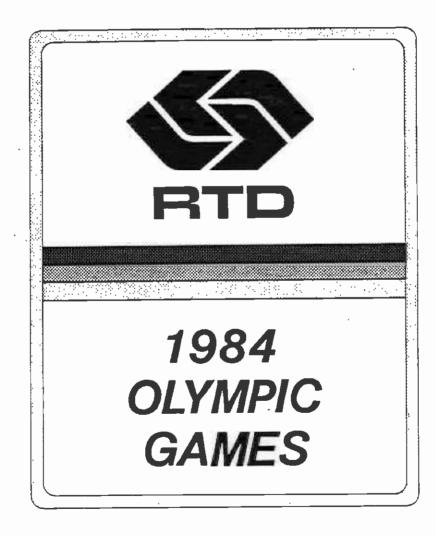
# Instructions for the Venue Captains and Assistant Venue Captains



EFERENCE 001

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Southern California Rapid Transit District



John A. Dyer General Manager

July 10, 1984

Dear Olympic Operations Team Member:

The information contained in this booklet represents the culmination of over two years of effort in the development of a spectator transportation system for the 1984 Olympic Games. Plans have been developed using a wide variety of expertise as well as information from traffic management, government and law enforcement agencies and the Los Angeles Olympic Organizing Committee.

The RTD will play a vital role in the Olympic Games. A total of 550 buses will be placed into Special Olympic Service for the sixteen days of the Games, making the Olympic service the fourth largest bus system in the State of California.

The system centers around Exposition Park where we are expected to carry 40% of the spectator traffic. Special bus lanes and preferential treatment for our buses will enable us to meet this goal.

Please read these instructions carefully. Each Olympic route is contained in this book together with all the necessary instructions. Keep this book with you for easy reference during the Games as it will be of great value to you at your work location.

Your role in the Olympics is a significant one and you are counted on by all of us. Please accept my thanks in advance for your support.

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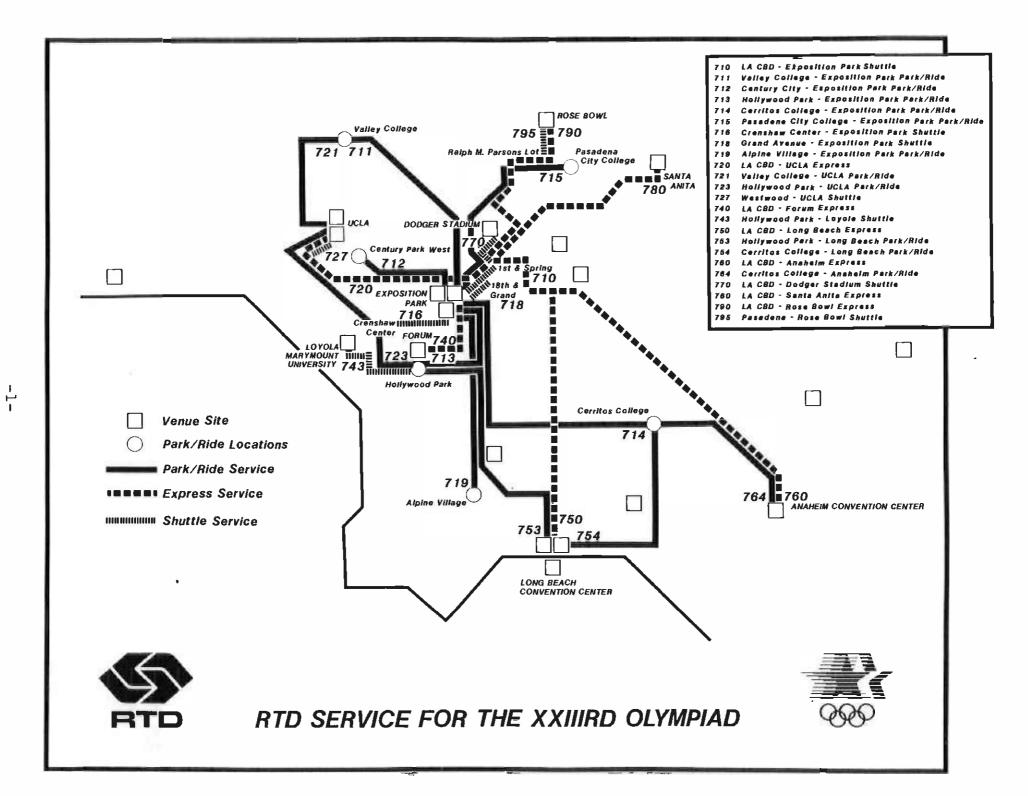
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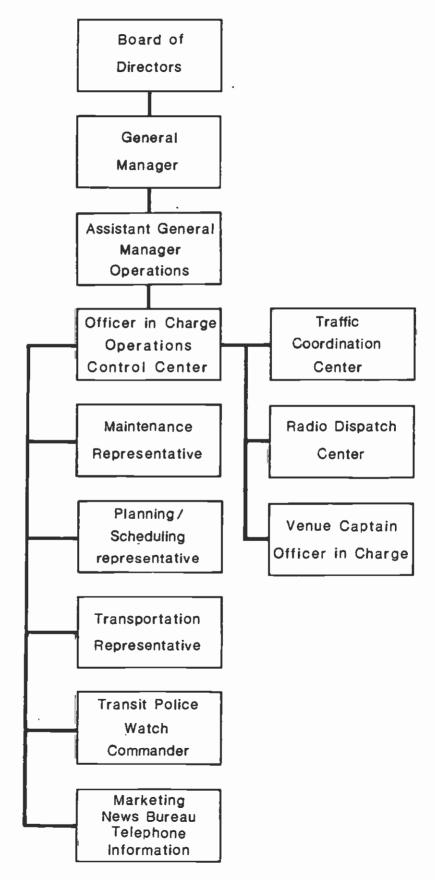
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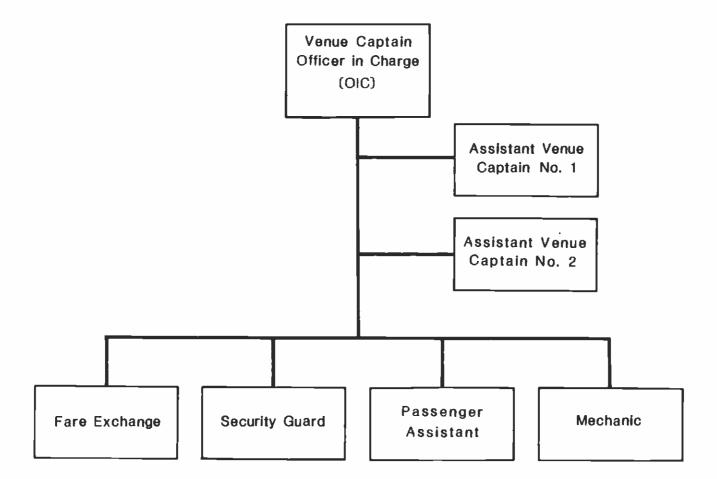
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## ADMINISTRATIVE ORGANIZATION DURING OLYMPICS



## VENUE/TERMINAL ORGANIZATIONAL CHART Passenger Assistance Force



#### VENUE CAPTAIN

#### ROLES AND RESPONSIBILITIES

All District Olympic boarding locations will be staffed with a specially trained team of workers; each team will be headed by a Venue Captain (VC) who will serve as the Officer in Charge (OIC). The VC will be responsible for coordinating all activities at the assigned location, including verification that all personnel have reported for duty at their scheduled time.

In addition, the Venue Captain will report bus and passenger statistics at scheduled intervals, by radio, to the District's Operations Control Center and will take any action(s) necessary to resolve all operational problems and emergency situations which arise at the site location.

#### WORK PROCEDURES

#### A.M. Venue Captain

- Report to sign-on location shown on shift assignment sheet and meet Assistant Venue Captain as applicable.
- (2) Report to Division Dispatcher and pick up the following operating supplies as applicable:
  - (a) Keys to radio equipped unit
  - (b) Beeper for assigned work location

- (c) Hand held radios (as specified)
- (d) Olympic bus identification (large Olympic logo decals; small Olympic logo decals; fare decals)
- (e) Information brochures
- (f) Dashsigns
- (g) Signs for service location
- (h) Mail from Olympic mailbox
- (i) Supply of Time Reports as needed
- (j) Pencils, paper, clipboards, etc., as needed
- (k) Olympic personnel identification (hats, arm bands, buttons)
- (1) First aid kit
- (m) Olympic Games Passenger Travel Reports
- (n) Sector brochures
- (o) Batteries for radio and beeper
- (p) Flashlight and batteries
- (q) Pylons (cones) as needed
- (r) Paper wiping towels

- NOTE: Beeper, hand held radios, and keys to unit <u>must</u> be picked up from the Division Dispatcher by the A.M. Venue Captain and turned in by the P.M. Venue Captain each day. The other operating supplies may be stored in the unit and resupplied as necessary.
  - (3) Sign on with Radio Dispatcher.
  - (4) Proceed to work location.
  - (5) Install Olympic signage on site as required.
  - (6) Set up Pylons (cones), where necessary, as detailed on Olympic Service Location map.
  - (7) Verify that Passenger Assistance Force has reported to assigned service location.
  - (8) Assign Passenger Assistance Force to specific duties and coordinate all activities at the service location. Modify staff's duties as necessary to meet changing conditions.
  - (9) Distribute Time Reports to Non-Contract District employees only.
  - NOTE: Completed Time Reports must be forwarded by District mail to the Operations Control Center no later than Wednesday, August 8, 1984.
    - (10) Notify Operations Control Center of additional supplies required for P.M. operation.

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- (11) Upon relief, review operation with P.M. Venue Captain as necessary and transport Assistant Venue Captain where applicable, in non-radio equipped relief unit to sign-off location.
- NOTE: Radio equipped unit will remain at service location for P.M. operation.
- (12) Turn in keys to non-radio equipped unit to Division Dispatcher.

#### P.M. Venue Captain

- Report to sign-on location shown on shift assignment sheet and meet Assistant Venue Captain as applicable.
- (2) Report to Division Dispatcher and pick up keys to non-radio equipped unit and necessary operating supplies.
- (3) Proceed to work location and relieve A.M. Venue Captain
   (A.M. Venue Captain will drive non-radio equipped unit to sign-off location).
- (4) See Procedures 7 through 9 as described in A.M. Venue Captain section.
- (5) Upon completion of service, remove special Olympic service location signs and store in District radio unit.
- (6) Pick up Pylons (cones), if necessary, and store in District radio unit.

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- (7) Transport Assistant Venue Captain, as applicable, to sign-off location and sign-off with Radio Dispatcher.
- (8) Turn in the following equipment to the Division Dispatcher:
  - (a) Keys to radio equipped unit;
  - (b) Beeper for assigned work location.
- (9) The hand held radio units <u>must</u> be placed in the charging unit for recharging, and the charging unit <u>must</u> be turned on. <u>This task is the responsibility of the P.M. Venue</u> Captain.
- (10) Re-stock radio unit with additional operating supplies needed by the A.M. Venue Captain for the next day's operation.

#### ACTIVITY

#### SUGGESTED RESPONSIBILITY

- o Verify that all scheduled pull out buses have arrived and are properly staged;
- o Check all buses for special Olympic identification (front decal, rear decal, fare decal as shown on sample). Apply decals as necessary;
- o Stock buses with Olympic information brochures:
- o Provide fare exchange for passengers;
- o Provide passengers with service information as needed:
- o Load passengers; (a) Load Park-Ride passengers with Ticketron advance reservation receipt first; these passengers are assured seats. NOTE: Passenger Assistant must verify date on passengers Ticketron receipt and Day Pass. (b) Load remaining passengers. These passengers may have to stand, depending on bus availability.

Venue Captain/Assistant Venue Captain

Passenger Assistant

Passenger Assistant -

Fare Exchange

Assist Venue Captain/ Passenger Assistant

Passenger Assistant/ Assistant Venue Captain

NOTE: All Park-Ride locations will be supplied with a master Ticketron listing of passengers who have made advance reservations. This list may be used to confirm passengers who do not have a Ticketron receipt.

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- By appropriate Line Number, record Bus
   Run Number, Bus Number, Passengers On/Off,
   Accumulated Passengers On/Off, and Time
   of Departure/Arrival on Olympic Games
   Passenger Travel Report; (See sample)
- o Dispatch Buses; Venue Captain/Assistant Venue Captain/Passenger Assistant
- o Call in number of buses, trips and
   venue Captain
   passengers carried following each move
   as outlined in Venue Captain Passenger
   Call-In Instructions; (See sample)

o Stage buses for additional trips;

Venue Captain/Assistant Venue Captain/Passenger Assistant

- o Ensure that all reported mechanical
   Venue Captain/Assistant
   failures are corrected, adjust schedules
   Venue Captain
   and/or change off buses as necessary.
- NOTE: Venue Captains will be provided with a daily listing of personnel assigned to their work location. (See sample)

#### ASSISTANT VENUE CAPTAIN

ROLES AND RESPONSIBILITIES

The Assistant Venue Captain will have the primary responsibility to ensure that all scheduled pull out buses have arrived at the service location and are properly staged, and that buses are returned to the service location and staged for additional trips. Other duties and responsibilities will be determined and assigned by the Venue Captain.

At those locations where no Venue Captain is assigned the Assistant Venue Captain will assume the duties of the Venue Captain.

WORK PROCEDURES

- Report to sign-on location and meet Venue Captain, as applicable.
- (2) Assist Venue Captain in obtaining operating supplies from the Division Dispatcher, as applicable.
- (3) Proceed to work location with Venue Captain in assigned radio equipped unit(s) or assigned non-radio equipped relief unit(s), as applicable.
- (4) Work as directed by Venue Captain. Duties may include the following:

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- (a) Install Olympic service location signs as required;
- (b) Verify that all scheduled pull-out buses have arrived and are properly staged;
- (c) Provide passengers with service information;
- (d) Assist in passenger loading;
- (e) Dispatch buses;

•

- (f) Stage buses for additional trips;
- (g) Ensure that all reported mechanical failures are corrected. Adjust schedules and/or change off buses as necessary.
- (5) Upon completion of assignment, proceed to sign-off location with Venue Captain, as applicable, and assist in storing and replenishing operating supplies.

#### SECURITY GUARD

#### ROLES AND RESPONSIBILITIES

Security Guards assigned to the Passenger Assistance Force (PAF) will be responsible for the protection of District employees, revenues and equipment deployed at District Olympic Service Locations.

#### WORK PROCEDURES

Security Guards assigned to the PAF will report to either a designated operating division, location or the Central Cash Counting Office (CCCO) as indicated on individual assignment sheets. Each guard will telephone the Transit Police Watch Commander and report on duty, then stand by until the Fare Exchange Person (FEP) completes the audit of the working fund. The guard will then escort the FEP, in a District vehicle, to their assigned work location. At the work location, the guard will report to the Venue Captain and will position himself where he may best carry out the duties as outlined under ROLES AND RESPONSIBILITIES. At the conclusion of the work assignment, the guard will escort the FEP back to the point of origin and remain there until the FEP has balanced the account for the day and has turned over the receipts to the Division Manager, Assistant Manager or supervisory personnel in charge.

#### MAINTENANCE SUPPORT/ROVING MECHANIC

ROLES AND RESPONSIBILITIES

Maintenance Support personnel will be assigned to various Venue, Park/Ride and terminal locations and will work under the direction of the Venue Captain and/or the Maintenance Control Center. They will perform minor maintenance during layovers and in emergencies, push or tow disabled vehicles from lineups, storage and staging areas.

The Roving Mechanics will work as directed, by the Radio Dispatcher to clear disabled equipment from congested areas and will perform minor repair work, as needed, to both revenue and non-revenue vehicles.

#### WORK PROCEDURES

Service Location Mechanics and Roving Mechanics will report to their home divisions and be dispatched via tow truck or other service vehicle to appointed areas. Service Location Mechanics will report to the Venue Captains at their designated areas.

Roving Mechanics will change shifts at the divisions, or, in an emergency, in the field via District vehicle. Further, in emergency situations, Roving Mechanics' shifts may be extended as ordered by Maintenance supervisory personnel. Additional mechanics may be dispatched from the divisions as needed and will be transported via relief bus, other District vehicle or personal vehicles. Service location reliefs will be made via relief bus. After service has been concluded at some Park/Ride locations, vehicles and crews will be moved to other staging areas and reliefs for those locations will be made at the divisions. All mechanics' shifts are subject to change.

#### PASSENGER ASSISTANT

ROLES AND RESPONSIBILITIES

Passenger Assistants are members of a trained team of workers assigned to all District Olympic service locations. <u>Passenger</u> Assistants will work under the direction of the Venue Captain.

The primary responsibilities of the Passenger Assistant will include loading passengers, recording bus and passenger statistics, stocking buses with informational brochures and verifying that all buses display special Olympic identification, prior to the departure of the bus from Olympic service locations.

WORK PROCEDURES

- Report to Sign-on/off Location shown on shift assignment sheet.
- (2) Proceed to work location in accordance with shift assignment sheet special instructions.
- (3) Report to Venue Captain at work location.
- (4) Work as directed by the Venue Captain who will give specific instructions. Passenger Assistant duties may include the following:
  - (a) Check buses for Olympic identification and apply decals as necessary;

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- (b) Check bus Take-One boxes for Olympic information brochures and stock as needed;
- (c) Provide passengers with service information;
- (d) Separate advance reservations passengers from passengers without reservations;
- (e) Load Park-Ride passengers with Ticketron advance reservations first (these passengers are assured seats). Verify date on passengers Ticketron receipt and Day Pass. Load remaining passengers. These passengers may have to stand, depending on bus availability.
- (f) By appropriate Line Number, record Bus Run Number, Bus Number, Passengers On/Off, Accumulated Passengers On/Off and Time of Departure/Arrival on Olympic Games Passenger Travel Report.
- (g) Dispatch buses as directed;
- (h) Stage buses for additional trips.
- (5) Upon completion of assignment, the Passenger Assistant will be released by the Venue Captain.

#### FARE EXCHANGE

#### ROLES AND RESPONSIBILITIES

Fare Exchange personnel are members of a specifically trained team of workers assigned to the District's Olympic service locations. All Fare Exchange Personnel (FEP) will work under the direction of the Venue Captain.

The primary responsibility of the FEP will be to provide a means of fare exchange for boarding passengers at these locations. <u>The</u> FEP should encourage passengers to purchase round-trip fares.

WORK PROCEDURES

- Report to sign-on location shown on shift assignment sheet and meet Security Guard.
- NOTE: Security Guard will accompany Fare Exchange person(s) during tour of duty.
- (2) Report to Division Manager, Assistant Manager or supervisory personnel in charge and sign on "Sign-On/Off Sheet".
- (3) Obtain working fund from Division Manager, Assistant Division Manager or Supervisory personnel in charge.
- NOTE: Fare Exchange personnel reporting to the Central Cash Counting Office (Division 2) will meet Security Guard, and

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sign on at the Cash Counting Office. They will obtain and return working funds to the Cash Counting Office Supervisor, and will be transported to and from assigned work locations by bus or other prescribed District vehicle.

- (4) Verify working fund and return signed receipt to Division Manager, Assistant Manager or Supervisory person in charge.
- (5) Obtain key for fare exchange vehicle from Division Manager or Assistant Manager at Transportation Division Office.
- (6) Proceed to assigned work location, report to Venue Captain and work as directed.
- NOTE: As the Security Guard is not a District employee, the fare exchange vehicle must be driven by the Fare Exchange person.
- (7) Provide fare exchange for passengers. (Passengers presenting Ticketron advance reservation receipts, shall be given priority seating). All other passengers, shall be sold tokens or tickets as appropriate.
- (8) Upon completion of assignment, and when released by the Venue Captain, proceed to sign-off location with security guard.
- (9) Verify and turn in working fund to Division Manager, Assistant Manager or Supervisory person in charge.
- (10) Obtain receipt for working fund from Division Manager, Assistant Manager or Supervisory person in charge.
- (11) Sign off duty on "Sign-On/Off Sheet".

