

New Operator Training Checklist

The following steps must be completed in order to attend a Group Instruction Weekend.

Click here to view a [Google Docs](#) version of this checklist. To create a copy on which you can check off steps digitally, first access the Google Docs version, then click “File” and “Make a Copy.”

First Steps:

- Confirm with Morgan that you'd like to be in our upcoming class.
- [Sign up to shadow](#) our Operating Team for a four-hour shift on a day of your choosing.
- Become a [Museum Member](#).

Complete Volunteer Clearances- [click here](#) for instructions:

- Those who've lived in PA continuously for the past 10 years need:
 - Child Abuse History Clearance (Act 33)
 - PA State Police Criminal Record Check (Act 34)
 - Child Abuse History Disclosure Statement: You'll sign this at the Museum on one of your training days.
- Those who live in PA but have NOT resided there continuously for the past 10 years need:
 - Child Abuse History Clearance (Act 33)
 - PA State Police Criminal Record Check (Act 34)
 - FBI Fingerprint-based Criminal Background Check
- Out-of-State Volunteers: Depends on the state, contact Morgan at mmeer@patrolley.org

Clearances must be turned in on or before your shadowing day. Please contact Morgan if you would like any help with this!

Before Training:

- Complete a shadowing day with the Operating Team.
- Watch the required [training videos](#) and score 100% on each of their corresponding quizzes. You can retake the quizzes as many times as you'd like.
- Familiarize yourself with the following materials on our [training webpage](#) (password: Westpenn832):
 - [Operator Training Manual](#)
 - [Rulebook](#)
 - [The Trolleyman's Handbook on Efficient Car Operation](#)

Let Morgan know if you'd like paper copies of these materials before class begins.

Group Instruction Weekend Reminders:

- Bring your driver's license
- Bring a packed lunch and water bottle on both days
- Dress for the weather and wear sturdy shoes
- Bring any training materials that you have

After Group Instruction Weekend:

First, you'll sign up to complete a third day of individual instruction during which you'll review what you and your instructor would like. Then, you'll become a Student Operator!

You'll then complete 15 days of student operation. This means operating for the public under the supervision of an experienced operator. You will have an extended period of time to complete these days, though we recommend operating often enough that you remember the instruction you received the previous time. When you have completed these days, you will test to become an official Senior Operator.

Operators under the age of 18 will graduate to the role of Junior Operator once they've completed their student days. While Junior Operators may not operate for paying visitors, they can conduct for normal operating days, as well as operate for volunteer-only events and in situations where there are no paying visitors aboard (in a trolley parade, switching the cars around, etc.).