



April 2017

<https://pa-trolley.org/operations-department>

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



What's Inside?

Page 2 PTM Radios Myths & Truths
 Alarms & Codes
 Page 3 Telephone Changes
 Contacting Lynne
 Page 4 Motel Deals
 Volunteers Wanted
 Banquet
 Page 5 Banquet Reservation Form
 Page 6 Wexford Station Notes
 Security at TDB & Wexford
 Page 7 Requalification Review
 Page 8 Injuries
 Operator Statistics
 Page 9 James T. Herron, Jr.

Dennis F. Cramer Editor

Operations Department

Kevin Zebley
Operations Manager
operations@pa-trolley.org
David J. Carpenter
Chief Instructor
dcarpenter8@windstream.net
Dennis F. Cramer
trombone@windstream.net
Rick Hannegan
ptm042@gmail.com
Robert L. Jordan
network@pa-trolley.org
Walt Pilof
wpilof@comcast.net
Jack Samuels
j3g2sa5m@gmail.com
Lynne Thompson
educator@pa-trolley.org
Bruce P. Wells
cuzinbrucie@mac.com
Laura Wells
lwells1399@gmail.com
Chris Walker
ctwalker87@gmail.com
Nancy Young
wnyoung@zbzoom.net
Wayne Young
wnyoung@zbzoom.net

Direct Dial

Scott	724-228-9970
Kris	724-228-6647
Maddy	724-884-0282
Lynne	724-884-0285

Myths About the PTM Radios and Batteries

Bob Jordan

The LED blinking red at a heartbeat rate (abt 70 per minute) does NOT have anything to do with battery condition. What it means is that the radio is in SCAN mode, scanning all available channels for a signal. This is actually a very useful function, especially for a dispatcher who is running the railroad via channel 1 while monitoring a work crew on channel 2 or platform attendant on 3. Anyone who does not need/wish to monitor all channels can turn off the scan function by pushing the bottom one of two small round buttons below the Push-to-Talk button on the side of the radio. This is a push-push function, i.e. push once to engage scanning and push it again to turn off scanning.

The LED indicator on the radios can indicate other things as well; green = on, red = transmitting or receiving, yellow indicates low battery, and other indications depending on whether flashing slowly or rapidly. Actually the best indication of battery status or condition is displayed by the LED's on the charging station, and those specifics are printed on the chargers.

One more thing, likely related. The other day I went to get out a radio and noticed three radios that had been left on, I happened to discover that two new spare batteries, which I have been keeping in the radio cabinet, had been unpacked from their boxes and placed in charger slots without radios. I'm sure some well-meaning person thought this was a good idea, especially since they thought some of the radios had bad batteries. Wrong. This type of battery should not be put in the charger until such time as they need to be placed in service. Even a sophisticated charger such as ours can eventually 'cook' a battery that's not being used regularly. Since I do in fact monitor the battery indicators frequently, if someone thinks they have a bad battery it's best to just let me know. I'll check it out and take care of it. That way I also know when I've placed a new battery in service and can order spares if needed.

Alarms and Codes

Lynne Thompson

Sometimes we get phone calls from our security company when folks are unarming or arming the TDB. When you are unarming the TDB, put in your 4-digit code followed by the number 1.

Remember you must unarm the TDB before entering Wexford. It doesn't have a security panel. Do not go into Wexford until you are sure the TDB is unarmed. Make sure that Wexford is locked prior to arming the TDB. Enter your code and the number 2. If you need help or want to practice just let Lynne know.

New Direct Phone Numbers for PTM Staff

Bob Jordan

As you may know we have been working on a new central phone system at PTM. It is now in place. Each full time staff person now has a direct incoming line. If you dial that number your call will go directly to that person's phone on their desk. If they are unavailable to answer, it will go to that persons unique individual voice mailbox. If you do call in by way of the main number – 724-228-9256 – you will get a voice greeting, from which you can enter the individual extension number for the staff person you wish to speak to.

Direct Dial

Scott	724-228-9970
Kris	724-228-6647
Maddy	724-884-0282
Lynne	724-884-0285

Extensions dialed from 724-228-9256

Volunteer Desk	301
Lynne	302
Maddy	303
Kris	304
Scott	305
Store	306
Maintenance Shop	307
Richfol Sub Station	308
Events Room	309
(RR Xing Trouble)	310
Store Office	311
Restoration Shop	312

Contacting Lynne

Lynne Thompson

Our new phone system is up and running. If you need to contact Lynne, the direct dial number is 724-884-0285 or 724-228-9256 ext. 302.

I prefer emails for scheduling volunteers; it helps for me to have things in writing.

My email is educator@pa-trolley.org.

Motel Deals

Lynne Thompson

Country Inn & Suites by Carlson

www.countryinns.com/patrolley

Volunteers are able to book their reservations from the above link or they can call the hotel at 724-884-1450 and mention you are with the Trolley Museum. Also you can call 1-800-456-4000 and mention you are with the trolley museum and they will get the 25% discount.

Microtel

Microtel is minutes away at 501 Racetrack Road, Washington yesterday. 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.

Hampton Inns

Both Hampton Inns on Murtland Ave. and Racetrack Rd offers a flat rate of \$95 to our volunteers. They advertise us on their website. If you would like many of the perks that other hotels offer plus an indoor pool this might be a great choice for you.

I will keep you updated on deals.

Volunteers Wanted

Lynne Thompson

We are always looking for more volunteers and there is a great need for more operators. Do you know anyone interested? Do you belong to a retirement group? Lynne would be happy to speak to any groups on volunteerism at PTM. Please let her know at educator@pa-trolley.org or 724-884-0385

Banquet

Our Volunteer and Members Banquet is Saturday, May 6.

Please see the form in this issue on page 5.