OLYMPIC GAMES ASSIGNMENTS JULY 28 THROUGH AUGUST 12, 1984

If unable to work any assignment, call Operations Control Center 1-800-426-7425

		/	~ -		
NAME	EAC	ELE, SI	AMUEL .	# 01984 DEF	partment 1984
		WORK	SIGN ON/OFF		
DAY	DATE	HOURS	LOCATION	WORK LOCATION	ASSIGNMENT
		1215P		n /	FARE EXCHANGE PICK UP CER UNIT KEY
SAT.	7/28	430P	DIV. 18	CERRITOS COLLEGE	FROM DIV. DISPATCHER. TRANSFORT FARE EXCH. 2. & SECURITY TO WORK LOATSH
		630 A	m. 2		
SUN.	7/29	3300	DIV.2		BUS LV. DIV. 2 AT 630 AM
		630A	SAME	SAME	PASSENGER ASSISTANT RIDE SHUTTLE BUS TO WORK LOC.
MON.	7/30	130P	37171	JAME	BUS LV. DIV. 2 AT 630 AM
					0.00
TUE.	7/31				OFF
	¢.	500 A	Dulin	ANAHEIM CONVENTION	FARE EXCHANGE TRANSPORTED BY FARE EXCHANGE # 1 TO WORK
WED.	8/01	130P	DIV. 12	CENTER.	LOCATION .
		600A	SAME	SAME	FARE EXCHANGE
THU.	8/02	300P	SAITT		SAME
		200P	SAME	SAME	EARE EXCHANGE TRANSFORT FARE EXCH #2 AND SECURAL TO MORL
<u>FRI.</u>	8/03	1000P	37		LOCATION IN CET UNIT
		230 P	DIV.2		PASSENGER ASSISTANL
SAT.	8/04	11008	010.0	751 · OFRING \$15.	RIDE SHUTTLE BUS TO WORK LOC. BUS LV. DIV. 2 AT 2.30 PM
		12:30P	C.C.C.O	LINE 718- SOUTHBOUND	FARE EXCHANGE
SUN.	8/05	7:00P	0.0.0.0	GRAIND & WASHINGIUN	NDE SHUTTLE BUS TO WORK LOC. BUS LV. DIV. 2 AT 1245 PM
		1:00P	SAME		FARE EXCHANGE RIDE SHUTTLE BUS TO WORK LOC.
MON.	8/06	8:00P			BUS LV. DIV. 2 AT PM
					DEE
TUE.	8/07		k		OFF
	1	600A	DIV.7	U.C.L.A.	FARE EXCHANGE PICK UP CEN UNIT KEL FROM. DIV. DISPATCHEE, TRP. SPUT
WED.	8/08	330P	Diri		FARE EXCH. 2 & SECURITY TO U.C.L.A.
		5:30A	SAME	SAME	
THU.	8/09	2:000			
				WESTWOOD PARKS FND REC, LOT- LINE 727	PASSENGER ASSISTANT
FRI.		2:000	LOT		
	n I				PASSENGER ASSISTANT
SAT.	8/11	3:00P	C114	PARK RIDE LOT	
			,		OFF
SUN. 1	8/12				DIFF

NOTE: All pay hours for Olympic Games operations are to be noted on pay time sheet on line directly under "Normal Wages". Enter "999B" in column headed "Work-Store Order/AFE". Turn pay time sheet in to your Venue Captain who will mail it to Operations Control Center, 4th Floor, Location 32.

## OPERATIONS CONTROL AND SERVICES SECTION

### OLYMPIC GAMES - RADIO UNIT ASSIGNMENTS

DAY _					DATE		,
DIV. OUT/ IN	ASSIGNED TO *	WORK LOCATION	UNIT CALL	UNIT NUMBER	UNIT CHANGE	RELIEF <u>B</u> Y	HAND HELDS
2	VC/AVC	DODGER STADIUM	D-34			NONE	
2	VC/AVC	C.B.D. STAGING AREA	D-35	<u> </u>	<u> </u>	CEA	2
2	AVC	C.B.D. STAGING AREA	D-36			CEA	
2	VC	GRAND AVENUE SHUTTLE	D-37	<u></u>		CEA	
3	VC/AVC	PASADENA CITY COLLEGE	D-38			CEA	2
5	VC/AVC	HOLLYWOOD PARK	D-39			CEA	2
5	VC/AVC	EXPOSITION PARK-FIGUEROA	D-40			CEA	24
5	VC/AVC	EXPOSITION PARK-VERMONT	D-41			CEA	24
5	VC	LOYOLA UNIVERSITY	D-42			CEA	·
5	VC/AVC	CRENSHAW CENTER	D-43			CEA	
5	VC	98TH ST. & AIRPORT BLVD.	D-44			CEA	
7	VC/AVC	CENTURY CITY PARK/RIDE	D-45			CEA	
7	VC/AVC	U.C.L.A.	D-46			CEA	2
7	vc	WESTWOOD SHUTTLE	D-47			CEA	
7	AVC	VETERAN AVE. STAGING	D-56			CEA	
9	VC	ROSE BOWL	D-48			NONE	
9	VC	PARSONS LOT-ROSE BOWL	D-49			NONE	2
9	VC/AVC	SANTA ANITA RACE TRACK	D-30		· <b>—</b> ——	CEA	
12	VC/AVC	ANAHEIM CONVENTION CENTER	D-50			CEA	
12	VC/AVC	LONG BEACH C.C./SPORTS ARENA	D51			CEA	
<b>†</b> 5	VC/AVC	L.A. VALLEY COLLEGE	D-52			CEA	2
15	VC	TERMINAL 24-PARK/RIDE	D-53			NONE	
18	VC	ALPINE VILLAGE PARK/RIDE	D-54			CEA	
18	VC/AVC	CERRITOS COLLEGE	D-55			CEA	

ASSIGNED UNIT IS IDENTIFIED BY AN IDENTIFICATION CLIP ATTACHED TO THE SUN VISOR.

## \* NOTE: V.C.: VENUE CAPTAIN A.V.C.: ASSISTANT VENUE CAPTAIN

#### PARKING

Parking for the personal automobiles of those persons who comprise the Passenger Assistance Force will be provided at various locations. Parking is based upon assignment of duties and is described in detail on the following pages.

NOTE: <u>Passenger Assistants</u> are encouraged to ride Olympic or regular service buses to their assigned work locations.

Fare Exchange Personnel <u>must</u> report to their Sign-on/ Sign-off location to be issued their working funds.

## 1984 OLYMPIC GAMES OPERATIONS REPORT AND PARKING LOCATIONS PASSENGER ASSISTANCE FORCE

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REPORT Location	ADDRESS	PASSENGER ASSISTANCE FORCE PARKING LOCATIONS
Division 2	720 East 15th Street Los Angeles	Griffith Avenue (East Side) Between 16th & 18th Streets.
Central Cash Counting Office	706 East 15th Street Los Angeles	Board of Education Parking Lot 14th Place, Second Lot East of San Pedro Street (North Side).
		St. Turibius School. Park on East side of school grounds. Enter off of 16th Street between Central Avenue & Essex Street. (No A.M. parking Sundays ONLY)
Division 3	630 West Avenue 28 Los Angeles	On Division premises South side of Transportation Building. Enter off of Idell Street.
Division 5	5425 South Van Ness Avenue Los Angeles	Parking structure, Van Ness Avenue South of 54th Street.
		Parking Lot, Northeast corner of 54th Street & Arlington Avenue. Enter off of 54th Street.
		Parking Lot on 54th Street West of Arlington Avenue. Enter through alley North of 54th Street.
Division 7	8800 Santa Monica Boulevard West Hollywood	On Division premises. Enter parking structure off of Santa Monica Boulevard.
		Pacific Design Center. Enter off of San Vicente Boulevard, roadway just South of Division 7 property.
Division 12	970 West Chester Place Long Beach	On Division premises. Enter off of 7th Street. (Bear right approaching freeway on-ramp).
Division 15	Branford 11900 W <del>est 190th</del> Street Sun Valley	On Division premises. Enter off of Branford Street.

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REPORT LOCATION	ADDRESS	PASSENGER ASSISTANCE FORCE PARKING LOCATIONS
Division 18	777 West 190th Street Los Angeles	On Division premises. Enter off of 190th Street, westbound. Turn right to parking area.
Location 33	3369 Santa Anita Avenue El Monte	Parking lot West of building location. Enter off of station access roadway just North of building.

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NOTE: Display special parking pass on dashboard of vehicle.

## PERSONAL PARKING INSTRUCTIONS VENUE CAPTAIN

WORK LOCATION	SIGN ON/OFF LOCATION	PARKING	SPECIAL INSTRUCTIONS
ALPINE VILLAGE	DIV. 18	DIV. 18	
CENTURY CITY	DIV. 7	DIV. 7	
CERRITOS COLLEGE	DIV. 18	DIV. 18	
HOLLYWOOD PARK	DIV. 5	DIV. 5	
L.A. VALLEY COLLEGE	DIV. 15	DIV. 15	
PASADENA CITY COLLEGE	DIV. 3	DIV. 3	
ANAHEIM CONV. CENTER	DIV. 12	DIV. 12	
DODGER STADIUM	DIV. 2	DIV. 2	
EXPOSITION PARK	DIV. 5	DIV. 5	
LONG BEACH	DIV. 12	DIV. 12	
LOYOLA	DIV. 5	DIV. 5	
ROSE BOWL	DIV. 9	DIV. 9	Transport Passenger Assistants from Parsons Lot
SANTA ANITA	DIV. 9	DIV. 9	
U.C.L.A.	DIV. 7	DIV. 7	
CRENSHAW CENTER	DIV. 5	DIV. 5	
FIGUEROA ST. SHUTTLE	DIV. 2	DIV. 2	
GRAND AVE. SHUTTLE	DIV. 2	DIV. 2	
1ST & SPRING STAGING AREA	DIV. 2	DIV. 2	
PARSONS PARKING LOT	DIV. 9	DIV. 9	Transport Passenger Assistants to/from work location(s)
WESTWOOD PARKS & REC.LOT	DIV. 7	DIV. 7	
98TH & AIRPORT	DIV. 5	DIV. 5	
TERMINAL 24	DIV. 15	DIV. 15	Transport Fare Exchange and Security Guard to work location

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## PERSONAL PARKING INSTRUCTIONS ASSISTANT VENUE CAPTAIN

	SIGN ON/OFF	PARKING	SPECIAL INSTRUCTIONS
IORK LOCATION	LOCATION	FARLING	SFECTAL INSTRUCTIONS
LPINE VILLAGE	DIV. 18	DIV. 18	
CENTURY CITY	DIV. 7	DIV. 7	
CERRITOS COLLEGE	DIV. 18	DIV. 18	
HOLLYWOOD PARK	DIV. 5	DIV. 5	
	DIV. 15	DIV. 15	
PASADENA CITY COLLEGE	DIV. 3	DIV. 3	
ANAHEIM CONV. CENTER	Stv. 12	DTV. 72	
DODGER STADIUM	DIV. 2	DIV. 2	
EXPOSITION PARK	DIV. 5	DIV. 5	
LONG BEACH	DIV. 12	DIV. 12	Transport Passenger Assistants to/from work location
LOYOLA	DIV. 5	DIV. 5	
ROSE BOWL	DIV. 9	DIV. 9	
SANTA ANITA	DIV. 9	DIV. 9	
U.C.L.A.	DIV. 7	DIV. 7	
CRENSHAW CENTER	DIV. 5	DIV. 5	
FIGUEROA ST. SHUTTLE	DIV. 2	DIV. 2	
GRAND AVE. SHUTTLE	DIV. 2	DIV. 2	
1ST & SPRING STAGING AREA	DIV. 2	DIV. 2	
PARSONS PARKING LOT	DIV. 9	DIV. 9	
WESTWOOD PARKS & REC. LOT	DIV. 7	DIV. 7	
98TH & AIRPORT	DIV. 5	DIV. 5	

### PERSONAL PARKING INSTRUCTIONS PASSENGER ASSISTANT

WORK LOCATION	SIGN ON/OFF LOCATION	PARKING	SPECIAL INSTRUCTIONS
ALPINÊ VILLAGE	ALPINE VILL.	ALPINE VILL.	
CENTURY CITY	CENTURY CITY	CENTURY CITY	
CERRITOS COLLEGE	CERRITOS COL.	CERRITOS COL.	
HOLLYWOOD PARK	HLYWD. PK.	HLYWD. PK.	
L.A. VALLEY COLLEGE	L.A. VAL.COL.	L.A. VAL.COL.	
PASADENA CITY COLLEGE	PASA. C.C.	PASA. C.C.	
ANAHEIM CONV. CENTER	ANAHEIM C.C.	ANAHEIM C.C.	
DODGER STADIUM	DIV. 2	DIV. 2	Proceed to Dodger Stadium via District vehicle
EXPOSITION PARK	EXPO PARK	LOC. 32	Proceed to Expo Pk. via Dist. Emp. Shuttle Bus
LONG BEACH	DIV. 12	DIV. 12	Proceed to work Loc. with Asst. Venue Capt. via District vehicle
LOYOLA	DIV. 5	DIV. 5	Proceed to work Loc. with Venue Capt. via District vehicle
ROSE BOWL	LOC. 33	LOC. 33	Proceed to Rose Bowl with Venue Capt. via District vehicle
SANTA ANITA	SANTA ANITA	SANTA ANITA	
U.C.L.A.	WESTWOOD PK & REC. LOT	WESTWOOD PK & REC. LOT	Proceed to UCLA via Olympic Shuttle service
CRENSHAW CENTER	CRENSHAW CTR	CRENSHAW CTR	
FIGUEROA ST. SHUTTLE	FIG. ST.	LOC. 32	Proceed to work Loc. via Dist. Emp. Shuttle Bus
GRAND AVE. SHUTTLE	GRAND AVE.	LOC. 32	n n
1ST & SPRING STAGING AREA	1ST & SPRING	LOC. 32	11 ri
PARSONS PARKING LOT	LOC. 33	LOC. 33	Proceed to work Loc. with Venue Capt. via Dist. veh.
WESTWOOD PARKS & REC. LOT	WESTWOOD PK. & REC. LOT	WESTWOOD PK. & Rec. Lot	
98TH & AIRPORT	98TH & AIR.	98TH & AIR.	
TERMINAL 24	TERM. 24	TERM. 24	

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## PERSONAL PARKING INSTRUCTIONS FARE EXCHANGE

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WORK LOCATION	SIGN ON/OFF LOCATION	PARKING	SPECIAL INSTRUCTIONS
ALPINE VILLAGE	DIV. 18	DIV. 18	Proceed to work location via District vehicle with Security
CENTURY CITY	DIV. 7	DIV. 7	77 57
CERRITOS COLLEGE	DIV. 18	DIV. 18	89 98
HOLLYWOOD PARK	DIV. 5	DIV. 5	11 11
L.A. VALLEY COLLEGE	DIV. 15	DIV. 15	17 17
PASADENA CITY COLLEGE	DIV. 3	DIV. 3	19 17
ANAHEIM CONV. CENTER	DIV. 12	DIV. 12	97 Pf
DODGER STADIUM	сссо	DIV. 2	99 9 <b>7</b>
EXPOSITION PARK	сссо	DIV. 2	Proceed to Expo Pk. via Dist. Emp. Shuttle Bus with Security
LONG BEACH	DIV. 12	DIV. 12	Proceed to work location via District vehicle with Security
LOYOLA	DIV. 5	DIV. 5	17 79
ROSE BOWL	LOC. 33	LOC. 33	87 98
SANTA ANITA	LOC. 33	LOC. 33	TT 17
J.C.L.A.	DIV. 7	DIV. 7	99 <b>9</b> 7
CRENSHAW CENTER	DIV. 5	DIV. 5	81 PF
FIGUEROA ST. SHUTTLE	CCCO	DIV. 2	Proceed to work location via Emp. Shuttle Bus with Security
GRAND AVE. SHUTTLE	сссо	DIV. 2	11 11
ST & SPRING STAGING AREA	сссо	DIV. 2	<b>7</b> 7 <b>9</b> 7
PARSONS PARKING LOT	LOC. 33	LOC. 33	Proceed to work location via District vehicle with Security
VESTWOOD PARKS & REC. LOT	DIV. 7	DIV. 7	<b>87 75</b>
98TH & AIRPORT	DIV. 5	DIV. 5	<b>75</b> 99
TERMINAL 24	DIV. 15	DIV. 15	Proceed to work location with Venue Captain and Security Guard via District vehicle

## PERSONAL PARKING INSTRUCTIONS SECURITY GUARD

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WORK LOCATION	SIGN ON/OFF LOCATION	PARKING	SPECIAL INSTRUCTIONS
ALPINE VILLAGE	DIV. 18	DIV. 18	Proceed to work location via District vehicle with Fare Exchange
CENTURY CITY	DIV. 7	DIV. 7	99 T9
CERRITOS COLLEGE	DIV. 18	DIV. 18	<b>11 18</b>
HOLLYWOOD PARK	DIV. 5	DIV. 5	\$ <b>7 17</b>
L.A. VALLEY COLLEGE	DIV. 15	DIV. 15	89 <del></del>
PASADENA CITY COLLEGE	DIV. 3	DIV. 3	- 17 77
ANAHEIM CONV. CENTER	DIV. 12	DIV. 12	. <b>17 17</b>
DODGER STADIUM	сссо	DIV. 2	<b>17 17</b>
EXPOSITION PARK	сссо	DIV. 2	Proceed to Expo Pk. via Dist. Emp. Shuttle Bus with Fare Exchange
LONG BEACH	DIV. 12	DIV. 12	Proceed to work location via District vehicle with Fare Exchange
LOYOLA	DIV. 5	DIV. 5	<b>TT TT</b>
ROSE BOWL	LOC. 33	LOC. 33	77 77
SANTA ANITA	LOC. 33	LOC. 33	77 77
U.C.L.A.	DIV. 7	DIV. 7	<b>17 17</b>
CRENSHAW CENTER	DIV. 5	DIV. 5	17 17
FIGUEROA ST. SHUTTLE	ccco	DIV. 2	Proceed to work location via Emp. Shuttle Bus with Fare Exchange
GRAND AVE. SHUTTLE	ccco	DIV. 2	¥T 44
IST & SPRING STAGING AREA	ccco	DIV. 2	<del>11</del> 11
PARSONS PARKING LOT	LOC. 33	LOC. 33	Proceed to work location via District vehicle with Fare Exchange
VESTWOOD PARKS & REC. LOT	DIV. 7	DIV. 7	n 11 .
98TH & AIRPORT	DIV. 5	DIV. 5	17 77
TERMINAL 24	DIV. 15	DIV. 15	Proceed to work location with Venue Captain and Fare Exchange via District vehicle

#### VEHICLE IDENTIFICATION

A special dashsign reading RTD OLYMPIC STAFF will be issued to each Passenger Assistance Force employee. These dashsigns must be placed on the dashboard of all personal automobiles when parking at assigned report locations (operating divisions, auxiliary parking lots or District Olympic service locations).

Venue Captains will issue RTD OLYMPIC STAFF dashsigns for all District vehicles at assigned Olympic service locations.

Additionally, Venue Captains will issue special parking permits for both District vehicles and personal automobiles at the locations shown below:

Pasadena City College	e - Access card to enter Bonnie Avenue parking lot;	
Century City	- City of Los Angeles Parking Permit	;
Crenshaw Center	- City of Los Angeles Parking Permit	;
Westwood Park and Recreation Lot	- City of Los Angeles Parking Permit	;

#### TRANSPORT PROCEDURES

## COLISEUM, FIGUEROA SHUTTLE, GRAND AVE. SHUTTLE, CBD (FIRST & SPRING)

An employee shuttle bus service has been scheduled to transport Fare Exchange, Security Guards and other support personnel between Division 2 and the Coliseum, CBD staging area, as well as the service stops of the Figueroa Street and Grand Avenue shuttles. Work assignments indicate scheduled departure time of shuttle bus to assigned work location.

#### ALL OTHER SERVICE LOCATIONS .

Transportation for Venue Captains, Assistant Venue Captains, Fare Exchange, Passenger Assistants and Security Guards will be provided by assigned District vehicle.

In some instances, individuals working as Passenger Assistants will drive directly to their work location. Therefore, all Passenger Assistants must carefully check their assignment sheet for specific transport information.

NOTE: All members of the District's Olympic Passenger Assistance Force will be issued a Gold seal imprinted with the number 16. This seal should be affixed to the back of the employee's/Annual Bus Pass and will allow free transportation on the District's Olympic bus service. Employee bus passes without the Gold seal will <u>not</u> be honored.

## DRESS CODE

All members of the PAF should maintain a standard of dress which is appropriate; clothing should be neat, clean, pressed and in good repair. Lightweight summer clothing may be worn, however, shorts, tank tops, halter and midriff tops are not appropriate and may not be worn.

PAF members who normally wear uniforms, i.e., Traffic Loaders, Road Supervisors and Instructors, will be required to wear their uniform when on duty.

#### PERSONNEL IDENTIFICATION

During the sixteen days of the Olympics, Non-Contract personnel will be assigned to Olympic field operations at Venue, Terminal and Park/Ride locations. This complement of personnel will be known as the Passenger Assistance Force (PAF) and will be composed of Security Guards from private Security companies, Student Interns as well as numerous Non-Contract employees re-deployed from other departments within the District. The PAF will have high visibility to the public and it is essential that all members of the PAF display a uniform means of identification while working at the various service locations.

Passenger Assistance Force identification is as follows:

(a) Arm band

(b) Hat

(c) Identification button

All three items will bear the words "PASSENGER ASSISTANCE" and must be worn at all times when on duty.

#### LUNCH BREAKS

All Passenger Assistance Force employees will be given lunch breaks which will be scheduled by the Venue Captain at each location.

All Olympic service locations have eating facilities within the general area; however, it is suggested that employees bring their lunch on the first work day and explore the surrounding area for an eating facility of their choice.

#### EMERGENCY PROCEDURES

Any emergency situation which arises at an Olympic service location shall immediately be reported to the Venue Captain who will take appropriate action(s) as required.

NOTE: Passenger Assistance Force employees assigned to Figueroa Street and Grand Avenue shuttle stops shall report any emergency situation to the Security Guard at that location.

