working on a new oral history project for 2013 exhibit called Streetcar Stories. We want to preserve the trolley memories of people who rode the interurbans here in Washington County. Do you know of anyone with memories from over 60 years ago, when you could see trolleys on the streets of places like Canonsburg and Charleroi? Next year the museum will be celebrating a milestone as well, do you know how many years...?

I want to thank the Operations Department for letting me contribute a little something to Two Bells. I look forward to meeting everyone in time. Thank you for all your help and dedication and mark your calendars for Saturday April 28 for our Volunteer Banquet.

You can contact me at the museum
724-228-9256 or educator@pa-trolley.org.

Pennsylvania Trolley Museum

Operations Department Policy

No. 1

OPERATOR TRAINING

In order to ensure an adequate staff of qualified streetcar operators for each season, Operator Training is offered in the spring of each year. Re-qualification sessions for returning operators are held prior to the beginning of each new museum season. Student operators actively working toward fully qualified operator status will re-qualify at this time.

New operator training is offered to current Voting Members in good standing, age eighteen and up, and consists of classroom instruction and actual streetcar operation under the guidance of a qualified instructor. A minimum of three days of instruction is required, additional time as needed. Student operators must complete fifteen days of service under the guidance of a fully qualified operator, dispatcher or instructor in order to achieve fully qualified status.

Docent training is offered to all current members, age fifteen and up, and consists of classroom instruction, tour and safety education, and conducting an actual tour.

Satisfactory completion of all Operations Department examinations requires a minimum of eighty percent. Individuals not meeting the requirements for operator status may be qualified as conductors or docents pending satisfactory achievement of the required criteria for operator.

Operators are expected to actively volunteer for days as members of operating crews and will be called upon as need warrants. It is expected that those taking operator training will volunteer for not fewer than five days each season.

Those operators wishing to do so may qualify as Maintenance operators who are not actively involved with public operations. Maintenance operators will be required to attend classroom instruction as appropriate, and to take as pass the requisite examinations. Maintenance operators may be called upon to operate passenger cars in revenue service as need arises.

Org. 1/1/97 Rev. 1/28/04 Rev. 11/17/11

Pennsylvania Trolley Museum, 1 Museum Road, Washington, PA 15301

Pennsylvania Trolley Museum

Operations Department Policy

No. 2

DISPATCHER

A dispatcher will be assigned to oversee all special events and any operation requiring multiple car operation as required by the Operations Manager or his designee.

The dispatcher will have jurisdiction over the movement of all rolling stock. The dispatcher will make all public operation crew and car assignments. Two crew members will be assigned to streetcars in public operation; however the dispatcher may make exceptions if the need should arise.

The dispatcher will exercise general supervision of operators, conductors, docents and assistant dispatchers to require that they fully understand and observe the rules that maintain the safety of the operation. The dispatcher will give specific attention to the prompt and regular movement of streetcars according to the current timetable and make frequent inspections of equipment, bulletin boards, rulebooks and registers. The dispatcher will co-ordinate with other departments regarding the movement of non-revenue and work equipment as required.

QUALIFICATIONS FOR DISPATCHER

Individuals applying for the position of Dispatcher must be a current Voting Member and have been active as a fully qualified operator for a minimum of three consecutive years.

Requisites include:

Posses a valid driver's license

Be proficient and conversant with the rules, schedules, timetables, regulations and policies of the Museum and the Operations Department.

Satisfactorily complete the written examination for Dispatcher.

Posses the ability to follow directives and use good judgment to make decisions and issue orders as necessary.

Be able to schedule streetcars to meet special circumstances and to meet passenger demand.

Be familiar with proper radio communication procedures.

Be able to convey instructions to crews with brevity of words.

Demonstrate the ability to direct streetcar movements with a minimum of moves.

Demonstrate the ability to resolve scheduling problems and personnel conflicts, and co-ordinate with other departments.

Be willing and able to serve as dispatcher or assistant dispatcher on platforms during special events.

Org. 1/1/97 Rev. 2/3/04 Rev. 10/21/11

Pennsylvania Trolley Museum, 1 Museum Road, Washington, PA 15301

Pennsylvania Trolley Museum

Operations Department Policy

No. 3

INSTRUCTOR

An Instructor, at the request of the Operations Manager, will assist the Operations Manager in the creation, promotion and implementation of the Operator Training Program. The duties of the Instructor include, but are not limited to:

Participation in the yearly sessions for the re-qualification of operators and conductors.

At these re-qualification sessions the instructor will lead or assist in the following:

Classroom discussions regarding safety issues, policy changes, infrastructure changes, or any item affecting the safe rail operations of the museum that needs to be brought to the attention of all operators and conductors

Assist in the administration of the written examination taken by all re-qualifying operators.

Administer skill tests using museum equipment in actual operation of such equipment as determined by the training program.

Assist in recording the results of these tests for each operator in their personal files.

Participation in the yearly sessions for the qualification of new operators.

At these qualification sessions the Instructor will lead or assist in the following:

Classroom training involving historical background, equipment familiarization, rules and rule-book, safety, timetables, infrastructure or any item deemed necessary in the training program that is required of new operators.

Assist in the administration of the written examination taken by all new qualifying operators,

Instruct new operators using museum equipment in actual operation of such equipment as determined by the training program and determine the ability of their skills in operating such equipment.

Assist in recording the results of these tests for each new operator in their personal files.

An Instructor will assist the Operations Manager as required to maintain the safe rail operations of the museum throughout the year.

QUALIFICATIONS FOR INSTRUCTOR

Individuals applying for the position of Instructor must be a current Voting Member and have been active as a Dispatcher for a minimum of three consecutive years.

Requisites include:

Possess a valid driver's license.

Be proficient as a qualified Dispatcher.

Satisfactorily complete the written examination for Instructor.

Possess the ability to instruct new and re-qualifying operators, to recognize areas of deficiency which may require further instruction and accurately evaluate operator skills.

Understand the need for confidentiality regarding operators and their records.

Possess a working electrical and mechanical knowledge of the equipment and be able to convey the same to those being tested.

Be willing and able to be available for the duties of Dispatcher.

Could This Happen to Us?

Thieves broke into the Connecticut Trolley Museum after 12 p.m. Saturday, February 18, 2012, leaving thousands of dollars worth of damage, according to Tim Lesniak, the museum's corporate secretary.

Tim said the robbers ripped the side of the Trolley Car Storage Barn, destroyed wood work and stripped copper and brass from 4 Trolley Cars inside.

"Three of the 4 cars were restored and operable before they were damaged," said the museum employee.

The Connecticut Museum features trolley exhibits and rides. This is not the first time the Museum suffered such a loss. The museum was vandalized last summer. "The first time, someone cleaned out our cash register and smashed several windows," said Lesniak.



Do you remember to lock building doors, especially the TDB after each tour?

Do you remember to properly secure cars, windows, doors and control handles?

Do you remember to set the security alarms at the end of the day?

Do you remember to fill out the carbarn closing check sheet?

Each one of us is responsible for the safety and security of the museum, collection and our guests while they are visiting. Please make sure to:

THINK SAFETY!
ACT SAFELY!