Please get your forms in ASAP for the banquet; we look forward to seeing you at this fun filled evening celebrating our volunteers and members.



Pennsylvania Trolley Museum

Volunteer Recognition & Member Banquet

Saturday, May 6, 2017

Lindenwood Golf Club

- 5:30 hors d'oeuvres, cash bar
- year-in-review image show by Bruce Wells
- 6:30 dinner buffet & volunteer recognition

Tickets are \$20

Volunteers who have contributed more than 150 hours at PTM in 2016 will receive a complimentary ticket to the banquet.

Please RSVP by April 21 using the form below.

Number Attendees

Total Payment Enclosed: _____

Names of Attending (please print for name tags):

I have contributed more than 150 hours volunteer hours.

Not sure? Ask Lynne at educator@pa-trolley.org or 724-228-9256
Make checks payable to Pennsylvania Trolley Museum and return to
1 Museum Road, Washington, PA 15301

Wexford Station Docent Notes

Lynne Thompson

Wexford Station is an extremely rare survivor of the Trolley Era – a 1908 interurban station. Built for the Pittsburgh, Harmony, Butler and New Castle Railway, Wexford Station was an important stop for the railway, situated a short distance west of Perry Highway.

A station agent in the central part of the building sold tickets to those who waited in the passenger side and handled freight shipments in the other side. Shippers relied on horse-drawn wagons and later motor trucks to get materials to and from the station; passengers walked or rode their horses. Examples of tickets and freight waybills can be seen in the exhibits, which were drawn from the museum's archive.

The railway closed in 1931 and station agent William P. Brooker purchased the building, moving it up the hill into the heart of Wexford where it served as the post office until 1964. Following that, it served as an antique shop and finally as the Wexford Post Office Deli from 1983 to 2014.

The late Trudy Brooker Purvis, granddaughter of William Brooker, managed the building for many years. She championed the notion that Pennsylvania Trolley Museum be given the station when it could no longer be a revenue-producing property.

The last deli owner ceased operation in 2014; the Brooker Heirs then donated the building to PTM and sold the land it had occupied for 82 years. The station came to the museum in June 2015 and was placed on a new concrete foundation; heating and air conditioning systems have been added, as have exhibits which interpret the station and the railway company.

Security

Lynne Thompson

Recently we have had the problem of doors left unlocked, sometimes with the buildings armed! Get into the practice of locking doors behind you. Even if someone is working in the TDB the doors should be locked in-between tours.

**The same goes for Wexford, which also contains valuable artifacts.
Please keep both buildings locked in-between tours.**

Requalification Review

Return Operator Training was held over 4 days in March and April. We qualified 13 Instructors, 8 Maintenance, 36 Revenue and 5 returning students during those classes. We have 1 Maintenance and 7 Revenue Operators who will complete their training at a later date. They should contact Lynne Thompson to arrange their training. New Operator Training will be the last two weekends in April.

New items included General Notice 1701 which covers the Green Half Moon at Museum Road (5 MPH), Whistle Posts for Main Street and Fouling Point Markers. See the Ops Page to print out this notice.

Timetable 19 was introduced and put into effect. It works if the crews keep track of time. You may print a copy from the Ops Page.

A new time keeping system was introduced and will be put in place on May 1. There will be tutorials available. Touch screen computers will be utilized.

Other items reviewed included bleeding air tanks, line switch on 4398 & NO 832, handbrake usage, battery & MG switches, US Flag folding and efficient check rides where the crew shares the responsibility of observing. Crews were also reminded to practice the emergency braking procedure, with the pole off the wire, before moving the car in the morning.

Some other items of concern:

- Open the doors to the Founders Car Barn, but make sure the ropes are in place after moving the service cars out.

- Make sure to unlock the side door of the Events Room for restroom access.

- Open Brown Shelter.

- Make sure to lock all doors at the end of the day.

- Lock the TDB and Wexford after each tour.

- Crews no longer go to the store to pick up passengers. Make sure a crew member is at the end of the blue line when preparing to load.

- Make sure to encourage visitors to view the video and displays.

 - [Pennsylvania's Trolleys in a Changing Landscape](#)

 - [Transportation of the Past and Present](#)

 - [Trolley Kids Corner](#)

- Check with Lynne if you need a break.

- Ride Car can be any car - Tour Car must be double ended.

- Put any handles not needed to secure the car in the ammo box while parked.

- Close the doors on any car parked outside.

- Situational Awareness - stay focused on the task at hand

Injuries

Lynne Thompson

If you get hurt while volunteering at PTM fill out a PTM INCIDENT REPORT ASAP. Even if you don't hurt now, you may later. It is always better to fill out a report than not having documentation. If you are unable to fill out a report please notify us ASAP. The PTM INCIDENT REPORTS are in the substation or ask a staff member for help.

Operator Statistics

As of 4/7/2017

Ages		Distance from PTM			
		Instructor	13	0 to 25 miles	34
65+	38	Maintenance	9	25 to 50 miles	15
54-64	18	Revenue	43	50 to 75 miles	6
44-53	7	Student	5	75 to 100 miles	2
18-43	12	New Student	5	100+ miles	18
Total	75	Emeritus	2	Total	75
		Total	77		

Ops Website

<https://pa-trolley.org/>

In the upper right hand corner you will see the word OPS. Click there and log-in as before.

Make sure of your settings for passwords if you are using a public computer to access the Ops website. We have material there for you and not the general public. Always be safe when using public computers and wifi.

Operations Department Team

Make sure to check out your image on the Operations Department Team page created recently and placed on the Ops Page. If your image is missing, send a head shot to operations@pa-trolley.org We want you to get to know each other and work as a team.

Thanks to all for a successful start to our 2017 season.

Jim Herron



We will miss you our friend...

September 23, 1941 - April 6, 2017