#### TIMEKEEPING PROCEDURES

#### VENUE CAPTAIN/ASSISTANT VENUE CAPTAIN

- (a) It is the responsibility of all full-time Non-Contract employees to complete their bi-weekly Time Reports (Form RTD 22-123) by 3:30 P.M. on Wednesday prior to the payroll closing on Saturday, August 11, 1984.
- (b) Work time entered on the time report includes time worked up through the Wednesday of submittal plus that which is anticipated for the following Thursday, Friday and Saturday. The first eight (8) hours worked each day is entered as normal wages. All time worked over 8 hours per day is entered under Non-Contract Overtime.

All Olympics related work time is to be noted by entering code "999B" in the "Work-Store Order/AFE" column on the time report, including overtime worked. (See sample Time Report).

- (c) It is the responsibility of the Venue Captain (or Assistant Venue Captain) to collect all Non-Contract Time Reports for those PAF members assigned to his/her work locations. The Venue Captain must review the Time Reports for completeness, including signatures. After having done this, the Time Reports are to be mailed to the Operations Control Center (OCC), Fourth Floor, Location 32, for receipt no later than Wednesday at the close of the business day.
- (d) Time reports for Temporary Student employees will be completed by Operations Control Center personnel.

#### RTD 22-123 REV 11/83

## SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

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TIME REPORT

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### PAYCHECK DISTRIBUTION

### FULL-TIME NON-CONTRACT EMPLOYEES

Payroll checks will be sent to the employee's home department on pay days as usual and employees should arrange to receive their checks there.

### TEMPORARY STUDENT EMPLOYEES

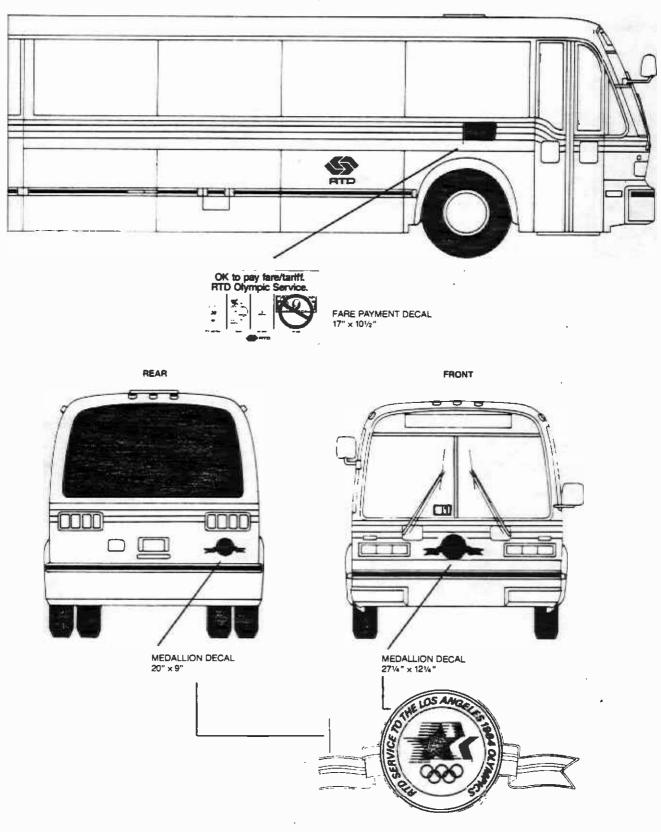
Payroll checks will be mailed to each student employee's home at the conclusion of the Olympics.

## REPORTING SICKNESS/PERSONAL EMERGENCY

Sickness or personal emergencies, which will prevent Olympic service location personnel from reporting for duty at their assigned time, should be reported to the Operations Control Center on the following toll-free telephone number:

#### 1-800-426-7425

All personnel must report at least three (3) hours before his/her scheduled report time, unless an emergency situation prevents such reporting.

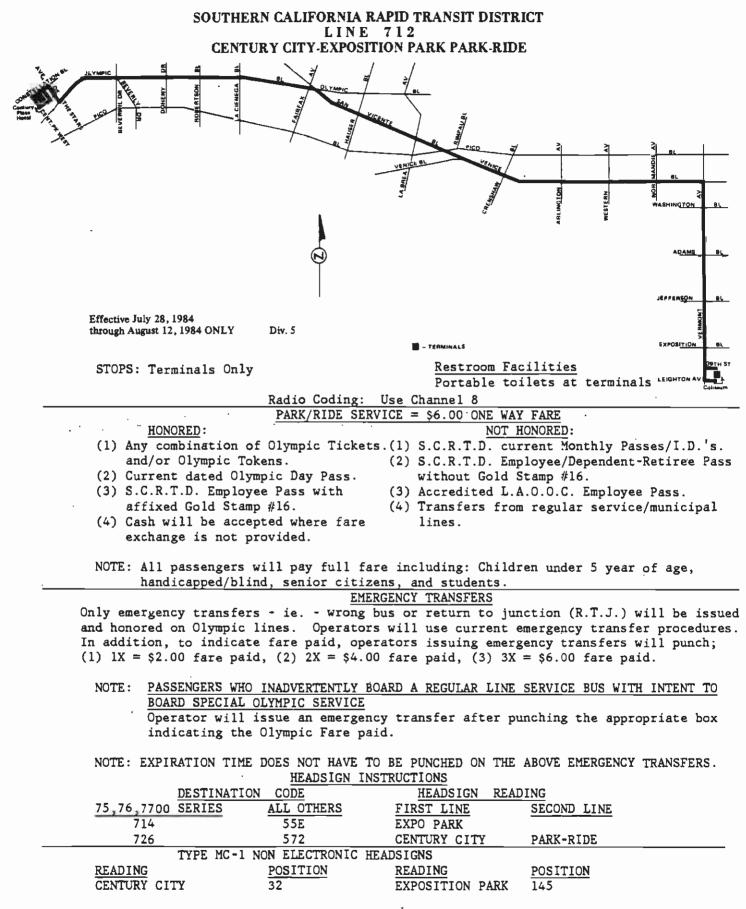


SIDE

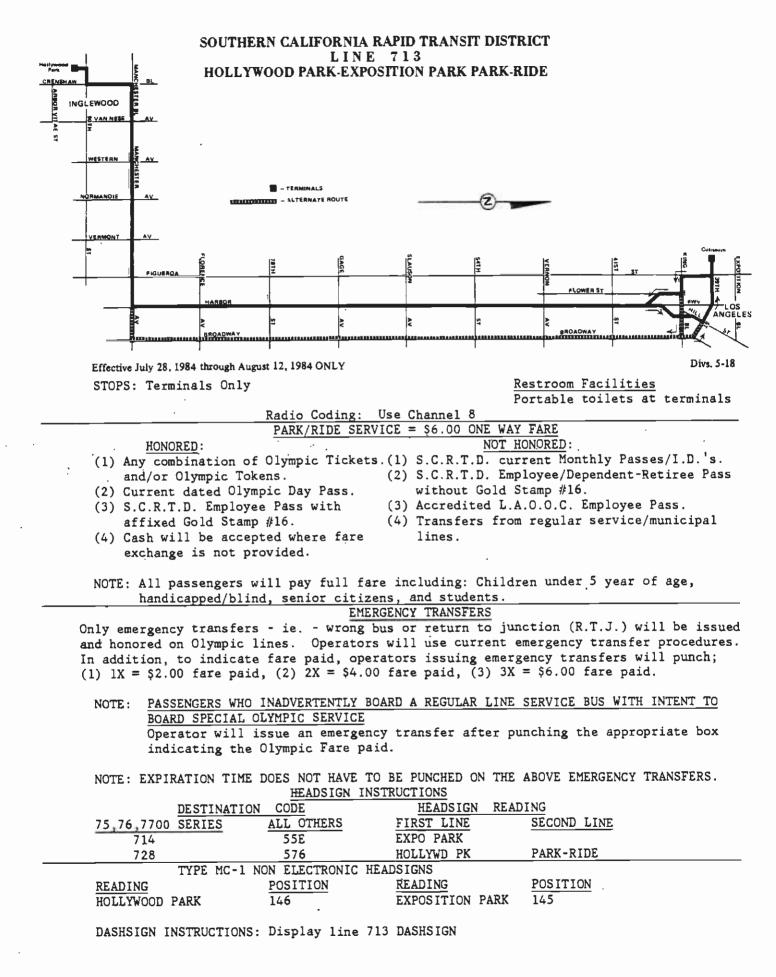
SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT **LINE 710** DOWNTOWN LOS ANGELES-EXPOSITION PARK SHUTTLE BROAD - RHUTTLE STOPS (BOARD . SPRING △ - SHUTTLE STOPS LALIGHTING. Effective July 28, 1984 through August 12, 1984 ONLY Divs 1.3 SOUTHBOUND - BOARDING STOPS: NORTHBOUND-ALIGHTING 39TH ST. OFF ST. TERM. FLOWER-7TH SPRING-1ST (TERMINAL) FIGUEROA-11TH FLOWER-ADAMS FLOWER-5TH(FARSIDE) HOPE-1ST (FARSIDE (FARSIDE-NAGOYA) HOPE -1ST FLOWER-WASHINGTON AFTER LEFT TURN) FIG.-WASH. (FARSIDE) FLOWER-11TH FLOWER-5TH (FARSIDE) FIGUEROA-ADAMS BROADWAY-1ST-TERMINAL (FARSIDE AFTER LEFT TURN) FLOWER-7TH (FARSIDE) 39TH ST. OFF-ST. TERM. Restroom Facilities Portable toilets at terminals Radio Coding: Use Channel 8 SHUTTLE SERVICE = \$2.00 ONE WAY FARE HONORED: NOT HONORED: (1) Any combination of Olympic Tickets (1) S.C.R.T.D. current Monthly Passes/I.D.'s. and/or Olympic Tokens. (2) S.C.R.T.D. Employee/Dependent-Retiree Pass (2) Current dated Olympic Day Pass. without Gold Stamp #16. (3) S.C.R.T.D. Employee Pass with (3) Accredited L.A.O.O.C. Employee Pass. affixed Gold Stamp #16. (4) Transfers from regular service/municipal (4) Cash will be accepted where fare lines. exchange is not provided. NOTE: All passengers will pay full fare including: Children under 5 year of age, handicapped/blind, senior citizens, and students. EMERGENCY TRANSFERS Only emergency transfers - ie. - wrong bus or return to junction (R.T.J.) will be issued and honored on Olympic lines. Operators will use current emergency transfer procedures. In addition, to indicate fare paid, operators issuing emergency transfers will punch; (1) 1X = \$2.00 fare paid, (2) 2X = \$4.00 fare paid, (3) 3X = \$6.00 fare paid. NOTE : PASSENGERS WHO INADVERTENTLY BOARD A REGULAR LINE SERVICE BUS WITH INTENT TO BOARD SPECIAL OLYMPIC SERVICE Operator will issue an emergency transfer after punching the appropriate box indicating the Olympic Fare paid. NOTE: EXPIRATION TIME DOES NOT HAVE TO BE PUNCHED ON THE ABOVE EMERGENCY TRANSFERS. HEADSIGN INSTRUCTIONS DESTINATION CODE HEADSIGN READING 75,76,7700 SERIES ALL OTHERS FIRST LINE SECOND LINE 714 55E EXPO PARK 720 566 DOWNTOWN LA SHUTTLE TYPE MC-1 NON ELECTRONIC HEADSIGNS READING POSITION READING POSITION LOS ANGELES 118 EXPOSITION PARK 145

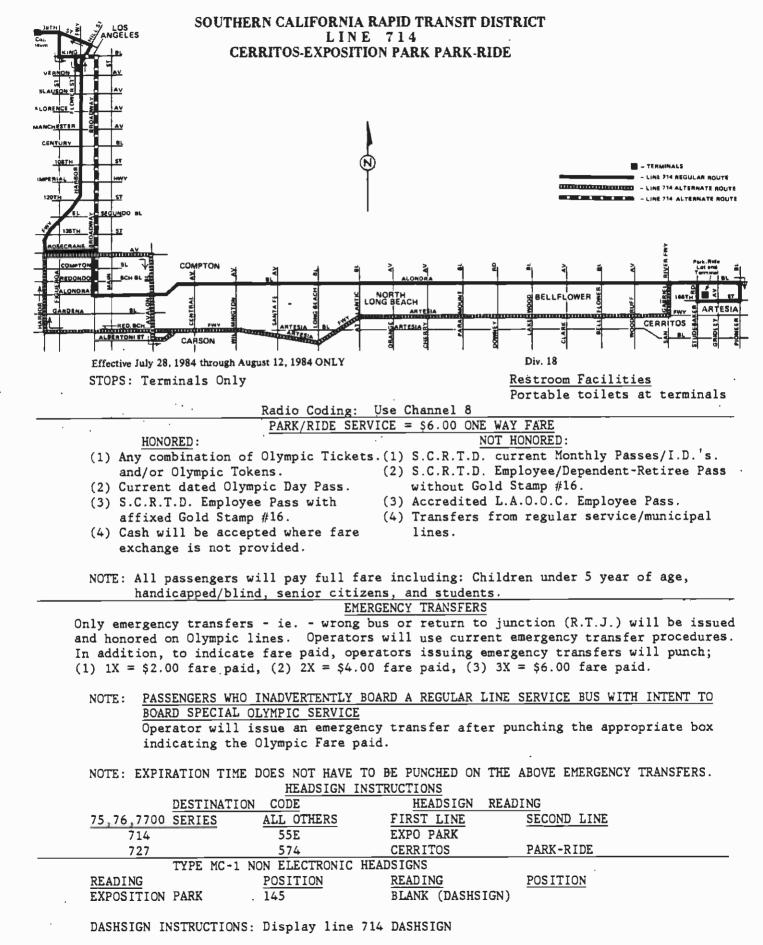
DASHSIGN INSTRUCTIONS: Display line 710 DASHSIGN

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Effective July 28, 1984 through August 12, 1984 ONLY	Divs. 8-15
STOPS: Terminals Only	Restroom Facilities
	Portable toilets at terminals
Radio Coding: U	
	CE = \$6.00 ONE WAY FARE
HONORED:	NOT HONORED:
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and/or Olympic Tokens. (2) Current dated Olympic Day Pass.	without Gold Stamp #16.
	(3) Accredited L.A.O.O.C. Employee Pass.
	(4) Transfers from regular service/municipal
(4) Cash will be accepted where fare	lines.
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	ENCY TRANSFERS
Only emergency transfers - ie wrong bu	s or return to junction (R.T.J.) will be issued
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NOTE: PASSENGERS WHO INADVERTENTLY BOA	RD A REGULAR LINE SERVICE BUS WITH INTENT TO
BOARD SPECIAL OLYMPIC SERVICE	
Operator will issue an emergency	transfer after punching the appropriate box
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	BE PUNCHED ON THE ABOVE EMERGENCY TRANSFERS.
HEADSIGN INST	
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HEADSIGN INSTDESTINATIONCODE75,76,7700SERIES71455E78457A	HEADSIGN READING FIRST LINE SECOND LINE EXPO PARK S.F. VALLEY PARK-RIDE
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DASHSIGN INSTRUCTIONS: Display line 712 DASHSIGN

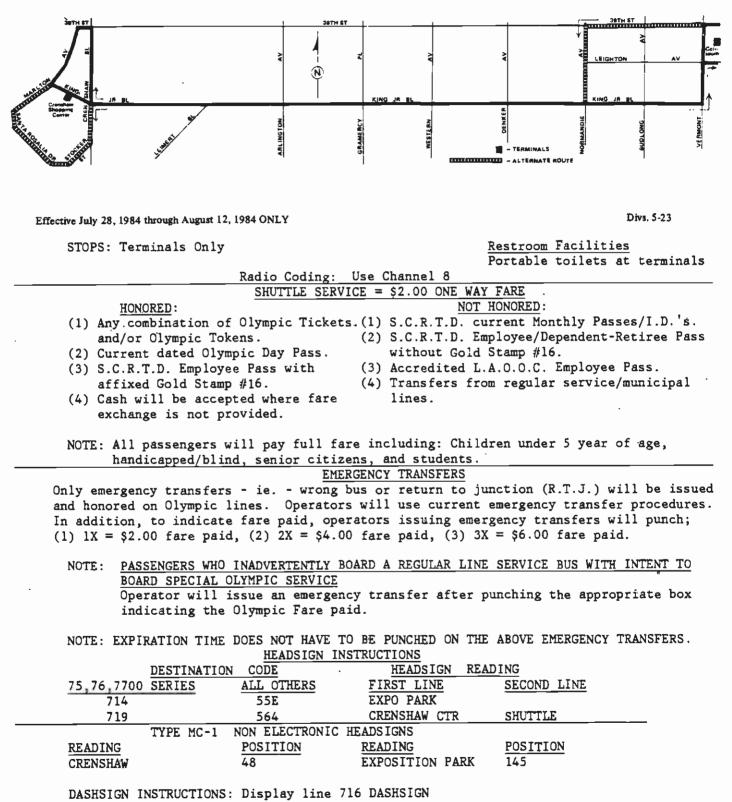




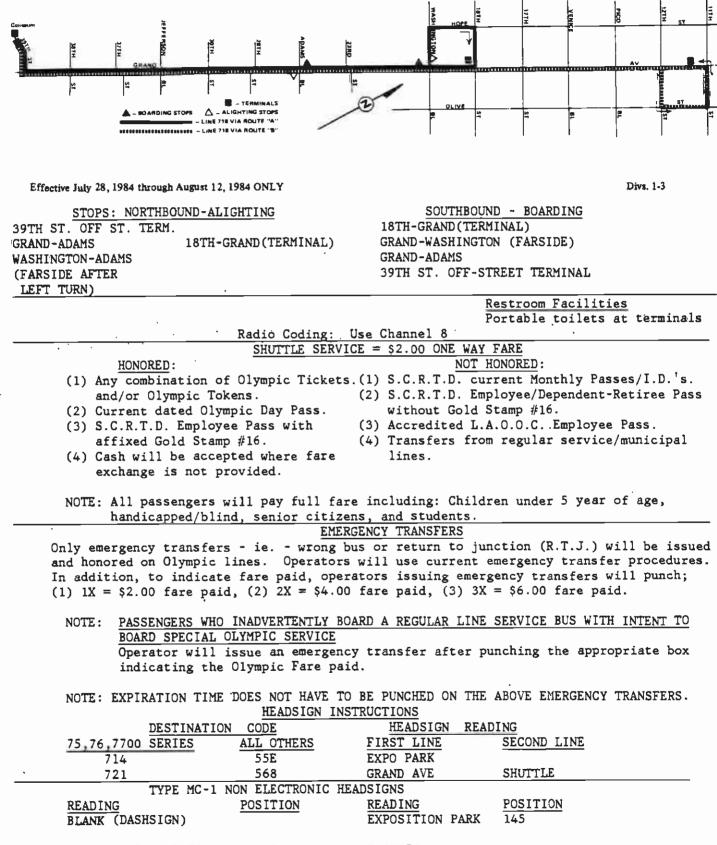
#### SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT **LINE 715** PASADENA-EXPOSITION PARK PARK-RIDE EAGLE ROCK PASADENA TERMINALS CONTINUES - ALTERNATE ROUTE Divs. 9-10 Effective July 28, 1984 through August 12, 1984 ONLY Restroom Facilities STOPS: Terminals Only Portable toilets at terminals Radio Coding: Use Channel 8 PARK/RIDE SERVICE = \$6.00 ONE WAY FARE NOT HONORED: . HONORED: (1) Any combination of Olympic Tickets. (1) S.C.R.T.D. current Monthly Passes/I.D.'s. (2) S.C.R.T.D. Employee/Dependent-Retiree Pass and/or Olympic Tokens. without Gold Stamp #16. (2) Current dated Olympic Day Pass. (3) Accredited L.A.O.O.C. Employee Pass. (3) S.C.R.T.D. Employee Pass with (4) Transfers from regular service/municipal affixed Gold Stamp #16. lines. (4) Cash will be accepted where fare exchange is not provided. NOTE: All passengers will pay full fare including: Children under 5 year of age, handicapped/blind, senior citizens, and students. EMERGENCY TRANSFERS Only emergency transfers - ie. - wrong bus or return to junction (R.T.J.) will be issued and honored on Olympic lines. Operators will use current emergency transfer procedures. In addition, to indicate fare paid, operators issuing emergency transfers will punch; (1) 1X = \$2.00 fare paid, (2) 2X = \$4.00 fare paid, (3) 3X = \$6.00 fare paid. PASSENGERS WHO INADVERTENTLY BOARD A REGULAR LINE SERVICE BUS WITH INTENT TO NOTE : BOARD SPECIAL OLYMPIC SERVICE Operator will issue an emergency transfer after punching the appropriate box indicating the Olympic Fare paid. NOTE: EXPIRATION TIME DOES NOT HAVE TO BE PUNCHED ON THE ABOVE EMERGENCY TRANSFERS. HEADSIGN INSTRUCTIONS HEADSIGN READING DESTINATION CODE SECOND LINE ALL OTHERS FIRST LINE 75,76,7700 SERIES 714 55E EXPO PARK 294 PASADENA PARK-RIDE 389 TYPE MC-1 NON ELECTRONIC HEADSIGNS READING POSITION POSITION READING EXPOSITION PARK 145 122 PASADENA

DASHSIGN INSTRUCTIONS: Display line 715 DASHSIGN

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT LINE 716 CRENSHAW CENTER-EXPOSITION PARK SHUTTLE

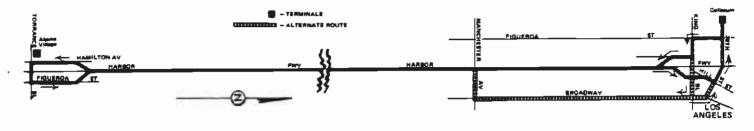


SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT L I N E 7 1 8 GRAND AVENUE-EXPOSITION PARK SHUTTLE



DASHSIGN INSTRUCTIONS: Display line 718 DASHSIGN

### SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT L I N E 7 1 9 ALPINE VILLAGE-EXPOSITION PARK PARK-RIDE

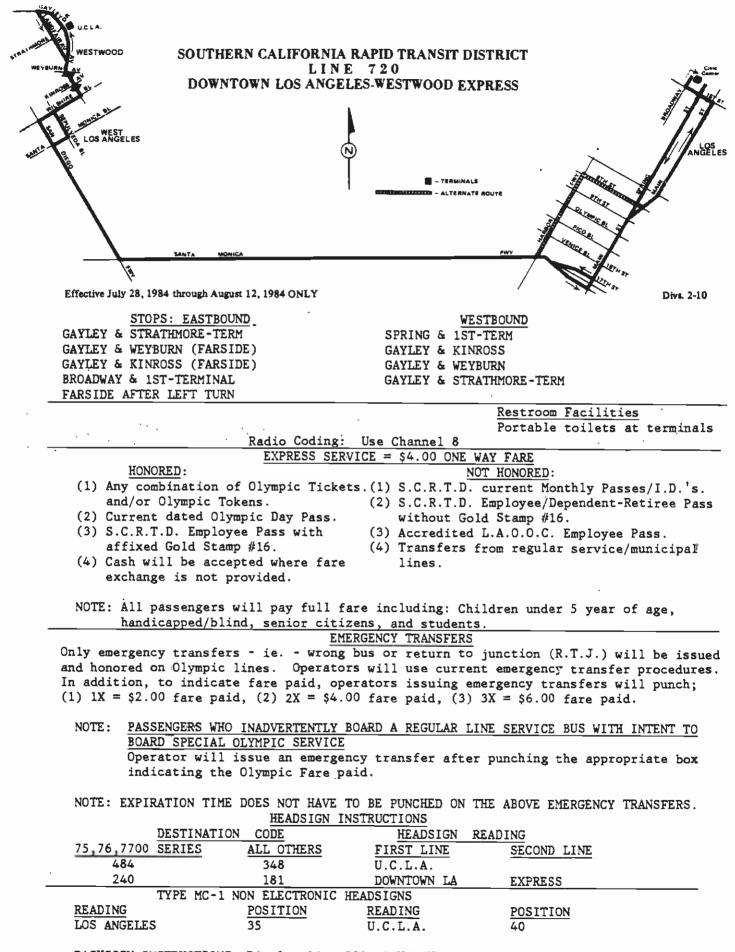


Effective July 28, 1984 through August 12, 1984 ONLY

Div. 18

STOPS: Terminals Or	lly		Restroom Facilities Portable toilets at terminals
	Radio Coding:	Use Channel 8	
		RVICE = \$6.00 ONE WA	Y FARE
HONORED :			HONORED:
(1) Any combination and/or Olympic		ts.(1) S.C.R.T.D. cu	rrent Monthly Passes/I.D.'s. ployee/Dependent-Retiree Pass
(2) Current dated (		without Gold	
(3) S.C.R.T.D. Empl			A.O.O.C. Employee Pass.
affixed Gold St			m regular service/municipal
(4) Cash will be ac		lines.	
exchange is not			
	F		
NOTE: All passenger	s will pay full fa	are including: Child	lren under 5 year of age,
handicapped/h	lind, senior citi:	zens, and students.	
		ERGENCY TRANSFERS	·
Only emergency transf	ers - ie wrong	bus or return to ju	nction (R.T.J.) will be issued
and honored on Olymp:	c lines. Operator	rs will use current	emergency transfer procedures.
In addition, to indic	ate fare paid, ope	erators issuing emen	gency transfers will punch;
(1) $1X = $2.00$ fare p	paid, (2) $2X = $ \$4.0	00 fare paid, (3) 3)	( = \$6.00 fare paid.
NOTE DAGENICEDC	210 TNADIZE DITENTITY 1		SEDUTCE BUS WITH INTENT TO
	AL OLYMPIC SERVICE	BOARD A REGULAR LINE	SERVICE BUS WITH INTENT TO
	1 lecus on emetors	ncy transfer after r	unching the appropriate box
Operator wil			ounching the appropriate box
Operator wil	the Olympic Fare p		ounching the appropriate box
Operator will indicating t	the Olympic Fare parts	aid.	
Operator will indicating t	the Olympic Fare parts of the DOES NOT HAVE	aid.	ounching the appropriate box
Operator will indicating t	the Olympic Fare parts (ME DOES NOT HAVE The ADSIGN II)	aid. TO BE PUNCHED ON THI <u>NSTRUCTIONS</u>	
Operator will indicating to NOTE: EXPIRATION T	the Olympic Fare parts (ME DOES NOT HAVE The ADSIGN II)	aid. TO BE PUNCHED ON THI <u>NSTRUCTIONS</u>	ABOVE EMERGENCY TRANSFERS.
Operator will indicating to NOTE: EXPIRATION T DESTINA	the Olympic Fare part (ME DOES NOT HAVE T <u>HEADSIGN II</u> FION CODE	aid. TO BE PUNCHED ON THI <u>NSTRUCTIONS</u> <u>HEADSIGN REA</u> <u>FIRST LINE</u> EXPO PARK	E ABOVE EMERGENCY TRANSFERS. ADING SECOND LINE
Operator will indicating to NOTE: EXPIRATION T: <u>DESTINA</u> 75,76,7700 SERIES 714 725	the Olympic Fare part (ME DOES NOT HAVE T <u>HEADSIGN II</u> <u>FION CODE</u> <u>ALL OTHERS</u> 55E 570	aid. TO BE PUNCHED ON THI <u>NSTRUCTIONS</u> <u>HEADSIGN REA</u> <u>FIRST LINE</u> EXPO PARK ALPINE VLG	ABOVE EMERGENCY TRANSFERS.
Operator will indicating to NOTE: EXPIRATION T <u>DESTINA</u> 75,76,7700 SERIES 714 725 TYPE MC	the Olympic Fare part (ME DOES NOT HAVE 7 <u>HEADSIGN II</u> <u>TION CODE</u> <u>ALL OTHERS</u> <u>55E</u> <u>570</u> -1 NON ELECTRONIC	aid. TO BE PUNCHED ON THE <u>NSTRUCTIONS</u> <u>HEADSIGN REA</u> <u>FIRST LINE</u> EXPO PARK <u>ALPINE VLG</u> HEADSIGNS	ABOVE EMERGENCY TRANSFERS. ADING SECOND LINE PARK-RIDE
Operator will indicating to NOTE: EXPIRATION T: <u>DESTINA</u> 75,76,7700 SERIES 714 725	the Olympic Fare part (ME DOES NOT HAVE T <u>HEADSIGN II</u> <u>FION CODE</u> <u>ALL OTHERS</u> 55E 570	aid. TO BE PUNCHED ON THI <u>NSTRUCTIONS</u> <u>HEADSIGN REA</u> <u>FIRST LINE</u> EXPO PARK ALPINE VLG	ABOVE EMERGENCY TRANSFERS. <u>ADING</u> <u>SECOND LINE</u> <u>PARK-RIDE</u> <u>POSITION</u>

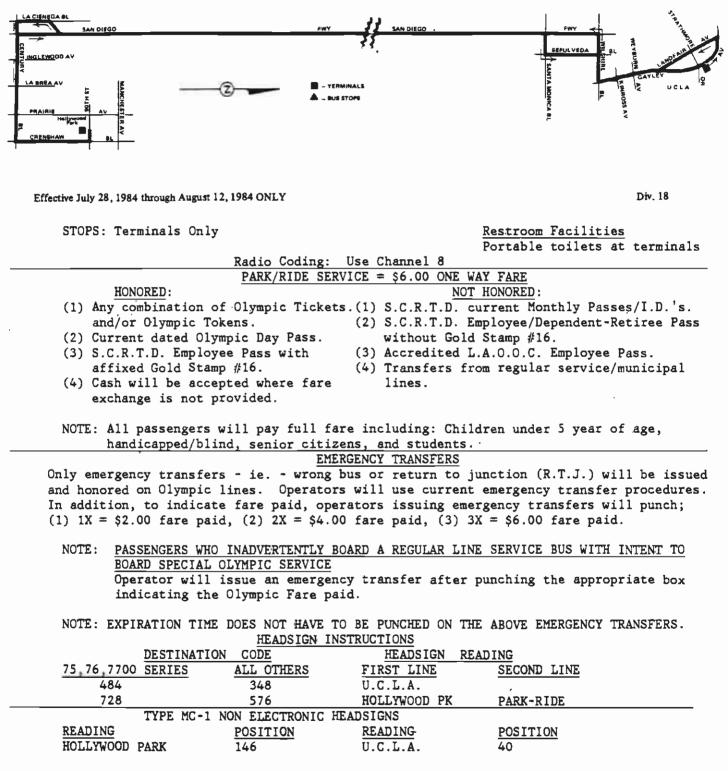
DASHSIGN INSTRUCTIONS: Display line 719 DASHSIGN



DASHSIGN INSTRUCTIONS: Display line 720 DASHSIGN

LINE	RAPID TRANSIT DISTRICT 7 2 1 Y-WESTWOOD PARK-RIDE
ranger and a start and a start	- TERMINALS
and allo	S S S S S S S S S S S S S S S S S S S
IN SAN DIEGO	
Effective July 28, 1984 through August 12, 1984 ONLY	Divs. 8-15
STOPS: Terminals Only	<u>Restroom Facilities</u>
Radio Coding:	Portable toilets at terminals Use Channel 8
	ICE = \$6.00 ONE WAY FARE
HONORED:	NOT HONORED:
	.(1) S.C.R.T.D. current Monthly Passes/I.D.'s.
and/or Olympic Tokens.	(2) S.C.R.T.D. Employee/Dependent-Retiree Pass
(2) Current dated Olympic Day Pass.	without Gold Stamp #16.
(3) S.C.R.T.D. Employee Pass with affixed Gold Stamp #16.	<ul><li>(3) Accredited L.A.O.O.C. Employee Pass.</li><li>(4) Transfers from regular service/municipal</li></ul>
(4) Cash will be accepted where fare	lines.
exchange is not provided.	
NOTE: All passengers will pay full far	e including: Children under 5 year of age,
handicapped/blind, senior citize	ns, and students.
	GENCY TRANSFERS
	us or return to junction (R.T.J.) will be issued will use current emergency transfer procedures.
	ators issuing emergency transfers will punch;
(1) 1X = \$2.00 fare paid, (2) 2X = \$4.00	
	ARD A REGULAR LINE SERVICE BUS WITH INTENT TO
BOARD SPECIAL OLYMPIC SERVICE Operator will issue an emergence	y transfer after punching the appropriate box
indicating the Olympic Fare pai	
HEADSIGN_INS	
DESTINATION CODE	HEADSIGN READING
<u>75,76,7700 SERIES</u> <u>484</u> <u>348</u>	FIRST LINE SECOND LINE U.C.L.A.
784 57A	S.F. VALLEY PARK-RIDE
TYPE MC-1 NON ELECTRONIC HE	ADSIGNS
READING POSITION	READING POSITION
NORTH HOLLYWOOD 6	EXPOSITION PARK 145
	· • · · · · · · · · · · · · ·

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT L I N E 7 2 3 HOLLYWOOD PARK-U.C.L.A. PARK-RIDE

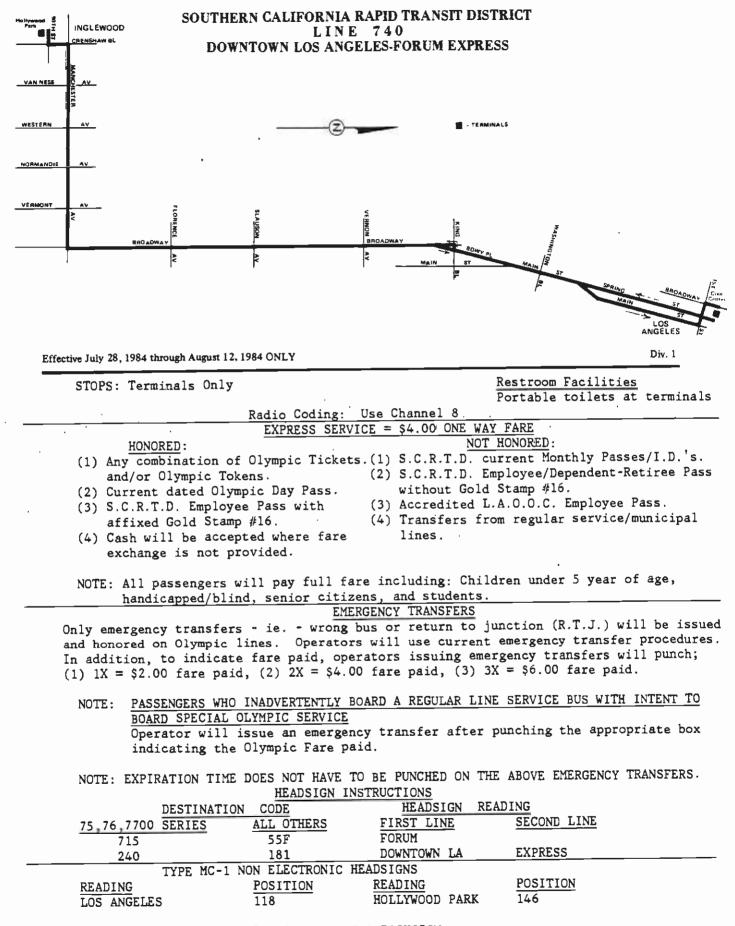


DASHSIGN INSTRUCTIONS: Display line 723 DASHSIGN

#### SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT LINE 727 WESTWOOD PARK-U.C.L.A. SHUTTLE U.C.L.A. WESTWOOD - TERMINALS SHUTTLE STOPS SEPULVED Effective July 28, 1984 through August 12, 1984 ONLY Div. 6 **Restroom** Facilities Portable toilets at terminals STOPS: NORTHBOUND SOUTHBOUND FEDERAL BLDG, PARKING LOT (TERM) GAYLEY & STRATHMORE (TERM) **GAYLEY & KINROSS** GAYLEY & WEYBURN GAYLEY & WEYBURN GAYLEY & KINROSS FEDERAL BLDG. PAKING LOT (TERM) GAYLEY & STRATHMORE (TERM) Radio Coding: Use Channel 8 SHUTTLE SERVICE = \$2.00 ONE WAY FARE HONORED: NOT HONORED: (1) Any combination of Olympic Tickets.(1) S.C.R.T.D. current Monthly Passes/I.D.'s. and/or Olympic Tokens. (2) S.C.R.T.D. Employee/Dependent-Retiree Pass (2) Current dated Olympic Day Pass. without Gold Stamp #16. (3) S.C.R.T.D. Employee Pass with (3) Accredited L.A.O.O.C. Employee Pass. affixed Gold Stamp #16. (4) Transfers from regular service/municipal (4) Cash will be accepted where fare lines. exchange is not provided. NOTE: All passengers will pay full fare including: Children under 5 year of age, handicapped/blind, senior citizens, and students. EMERGENCY TRANSFERS Only emergency transfers - ie. - wrong bus or return to junction (R.T.J.) will be issued and honored on Olympic lines. Operators will use current emergency transfer procedures. In addition, to indicate fare paid, operators issuing emergency transfers will punch; (1) 1X = \$2.00 fare paid, (2) 2X = \$4.00 fare paid, (3) 3X = \$6.00 fare paid. NOTE: PASSENGERS WHO INADVERTENTLY BOARD A REGULAR LINE SERVICE BUS WITH INTENT TO BOARD SPECIAL OLYMPIC SERVICE Operator will issue an emergency transfer after punching the appropriate box indicating the Olympic Fare paid. NOTE: EXPIRATION TIME DOES NOT HAVE TO BE PUNCHED ON THE ABOVE EMERGENCY TRANSFERS. HEADSIGN INSTRUCTIONS DESTINATION CODE HEADSIGN READING 75,76,7700 SERIES ALL OTHERS FIRST LINE SECOND LINE 484 348 U.C.L.A. 724 56E WESTWOOD SHUTTLE TYPE MC-1 NON ELECTRONIC HEADSIGNS READING POSITION READING POSITION U.C.L.A. 40 WESTWOOD 43

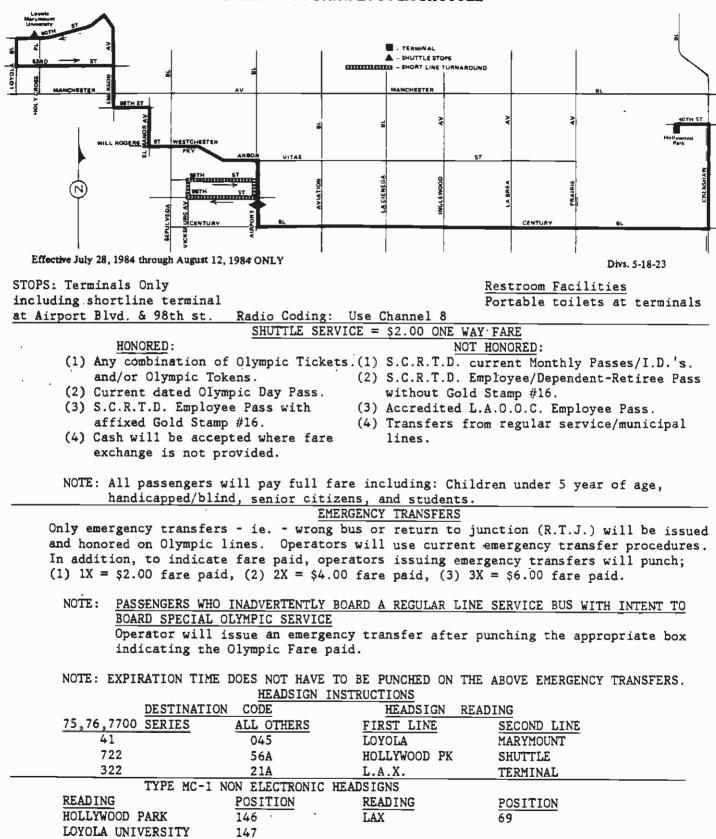
DASHSIGN INSTRUCTIONS: Display line 727 DASHSIGN

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DASHSIGN INSTRUCTIONS: Display line 740 DASHSIGN

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT L I N E 7 4 3 HOLLYWOOD PARK-LOYOLA SHUTTLE



DASHSIGN INSTRUCTIONS: Display line 743 DASHSIGN

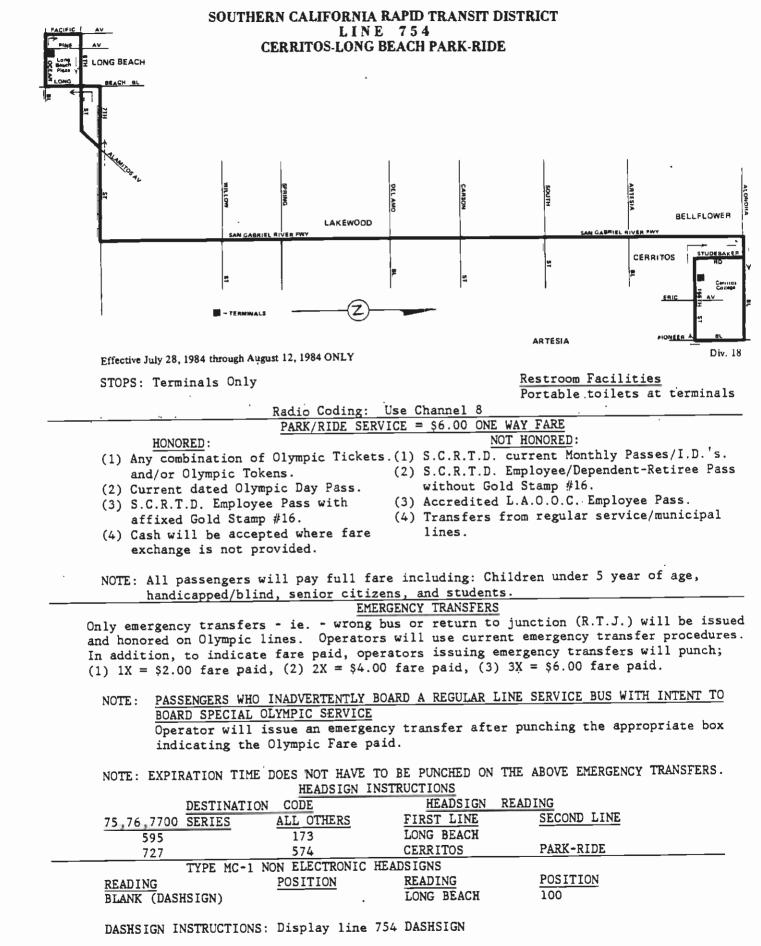
## SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT L I N E 7 5 0 DOWNTOWN LOS ANGELES-LONG BEACH EXPRESS

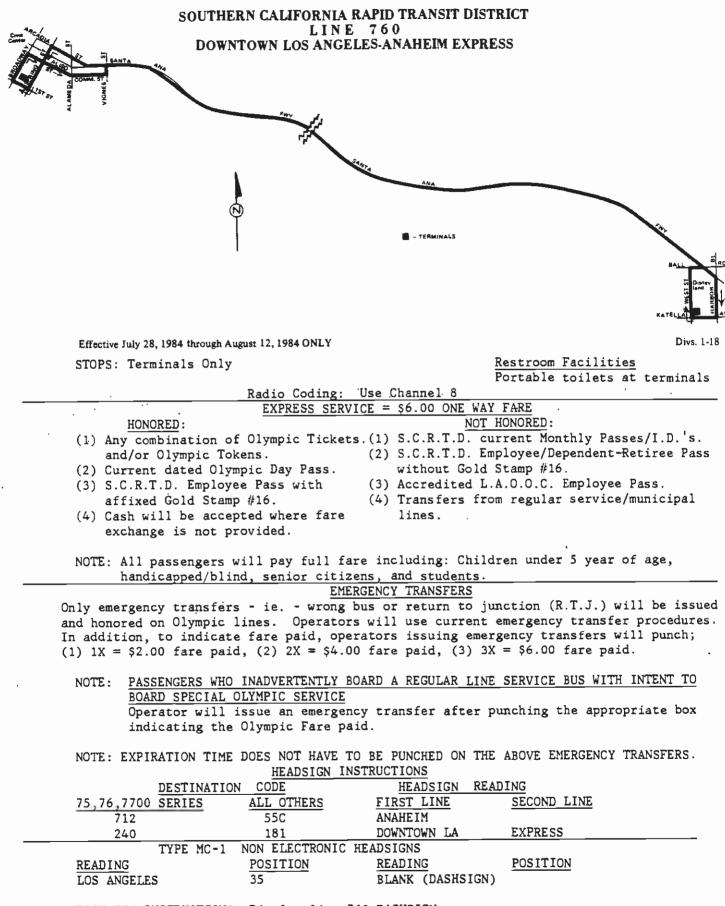
			ALAMEDA 7 3 SI
		(Z	
			and and
		55	
BEACH			
		070000	TERMINALS
⊢ μ ← Ι Effective Ιι	ily 28, 1984 through August 12, 1984 (	ONLY	Divs. 1-18
	Terminals Only		<u>Restroom Facilities</u> Portable toilets at terminals
	Radio C	oding: .Use Channel	8
		SS SERVICE = \$6.00 OI	
( a >	HONORED:	Tickets (1) S C P T	NOT HONORED:
	/ combination of Olympic 1/or Olympic Tokens.	(2) S.C.R.T	.D. current Monthly Passes/I.D.'s. .D. Employee/Dependent-Retiree Pass
	crent dated Olympic Day	Pass. without	Gold Stamp #16.
	C.R.T.D. Employee Pass w	ith (3) Accredi	ted L.A.O.O.C. Employee Pass.
	fixed Gold Stamp #16.	(4) Transfe	rs from regular service/municipal
- /	sh will be accepted wher	e fare lines.	
exc	change is not provided.		
NOTE : /	All passengers will pay	full fare including:	Children under 5 year of age,
1	handicapped/blind, senio	or citizens, and stud	ents
		EMERGENCY TRANSF	ERS
and honor In addit:	red on Olympic lines. O ion, to indicate fare pa	)perators will use cu Hid, operators issuin	to junction (R.T.J.) will be issued errent emergency transfer procedures. ag emergency transfers will punch; (3) 3X = \$6.00 fare paid.
			· .
NOTE :	PASSENGERS WHO INADVERI	<u>ENILI BUARD A REGULA</u>	AR LINE SERVICE BOS WITH INTERT TO
	Operator will issue an	emergency transfer a	ifter punching the appropriate box
	indicating the Olympic	Fare paid.	
NOTE : 1			ON THE ABOVE EMERGENCY TRANSFERS.
			N READING
75 74			
	40 181	DOWNTOWN I	
2			
2	TYPE MC-1 NON ELECT	TRONIC HEADSIGNS	
2 READIN	TYPE MC-1 NON ELECT		POSITION ES 82
<pre>(1) 1X = NOTE: NOTE: </pre>	\$2.00 fare paid, (2) 2X <u>PASSENGERS WHO INADVERT</u> <u>BOARD SPECIAL OLYMPIC S</u> Operator will issue an indicating the Olympic EXPIRATION TIME DOES NOT <u>HEAT</u> <u>DESTINATION CODE</u> 7700 SERIES <u>ALL OTH</u> 173	X = \$4.00 fare paid,         XENTLY BOARD A REGULA         SERVICE         emergency transfer a         Fare paid.         T HAVE TO BE PUNCHED         DSIGN INSTRUCTIONS         HEADSIG         HERS         FIRST LINE         LONG BEACH         DOWNTOWN L	(3) 3X = \$6.00 fare paid. AR LINE SERVICE BUS WITH INTENT TO after punching the appropriate box ON THE ABOVE EMERGENCY TRANSFERS. <u>ON READING</u> <u>SECOND LINE</u> H

DASHSIGN INSTRUCTIONS: Display line 750 DASHSIGN

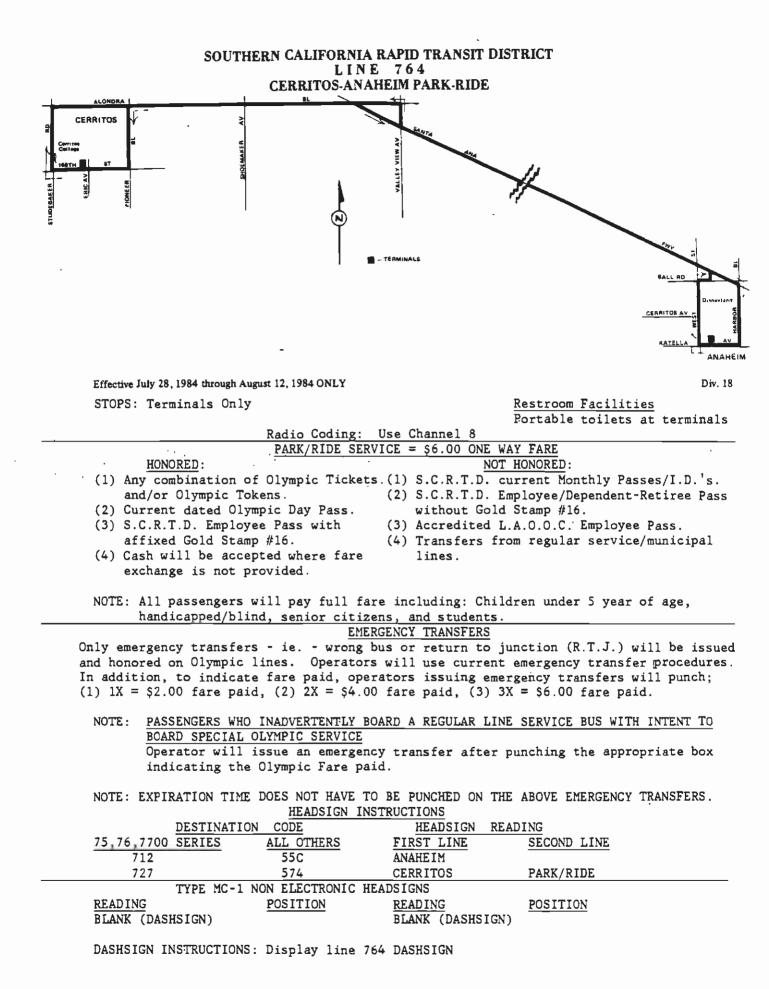
SOUTHERN	CALIFORNIA R	APID TRANSIT D	
	LINE	753	
HOLLY	VOOD PARK-LOP	G BEACH PARK-	
			- WEST <u>ERN AV</u>
		/	VERMONT S AV
		HANBOR	FWY J
	, j	<del>4</del> 8	1
	5		
	34		
and the second se			(Z)
JAN BEACH			
GOLDEN AV		- TERMINALS	
		LELITERNATE ROUTE (N	
Effective July 28, 1984 through August	17 1984 ONLY		Div. 18
STOPS: Terminals Only	12, 1904 01121		Restroom Facilities
		0	Portable toilets at terminals
	adio Coding: U PARK/RIDE SERVI	$\frac{\text{se Channel 8}}{\text{CE} = $6.00 \text{ ONE}}$	WAY FARE
HONORED		NO	T HONORED:
(1) Any combination of 0		(1) S.C.R.T.D.	current Monthly Passes/I.D.'s.
and/or Olympic Tokens (2) Current dated Olympic			Employee/Dependent-Retiree Pass d Stamp #16.
(3) S.C.R.T.D. Employee	Pass with	(3) Accredited	L.A.O.O.C. Employee Pass.
affixed Gold Stamp #	16.		rom regular service/municipal
(4) Cash will be accepted exchange is not prov:		lines.	
NOTE: All passengers wil	l pay full fare	including: Chi	ldren under 5 year of age,
handicapped/blind,		ENCY TRANSFERS	•
Only emergency transfers -	ie wrong bu	s or return to	junction (R.T.J.) will be issued
and honored on Olympic lin	es Operators	will use curren	t emergency transfer procedures.
In addition, to indicate f (1) 1X = \$2.00 fare paid,	are paid, opera (2) 2X = \$4.00	fare paid. (3)	ergency transfers will punch; 3X = \$6.00 fare paid.
		ARD A REGULAR LI	NE SERVICE BUS WITH INTENT TO
BOARD SPECIAL OLY	ue an emergency	v transfer after	punching the appropriate box
indicating the Ol	ympic Fare paid	1.	
NOTE - EXPLOSATION TIME DO	ES NOT HAVE TO	BE PUNCHED ON T	HE ABOVE EMERGENCY TRANSFERS.
NOTE: EXPIRATION TIME DO	HEADSIGN INST	TRUCTIONS	
	CODE	HEADSIGN F	
	LL OTHERS	FIRST LINE LONG BEACH	SECOND LINE
595 728	173 576	HOLLYWD PK	PARK-RIDE
TYPE MC-1 NON	ELECTRONIC HE	ADSIGNS	
	OSITION	<u>READING</u> LONG BEACH	POSITION 100
HOLLYWOOD PARK 1	46	TO'AR DEVEL	100
DASHSIGN INSTRUCTIONS: D	isplay line 75	3 DASHSIGN	

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DASHSIGN INSTRUCTIONS: Display line 760 DASHSIGN



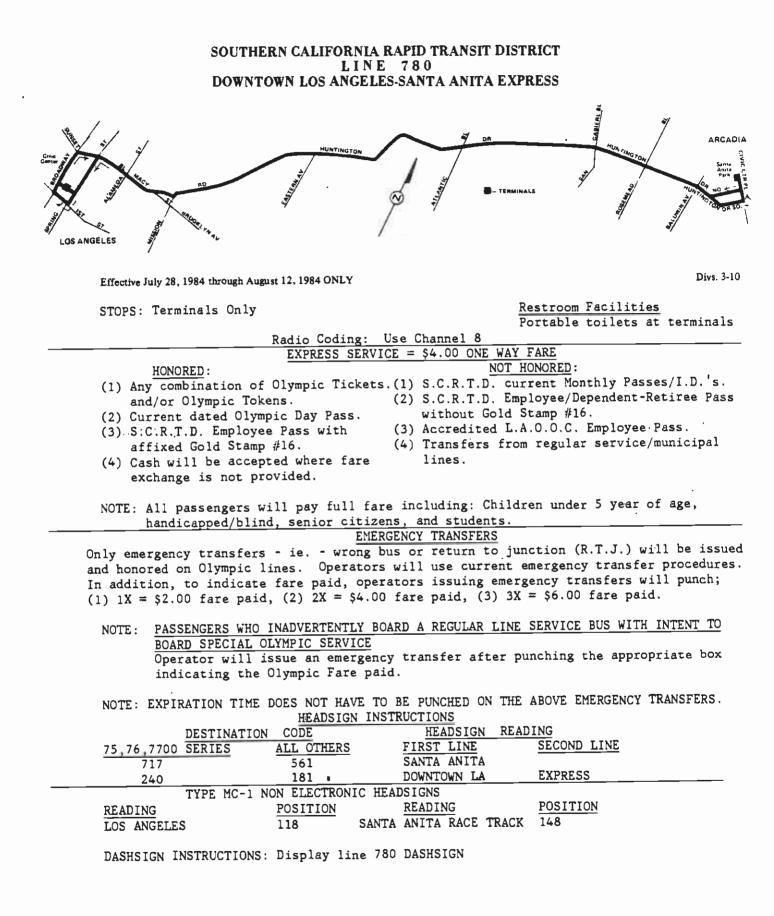
-60-

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT L I N E 7 7 0 DOWNTOWN LOS ANGELES-DODGER STADIUM SHUTTLE
SUINSET
Effective July 28, 1984 through August 12, 1984 ONLY Divs. 1-2-3
STOPS: Terminals Only <u>Restroom Facilities</u>
Portable toilets at terminals Radio Coding: Use Channel 8
SHUTTLE SERVICE = \$2.00 ONE WAY FARE
HONORED: NOT HONORED:
(1) Any combination of Olympic Tickets.(1) S.C.R.T.D. current Monthly Passes/I.D.'s.
and/or Olympic Tokens. (2) S.C.R.T.D. Employee/Dependent-Retiree Pass (2) Current dated Olympic Day Pass. without Gold Stamp #16.
(3) S.C.R.T.D. Employee Pass with (3) Accredited L.A.O.O.C. Employee Pass.
affixed Gold Stamp #16. (4) Transfers from regular service/municipal
(4) Cash will be accepted where fare lines.
exchange is not provided.
NOTE: All passengers will pay full fare including: Children under 5 year of age, handicapped/blind, senior citizens, and students.
EMERGENCY TRANSFERS
Only emergency transfers - ie wrong bus or return to junction (R.T.J.) will be issued and honored on Olympic lines. Operators will use current emergency transfer procedures.
In addition, to indicate fare paid, operators issuing emergency transfers will punch;
(1) 1X = \$2.00 fare paid, (2) 2X = \$4.00 fare paid, (3) 3X = \$6.00 fare paid.
NOTE: PASSENGERS WHO INADVERTENTLY BOARD A REGULAR LINE SERVICE BUS WITH INTENT TO BOARD SPECIAL OLYMPIC SERVICE
Operator will issue an emergency transfer after punching the appropriate box indicating the Olympic Fare paid.
NOTE: EXPIRATION TIME DOES NOT HAVE TO BE PUNCHED ON THE ABOVE EMERGENCY TRANSFERS. HEADSIGN INSTRUCTIONS
DESTINATION CODE. HEADSIGN READING
75,76,7700 SERIES 215ALL OTHERS 15BFIRST LINE DODGER STAD.SECOND LINE
720 566 DOWNTOWN LA SHUTTLE
TYPE MC-1 NON ELECTRONIC HEADSIGNS
READING POSITION READING POSITION
LOS ANGELES 118 DODGER STADIUM 134

DASHSIGN INSTRUCTIONS: Display line 770 DASHSIGN

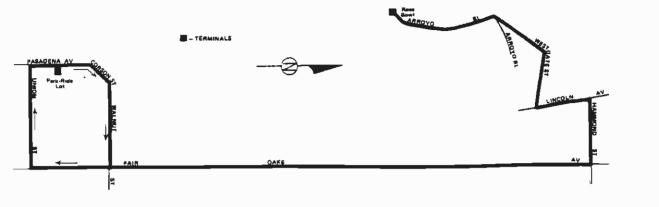
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	LINE	RAPID TRANSIT DIS 790 ES-ROSE BOWL EXP	
Come Anegorian State Sta	HOO CLEADALE	Z - TERMINALS	PASADENA PAIR GAKS AV
Effective July 28, 1984 through Aug	ust 12, 1984 ONLY		Divs. 3-10
STOPS: Terminals Only			Restroom Facilities Portable toilets at terminals
	Radio Coding:	Use Channel 8 CE = \$4.00 ONE WA	
HONORED: (1) Any combination of and/or Olympic Tol (2) Current dated Olym (3) S.C.R.T.D. Employed affixed Gold Stamp (4) Cash will be accept exchange is not pro-	f Olympic Tickets cens. mpic Day Pass. ee Pass with o #16. oted where fare	NOT .(1) S.C.R.T.D. c (2) S.C.R.T.D. E without Gold (3) Accredited L	<u>HONORED</u> : urrent Monthly Passes/I.D.'s. mployee/Dependent-Retiree Pass
NOTE: All passengers w handicapped/blin	will pay full fan nd, senior cit <u>iz</u> e	e including: Chil ens, and students.	dren under 5 year of age,
Only emergency transfers and honored on Olympic In addition, to indicate (1) 1X = \$2.00 fare paid	EMEN s - ie wrong b lines. Operators e fare paid, opes d, (2) 2X = \$4.06	GENCY TRANSFERS ous or return to j s will use current rators issuing eme ) fare paid, (3) 3	unction (R.T.J.) will be issued emergency transfer procedures. ergency transfers will punch;
BOARD SPECIAL Operator will	OLYMPIC SERVICE	cy transfer after	punching the appropriate box
DESTINATIO	<u>HEADSIGN IN</u> N CODE	<u>STRUCTIONS</u> <u>HEADSIGN RE</u>	ABOVE EMERGENCY TRANSFERS.
75,76,7700 SERIES 411	ALL OTHERS 2BE	FIRST LINE ROSE BOWL DOWNTOWN IA	SECOND LINE EXPRESS
240	181 NON ELECTRONIC H	DOWNTOWN LA	
READING LOS ANGELES	POSITION 118	READING ROSE BOWL	POSITION 140
DASHSIGN INSTRUCTIONS	: Display line 7	90 DASHSIGN	

#### SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT L I N E 795 PASADENA-ROSE BOWL SHUTTLE



#### Effective July 28, 1984 through August 12, 1984 ONLY

STOPS: Terminals Only

Divs. 3-10

Restroom	<b>Facilitie</b>	<u>8</u>
Portable	toilets a	t terminals

	Radio Coding: (	Use Channel 8	forcable corrects at conminants
<u> </u>	SHUTTLE SERVIC	CE = \$2.00  ONE WAY	FARE
HONORED:		NOT	HONORED:
(1) Any combination	on of Olympic Tickets	.(1) S.C.R.T.D. cu	rrent Monthly Passes/I.D.'s.
and/or Olympi		(2) S.C.R.T.D. Em	ployee/Dependent-Retiree Pass
	Olympic Day Pass.	without Gold	Stamp #16.
(3) S.C.R.T.D. Em			A.O.O.C. Employee Pass.
affixed Gold	Stamp #16.	(4) Transfers fro	m regular service/municipal
(4) Cash will be	accepted where fare	lines.	
exchange is n	ot provided.		
-			
NOTE: All passeng	ers will pay full far	e including: Child	ren under 5 year of age,
handicapped	<u>/blind, senior citize</u>	<u>ns, and students.</u>	
- · ·	EMER	GENCY TRANSFERS	
Only emergency tran	sfers - ie wrong b	us or return to ju	unction (R.T.J.) will be issued
and honored on Olym	pic lines. Operators	will use current	emergency transfer procedures.
In addition, to ind	icate fare paid, oper	ators issuing emer	gency transfers will punch;
(1) $1X = $2.00$ fare	paid, $(2) 2X = $4.00$	fare paid, $(3)$ 32	= \$6.00 fare paid.
	WO INADUCDOCINELY BO		SEDVICE BUS WITH INTENT TO
		ARD A REGULAR LINE	<u>SERVICE BUS WITH INTENT TO</u>
	IAL OLYMPIC SERVICE	w transfor ofter t	ounching the appropriate box
	the Olympic Fare pai		unching the appropriate box
indicating	the olympic rate par		
NOTE. EVDIDATION	TIME DOES NOT HAVE TO	BE PUNCHED ON THE	ABOVE EMERGENCY TRANSFERS.
NOTE: EXPIRATION	HEADSIGN INS		
DESTIN	ATION CODE		LDING
75,76,7700 SERIES		FIRST LINE	SECOND LINE
411	2BE	ROSE BOWL	
723	56C	PASADENA	SHUTTLE
	C-1 NON ELECTRONIC HE		
READING	POSITION	READING	POSITION
PASADENA	122	ROSE BOWL	140
. adiubiim			

DASHSIGN INSTRUCTIONS: Display line 795 DASHSIGN

#### OLYMPIC GAMES PASSENGER TRAVEL REPORT

DAY\_\_\_\_DATE\_\_\_\_

LINE NO.\_\_\_\_\_ LOCATION \_\_\_\_\_ DIRECTION \_\_\_\_\_

SUPERVISOR \_\_\_\_\_

PAGE\_\_\_\_\_ OF \_\_\_\_\_

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\* CROSS OUT INAPPROPRIATE LINE MAIL TO VEHICLE OPERATIO

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#### SEATING CAPACITY DISTRICT BUSES ALL SERIES INCLUDED

Bus Series	Number	of	Seats
1000		47	
2400		45	
2600		45	
3000		49	
3100		47	
3300		43	
4000		35	
4100		27	
4200		45	
4300		45	
4400		34	
5000		51	
5200 - 5224		46	
5225 - 5254		51	
5300		51	
5400		51	
5700		50	
5800		50	
5900		50	
6100		51	
7000		51	
7100		51	
7200		51	
7300		47	
7400		51	
7500		43	
8000		49	
8200		43	
9200 - 9229		64	
9250 - 9259		62	
9900		82	

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# TELEPHONE INFORMATION TOLL FREE NUMBERS

CITY		PHONE NUMBERS
ALHAMBRA	(1-818)	443-1307
ANAHEIM	(1-714)	635-6010
ARCADIA	(1-818)	443-1307
BEVERLY HILLS		273-0910
BREA	(1-714)	635-6010
BUENA PARK	(1-714)	635-6010
BURBANK	(1-818)	246-2593
CANOGA PARK	(1-818)	781-5890
CHINO	(1-714)	620-1871
CLAREMONT	(1-714)	620-1871
COLTON	(1-714)	824-1100
COMPTON		639-6800
COVINA	(1-818)	443-1307
CUCAMONGA	(1-714)	620-1871
CULVER CITY		273-0910
DIAMOND BAR	(1-714)	620-1871
DISNEYLAND	(1-714)	635-6010
DOWNEY		699-0954
EL MONTE	(1-818)	443-1307
EL SEGUNDO		973-1222
FONTANA	(1-714)	824-1100
FULLERTON	(1-714)	635-6010
GARDENA		973-1222
GARDEN GROVE	(1-714)	635-6010
GLENDALE	(1-818)	246-2593
HAWTHORNE		973-1222
HOLLYWOOD		626-4455
INGLEWOOD		973-1222
LA CRESCENTA	(1-818)	246-2593
LAVERNE	(1-714)	620-1871
LOMITA		639-6800

# TELEPHONE INFORMATION

# TOLL FREE NUMBERS

LONG BEACH		639-6800
LONG BEACH LOS ANGELES (CENTRAL AREA)		626-4455
MARINA DEL REY		973-1222
MAR VISTA	(1-818)	781-5890
MONROVIA		443-1307
MONTCLAIR		620-1871
MONTEBELLO		443-1307
NORTH HOLLYWOOD		781-5890
ONTARIO		620-1871
ORANGE		635-6010
PASADENA	•	246-2593
POMONA		620-1871
REDONDO BEACH	(1 /14)	973-1222
RESEDA	(1 - 818)	781-5890
RIALTO		824-1100
RIVERSIDE		824-1100
SAN BERNARDINO		824-1100
SAN DIMAS		620-1871
SAN FERNANDO		781-5890
SAN GABRIEL		443-1307
SAN PEDRO	(1 010)	639-6800
SANTA ANA	(1 - 714)	635-6010
	•	781-5890
SIERRA MADRE		443-1307
SUNLAND		246-2593
SUN VALLEY		781-5890
TORRANCE		639-6800
TUJUNGA	(1-818)	246-2593
VAN NUYS	(1 - 818)	781-5890
WALNUT	(1-714)	620-1871
WEST COVINA	(1-818)	443-1307
WEST LOS ANGELES		273-0910
WESTMINSTER	(1-714)	635-6010
WHITTIER		699-0954

# FARE EXCHANGE PERSONNEL

# SHEET\_\_\_\_OF

# SIGN ON/SIGN OFF

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1.004.7700

LOCATION		the state state when the state state state that the	DA I		DATE
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SUBMIT COMPLETED REPORTS TO OPERATIONS CONTROL CENTER 4TH FLOOR, LOCATION 32

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#### FARE EXCHANGE SUMMARY OF TASKS

#### Pick up Funds

- 1. Sign on with supervisory personnel at sign-on location, (division, location or Central Cash Counting Office.)
- 2. Pick up working fund. Check amount on receipt. Sign receipt.
- 3. Bag will consist of cash, tickets and/or tokens.
- 4. With Security Guard, proceed to work location.

### Handle Cash Responsibly

- 5. Place all reserve funds in District vehicle trunk if you are not stationed in a ticket booth.
- 6. Request Security Guard accompaniment when placing excess funds in the trunk.
- 7. If funds run low, report to Venue Captain who will radio for additional funds.
- 8. Using apron, keep funds neat and in proper order at all times.

#### Provide Fare Exchange

- 9. Determine destination/line number of passenger.
- 10. Quote the passenger a roundtrip fare.
- 11. Collect cash from customer
- 12. Issue appropriate ticket(s) or token(s)
- 13. Give customer required change.

#### Balance Funds

- 14. Count coins and cash.
- 15. Separate and "face" all bills by denomination, (all portraits on bills facing up.)
- 16. Stack bills as indicated:

Denomination	Number of Bills	Amount
1.00	25	25.00
5.00	20	100.00
10.00	25	250.00
20.00	25	500.00

- 17. Place a rubber band around each stack. Put four bundles of the same denomination together and place a large rubber band around them.
- 18. Place the coins and currency in one bag.
- 19. Place the tickets, tokens, and currency bag in one large bag.
- 20. Complete daily balance form.
- 21. Complete the "Returned Working Fund" side of the dual purpose tag, seal the bag, and sign tag.
- 22. Return bag to supervisory personnel and sign off shift.

#### WORKING FUND DISTRIBUTION - VENUE CAPTAIN

Working funds will be distributed to Fare Exchange Persons (FEP's) prior to their arrival at each service location.

It shall be the responsibility of the FEP to keep the Venue Captain (Assistant Venue Captain) informed as to the availability of working funds. Should additional funds be required, the FEP shall inform the Venue Captain (Assistant Venue Captain) who will in turn notify the Operations Control Center (OCC). The OCC shall relay the request to the Central Cash Counting Office (CCCO).

A Transit Police Security Guard will be dispatched to the CCCO where he/she will accept, then transport the additional working funds to the requesting location.

#### EMERGENCY SITUATIONS

Situations requiring the attention of Transit Police shall immediately be reported to the Transit Police Dispatcher. Vehicle or hand-held radios will be available at all sites where District working funds are located.

### WORKING FUND DISTRIBUTION - FARE EXCHANGE

#### CENTRAL CASH COUNTING OFFICE

The Fare Exchange Person (FEP) drawing his/her working fund from the Central Cash Counting Office (CCCO) will enter the CCCO by ringing the bell located on the back loading dock. The FEP and the assigned Security Guard will be escorted into the CCCO via the armored car loading area. The FEP will draw his/her working fund from the Supervisory personnel. The fund will consist of a predetermined number of Olympic tokens and/or tickets and a cash working fund. All working funds will be in one (1) sealed bag and tagged with a dual purpose tag. The "Issued Working Fund" side of the tag will show the sealed bag's contents, designated user, and to insure the utmost accuracy, will be identified with the initials of the CCCO employees who prepared the fund.

The FEP will sign a "Receipt covering issuance and return of the FEP working fund" and will retain a copy of the receipt. The FEP and the Security Guard will depart the CCCO and be transported by bus to their assigned work location. (The FEP assigned to Dodger Stadium will transport the Security Guard by assigned District vehicle).

Upon completion of his/her shift, the FEP and the Security Guard will report back to the CCCO and make the turn-in: The cash collected, along with any unsold tokens and/or tickets will be counted and balanced by the FEP in the presence of the Security Guard. The cash (currency and coins), tokens and tickets will be separated and put in individual bags. The individual bags will then be put into one (1) larger bag. The original receipt covering the issuance of the working fund will be given to the FEP. The turn-in figure amounts will be entered on both the original receipt and the copy held by the FEP. The same figures will also be entered on the "Returned Working Fund" side of the dual purpose tag and signed by the FEP. The bag will be sealed and the tag attached. Any discrepancies will be reported to the CCCO Supervisor and noted on the tag and the receipt. The receipt will be signed by the CCCO Supervisor and the FEP's copy will be returned to the FEP.

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OPERATING DIVISIONS 3, 5, 7, 12, 15, 18 AND LOCATION 33

The Fare Exchange Person (FEP) will draw his/her working fund from the Division Manager or Supervisory personnel. The fund will consist of a predetermined number of Olympic tokens and/or tickets and a cash working fund. All working funds will be in one (1) sealed bag and tagged with a dual purpose tag. The "Issued Working Fund" side of the tag will show the sealed bag's contents, designated user and to insure the utmost accuracy, will be identified with the initials of the Central Cash Counting Office employees who prepared the fund.

The FEP will sign a "Receipt covering issuance and return of FEP working fund" and will retain a copy of the receipt. The FEP and Security Guard will leave the division and report to their assigned work location.

Upon completion of his/her shift, the FEP and the Security Guard will report back to the point of origin (division or location) and make the turn-in. The cash collected, along with any unsold tokens and/or tickets will be counted and balanced by the FEP in the presence of the Security Guard. The cash (currency and coins), tokens and tickets will be separated and put in individual bags. The individual bags will then be put into one (1) larger bag. The original receipt covering the issuance of the working fund will be given to the FEP. The turn-in figure amounts will be entered on both the original receipt and the copy held by the FEP. The same figures will also be entered on the "Returned Working Fund" side of the dual purpose tag and signed by the FEP. The bag will be sealed and the tag attached. Any discrepancies will be reported to the Division Manager or Supervisory personnel and noted on the tag and the receipt. The receipt will be signed by the Division Manager or Supervisory personnel and the FEP's copy will be returned to the FEP.

#### SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT Receipt covering issuance and return of F.E.P. Working Fund

		Date: _	
ISSUED		RETURNED	
CHANGE FUND	\$		
<u>TICKETS</u> Number Comm #	#	TICKETS Number Comm #	#
End # (Value \$2.00)	\$	End #	\$
Number Comm #	#	Number Comm #	#
End # (Value \$4.00)	\$	End #	\$
Number Comm #	#	Number Comm #	#
End # (Value \$6.00)	\$	End #	\$
<u>TOKENS</u> Number (Value \$6.00 each)	# \$	TOKENS Number x \$6.00	\$ <u></u>
Total Amount Issued	\$	Total Amount Returne	:d \$

Sales Balance to Issued and Returned

<b></b>		CC <u>CO</u> 1	JSE ON	LY	_
CA	SH SAI	ES BREAKI	OWN		1
Ti	ckets	- Amount	Sold	\$	
To	kens	- Amount	Sold	\$	
1					
	Net	Overage	\$		
ľ	Net	Shortage	\$		
!					

I hereby acknowledge receipt of the total amount issued as entered above.

I hereby acknowledge receipt of one (1) bag said to contain total amount returned plus total remittance as entered above.

(This amount and "total amount returned" should equal amount

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\$

Signature - F.E.P. - Badge #

Signature - CCCO and/or Div. #\_\_\_\_

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Print Name

Print Name

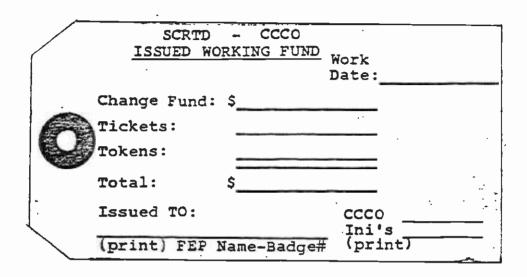
Coins Remitted

Total Remittance

issued.)

Currency Remitted

Original: CCCO cc: FEP CCCO (issued by Division)



RETURNED	TD - F E P WORKING FUND	Work Date:	
Tickets:	\$		
Tokens:			
Cash:			P
Total:	\$		

#### ADDITIONAL TOKENS AND WORKING FUNDS

#### ALL SERVICE LOCATIONS EXCEPT SHUTTLE STOPS

It shall be the responsibility of the FEP to keep the Venue Captain informed as to the availability of tokens and working funds. Should additional tokens and/or funds be required, the FEP shall inform the Venue Captain who will make arrangements for additional funds.

### FIGUEROA STREET AND GRAND AVENUE SHUTTLE STOPS

It shall be the responsibility of the FEP to keep the Security Guard informed as to the availability of tokens, tickets and working funds. Should additional tokens, tickets and/or funds be required, the Security Guard will inform the Radio Dispatcher who will make arrangements for additional funds.

NOTE: All transactions involving any exchange of funds between persons will be controlled by the issuance of receipts.

All turn-ins will be counted and balanced by the CCCO and deposited in the bank.

# PARK/RIDE SERVICES

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LINE	LINE NAME	TERMINALS	STOP LOCATIONS
711	Valley College- Exposition Park	Oxnard St & Ethel Av Leighton Av Terminal (Westside)	Terminal locations
711	Terminal 24/ Valley College- Exposition Park	Terminal 24,(Sherman Wy & Sherman Pl) Leighton Av Terminal (Westside)	Terminal locations
712	Century City- Exposition Park	Century Park West & Private Rdwy Leighton Av Terminal (Westside)	Terminal locations
713	Hollywood Park- Exposition Park	Hollywood Park Terminal Exposition Park Terminal (Eastside)	Terminal locations
714	Cerritos College- Exposition Park	166th St & Eric Av Exposition Park Terminal (Eastside)	Terminal locations
715	Pasadena City College-Expo- sition Park	Bonnie Av & Del Mar Leighton Av Terminal (Westside)	Terminal locations
719	Alpine Village- Exposition Park	Hamilton Av between Del Amo & Torrance (mid-block) Exposition Park Termïnal (Eastside)	Terminal locations
721	Valley College- U.C.L.A.	Burbank Bl & Ethel Av Gayley Av & Strathmore	Terminal locations
723	Hollywood Park- U.C.L.A.	Hollywood Park Terminal Gayley Av & Strathmore	Terminal locations
753	Hollywood Park- Long Beach	Hollywood Park Terminal Ocean Bl & Pine Av	Terminal locations
754	Cerritos College- Long Beach	166th St & Eric Av Ocean Bl & Pine Av	Terminal locations
764	Cerritos College- Anaheim	166th St & Eric Av Katella Av & West St	Terminal locations

EXPRESS SERVICE

LINE	LINE NAME	TERMINALS	STOP LOCATIONS
720	LACBD-UCLA	First & Spring Sts Gayley Av & Strathmore	Terminal Locations Gayley Av & Kinross Av* Gayley Av & Weyburn Av*
740	LACBD-Forum	First & Spring Sts Hollywood Pk Terminal	Terminal Locations
750	LACBD-Long Beach	First & Spring Sts Ocean & Long Beach Bls	Terminal Locations
760	LACBD-Anaheim	First & Spring Sts Katella Av & West St	Terminal Locations
780	LACBD-Santa Anita	First & Spring Sts Santa Anita Race Track RTD Off-Street Terminal	Terminal Locations
790	LACBD-Rose Bowl	First & Spring Sts Rose Bowl Terminal	Terminal Locations

 \* - Boarding Eastbound Alighting Westbound

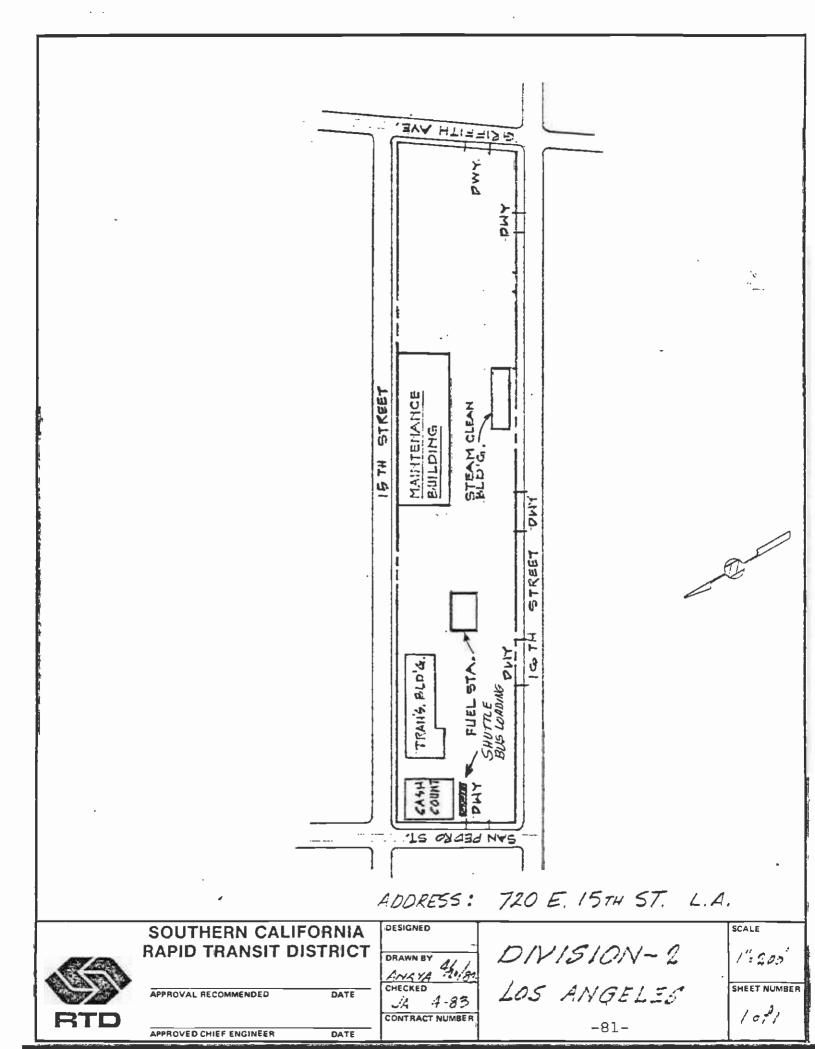
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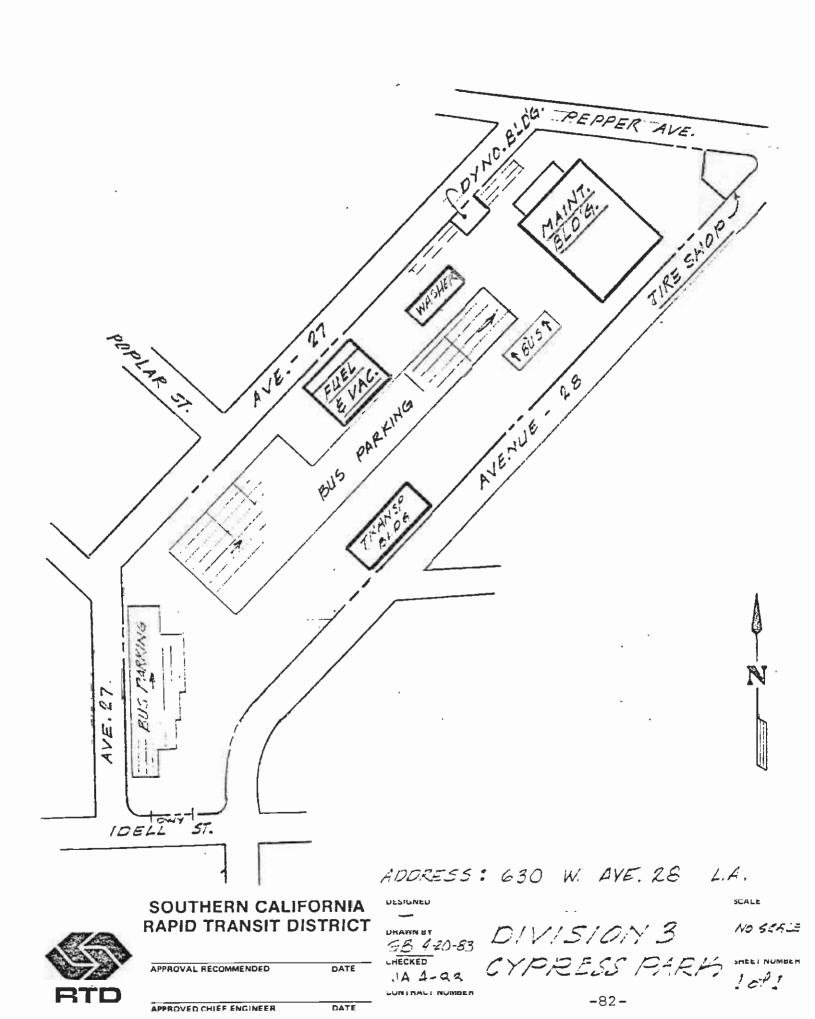
SHUTTLE SERVICE

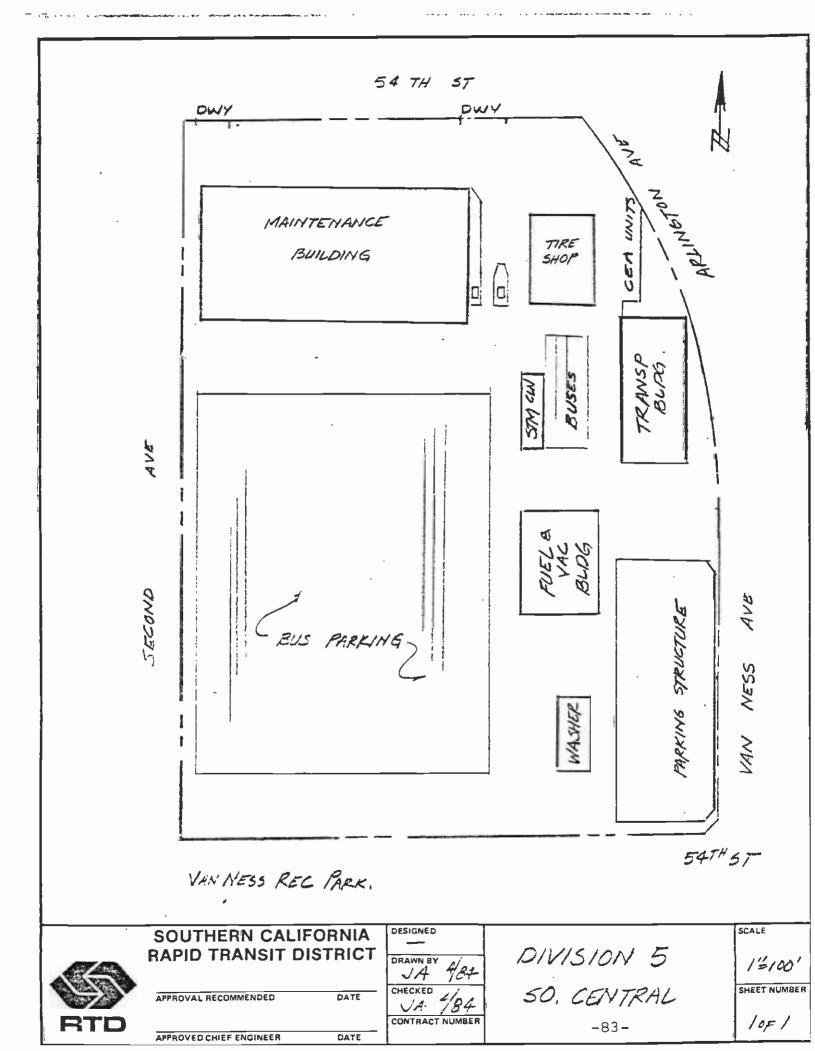
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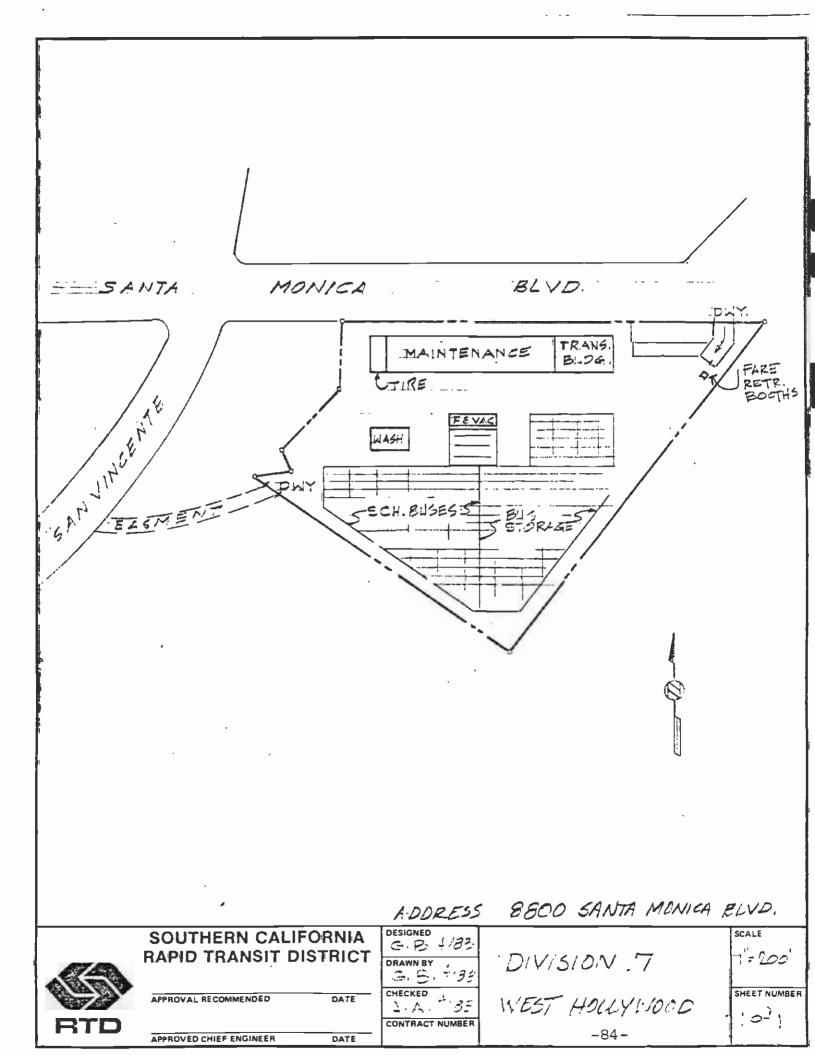
LINE	LINE NAME	TERMINALS	STOP LOCATION
710	LACBD-Exposition Park	First & Spring Sts Exposition Park Terminal (Eastside)	Terminal Locations Hope & First Sts Flower & Fifth Sts* Flower & Seventh Sts* Figueroa & Nagoya Sts Figueroa St & Washington Bl Figueroa St & Adams Bl
716	Crenshaw Center- Exposition Park	King Jr Bl & Marlton Av Leighton Av Terminal (Westside)	Terminal locations
718	Grand Ave- Exposition Park	18th St & Grand Av Exposition Pk Terminal (Eastside)	18th St & Grand Av Grand Av & Washington Grand Av & Adams B1
727	Westwood-UCLA	Sepulveda Bl & Ohio St Gayley Av & Strathmore Pl	
743	Hollywood Park- Loyola	Hollywood Pk off-street Terminal Loyola Terminal	Hollywood Park Termina Airport Bl & 98th St 80th St & Loyola Blvd
770	LACBD-Dodger Stadium	First & Spring Sts Dodger Stadium Terminal	Terminal locations
795	Pasadena-Rose Bowl	Rose Bowl Terminal Ralph M. Parsons Co.	Terminal locations.

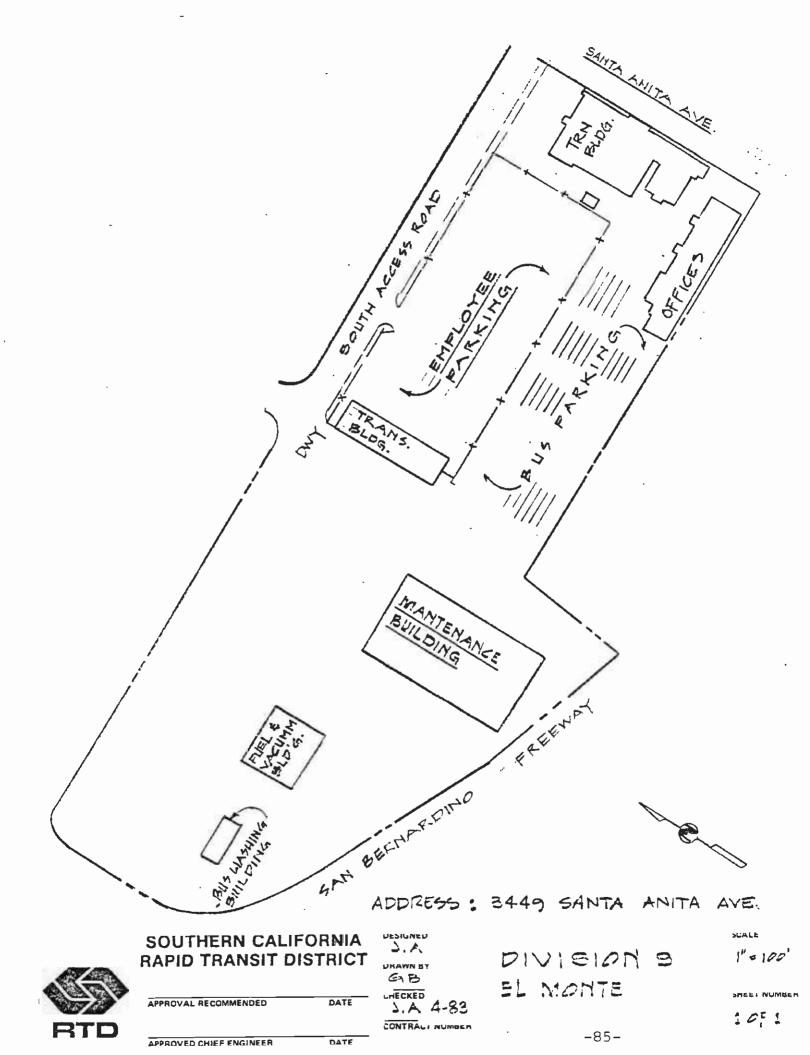
\*-Boarding and Alighting Both Directions

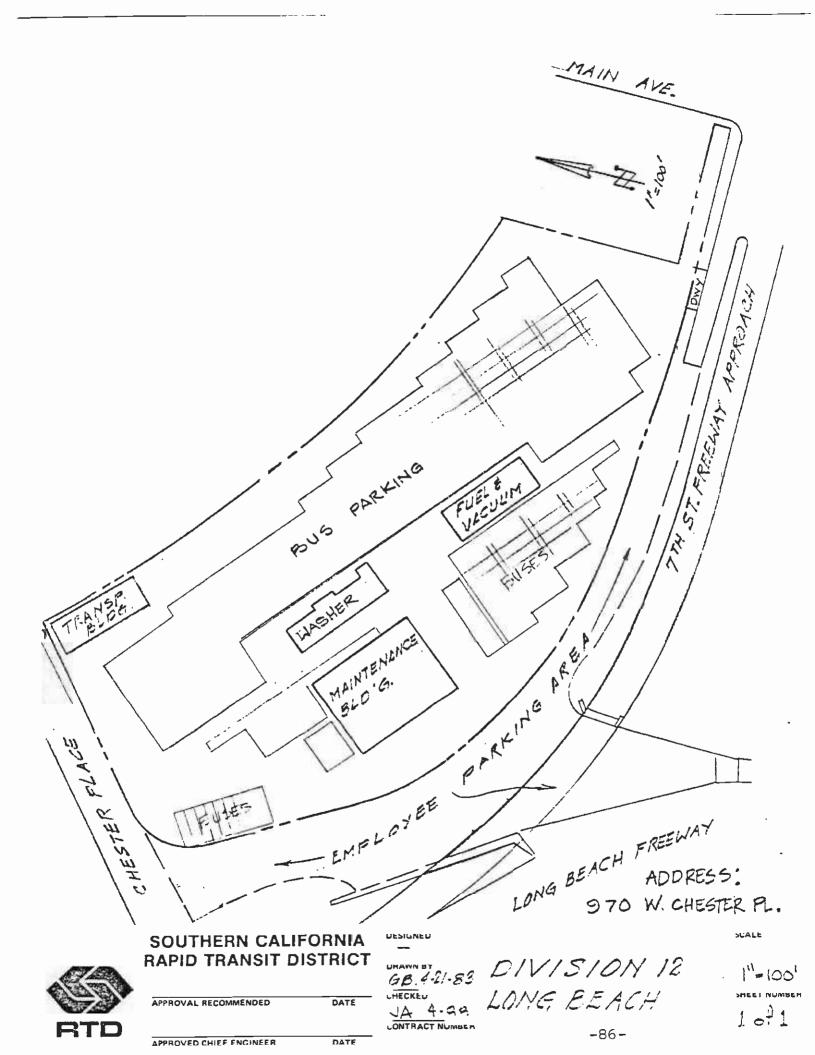


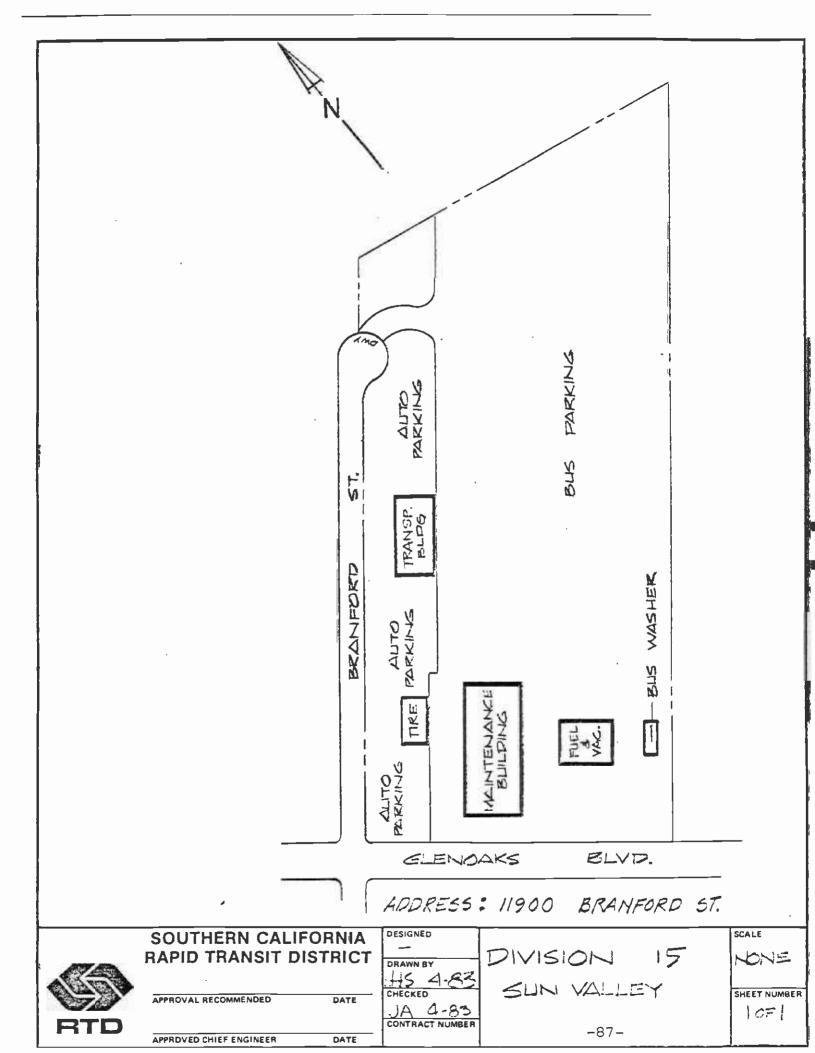


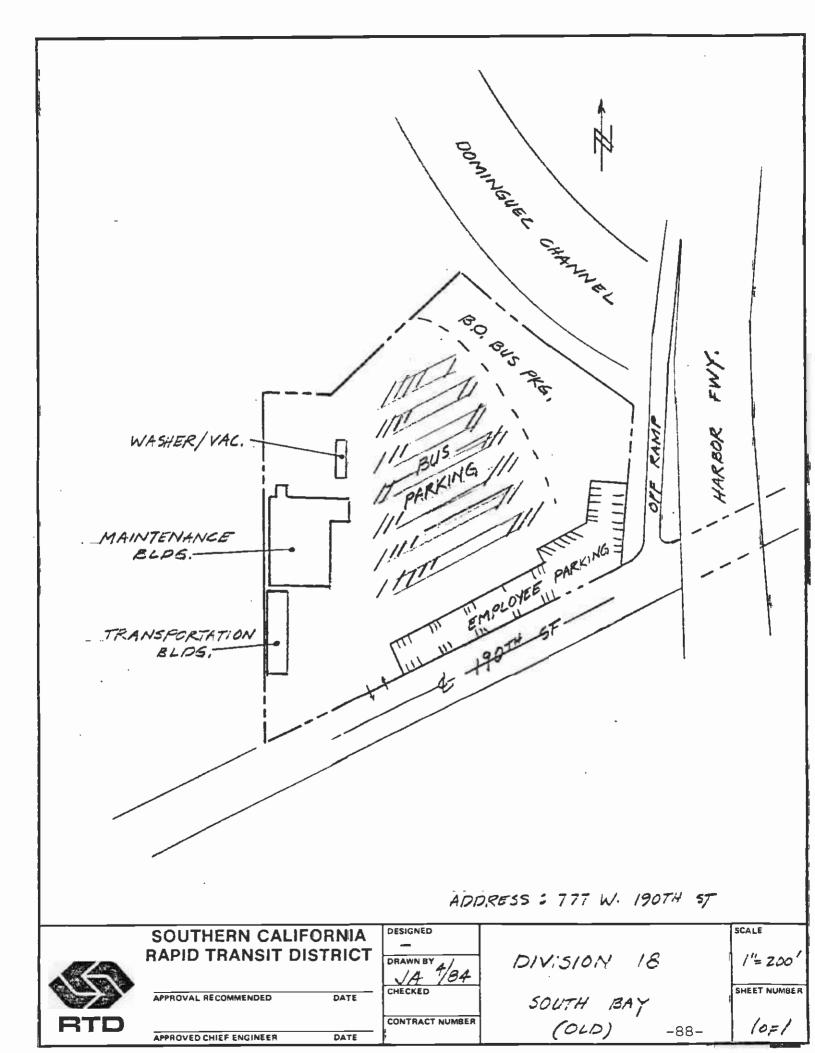












### OLYMPIC SERVICE LOCATION SITE MAPS

Site maps for all RTD Olympic service locations, Park/Ride lots, shuttle/express service locations and venue sites, are found on the following pages. Information provided for each site includes:

- Service Location Routing
- Bus Staging 1
- Passenger Loading Area(s)
- Restroom Facilities
- Fare Collection Vehicle Parking
- Venue Captain Vehicle Parking
- Staff and Support Vehicle Parking

# RTD OLYMPIC PARK/RIDE LOTS

PARK/RIDE RESERVATIONS ARE MADE BY 20 MINUTE PERIODS. YOU MUST BE AT THE BUS LOADING AREA OF THE PARK/RIDE LOT AT THE BEGINNING OF THE RESERVATION PERIOD, TO BE GUARANTEED A SEAT ON A BUS LEAVING WITHIN THAT 2D MINUTE PERIOD.



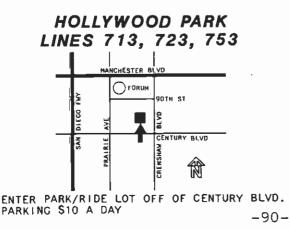
ENTER PARK/RIDE LOT OFF OF HAMILTON AVE. WEEKDAYS ONLY FREE PARKING



ENTER PARK/RIDE LOT OFF OF 166TH ST. FREE PARKING



ENTER PARK/RIDE LOT OFF OF CENTURY PARK WEST. PARKING \$6 A DAY



# LOS ANGELES VALLEY COLLEGE



LINE 711 PATRONS ENTER PARK/RIDE LOT OFF OF OXNARD ST. LINE 721 PATRONS ENTER PARK/RIDE LOT OFF OF BURBANK BLVD. FREE PARKING

# PASADENA CITY COLLEGE LINE 715



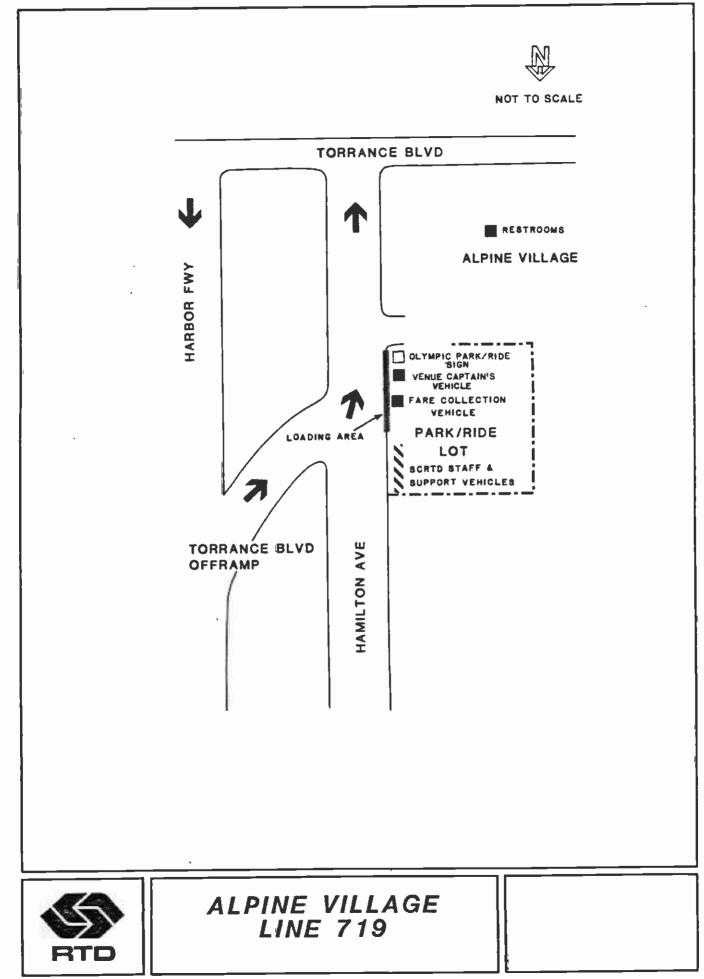
ENTER PARK/RIDE LOT OFF OF DEL MAR BLVD. PARKING \$5 A DAY

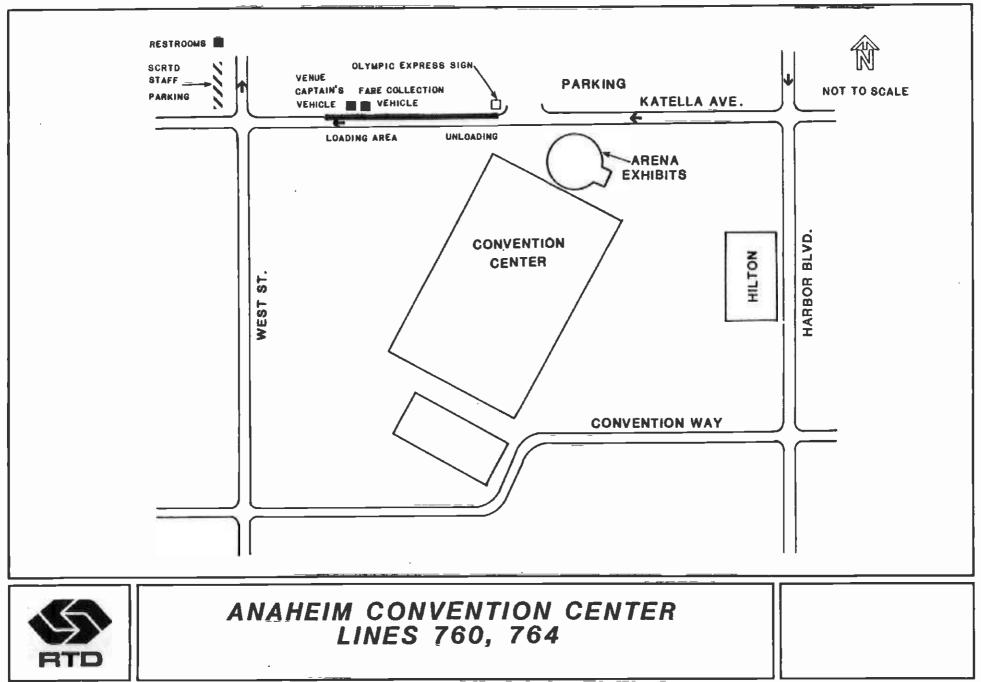
# VAN NUYS PARK/RIDE LOT LINE 711



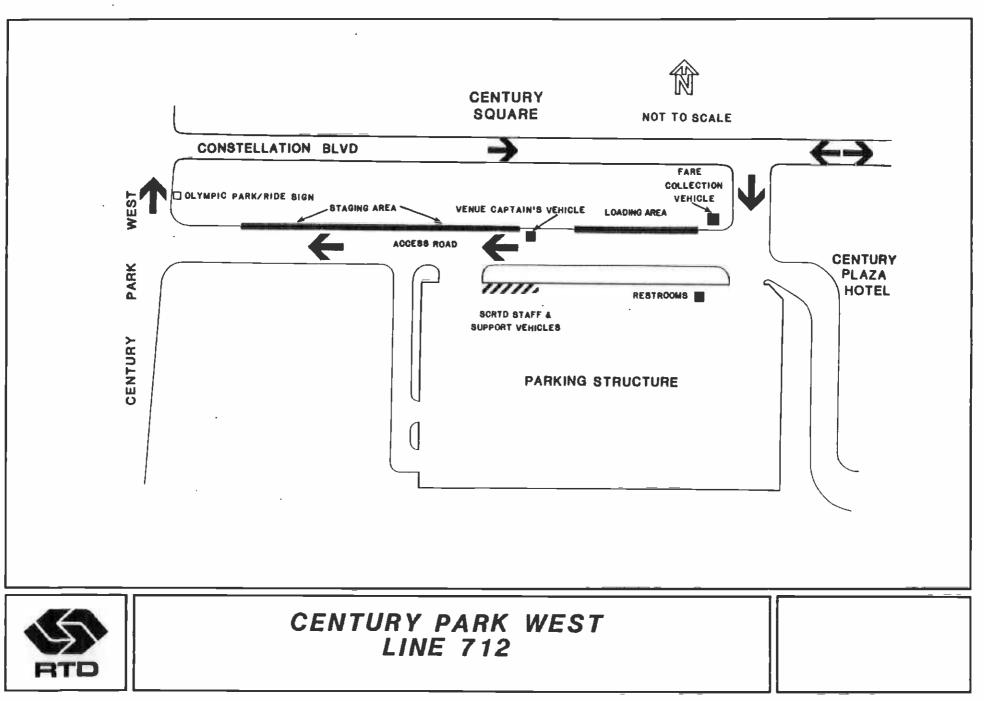
ENTER PARK/RIDE LOT OFF OF SHERMAN WAY. RTD OLYMPIC GOLD PASSES ONLY SERVICE 8/3-8/6 & 8/8-8/12 FREE PARKING

MAPS NOT DRAWN TO SCALE

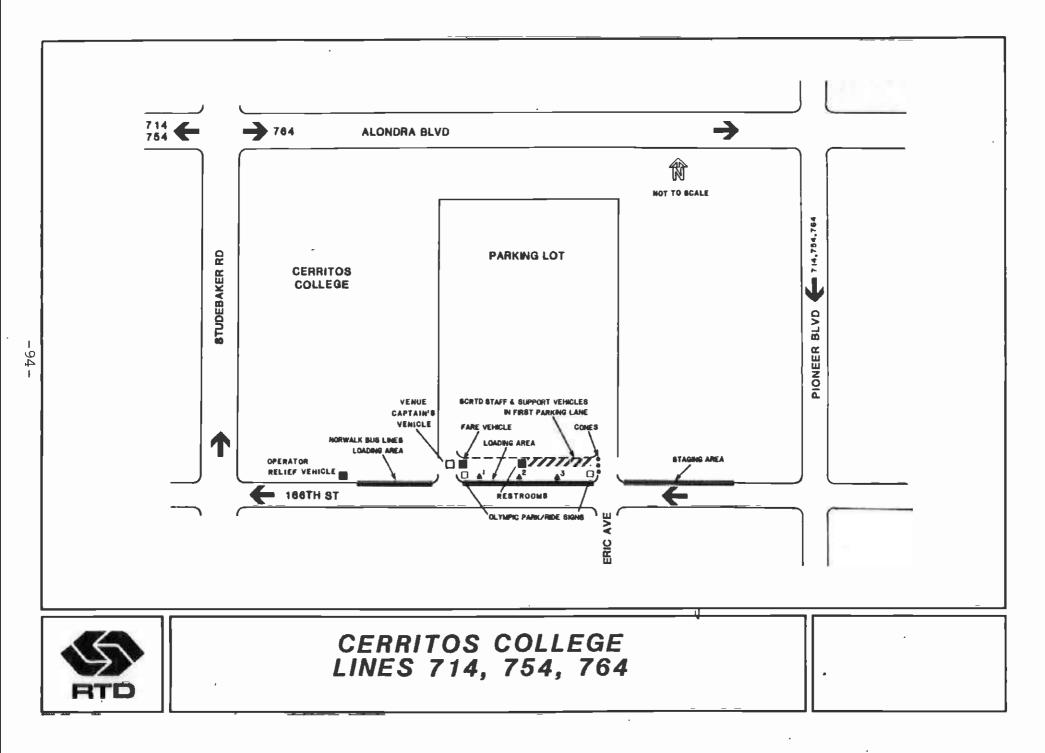


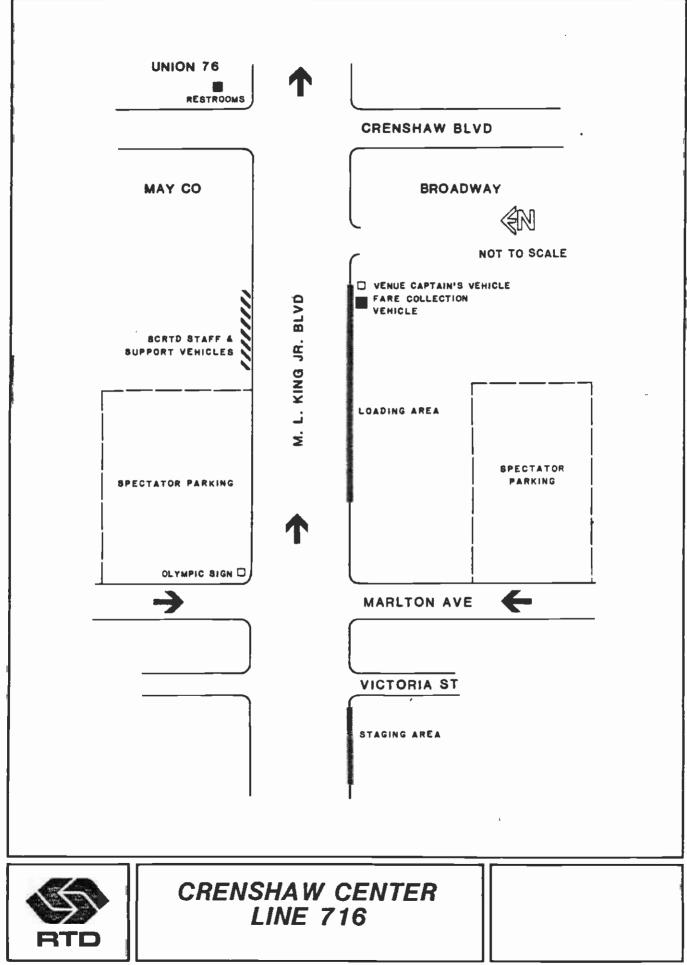


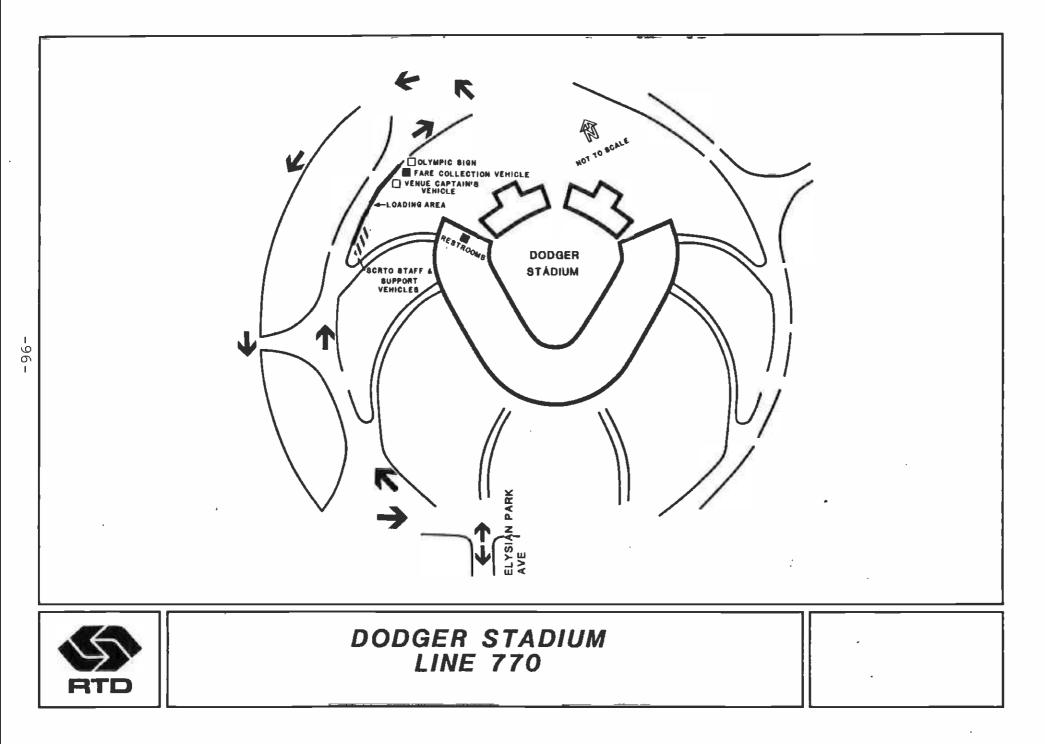
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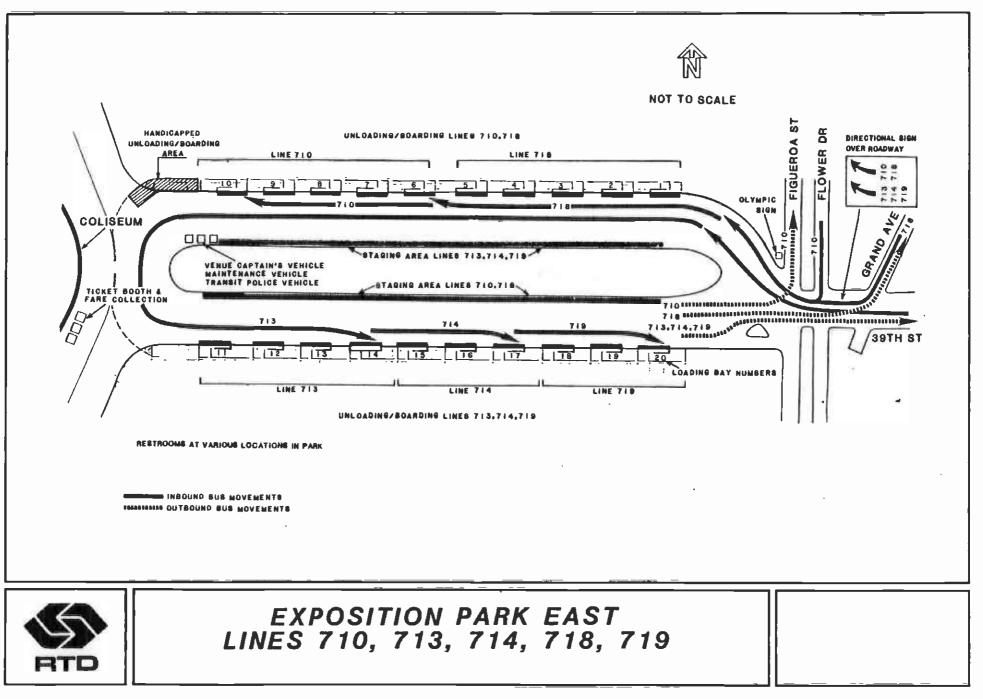


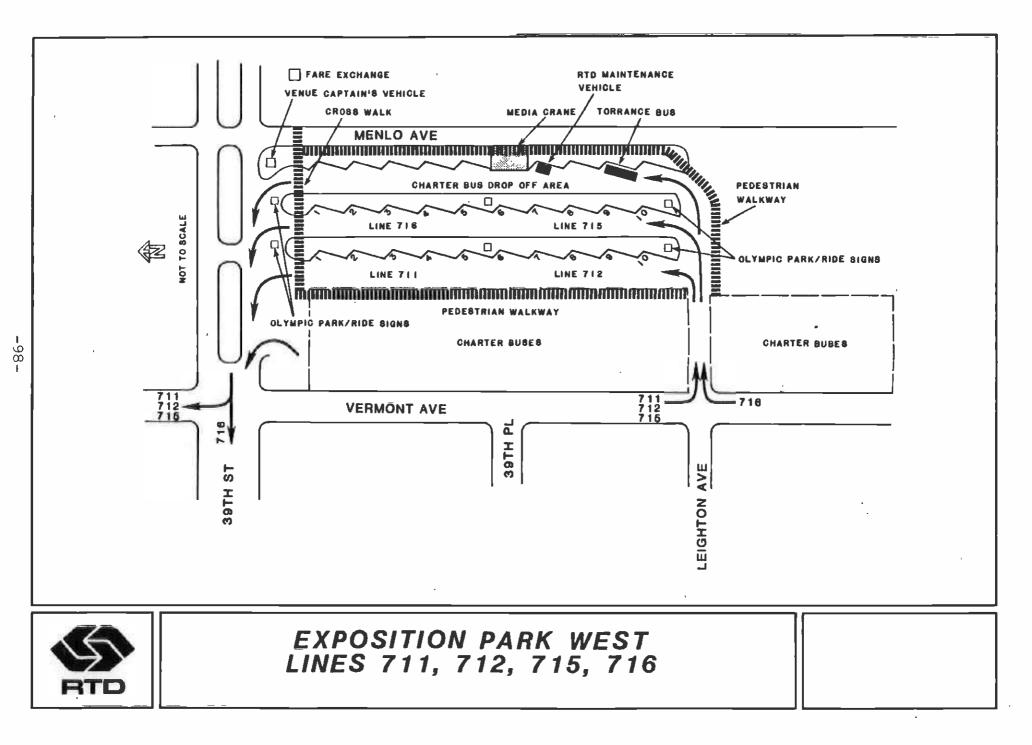
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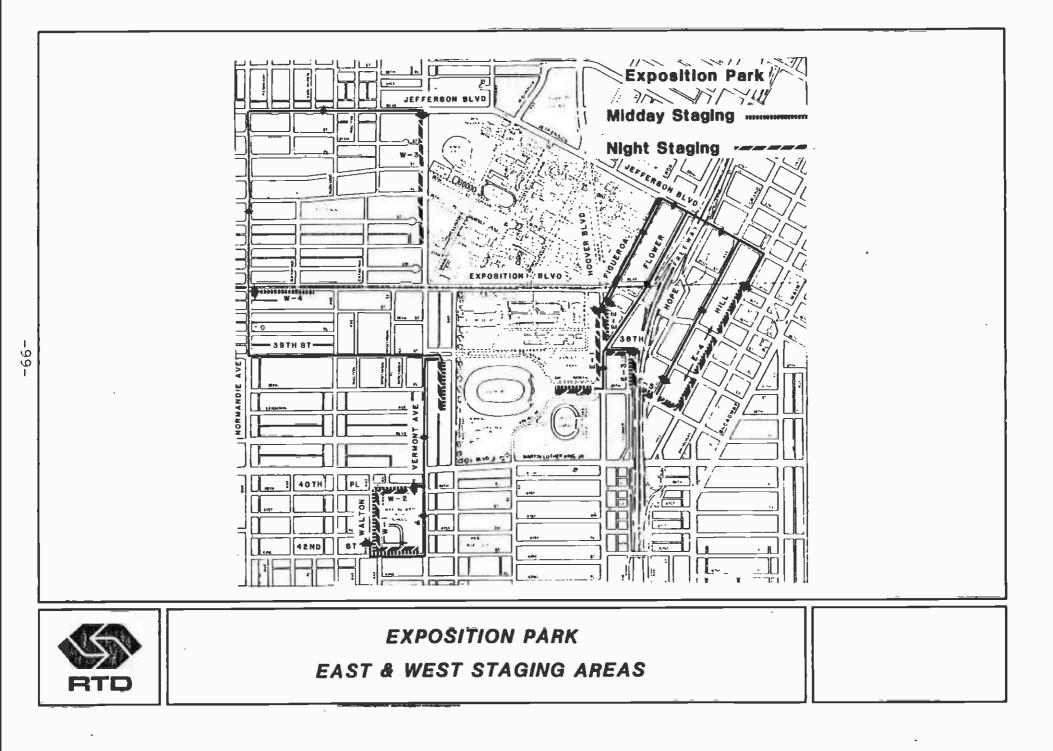


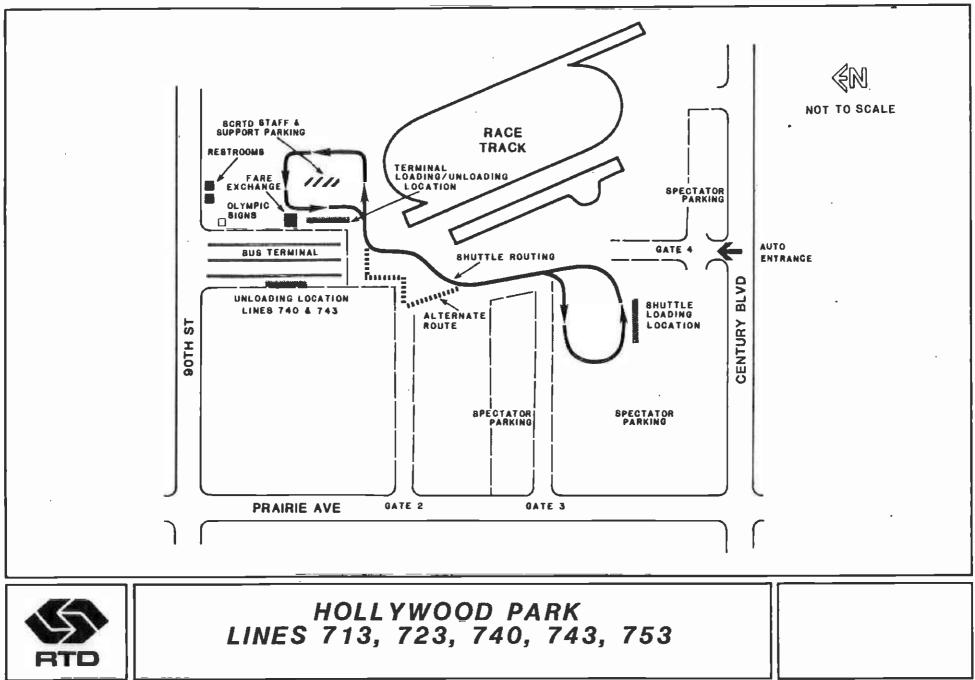


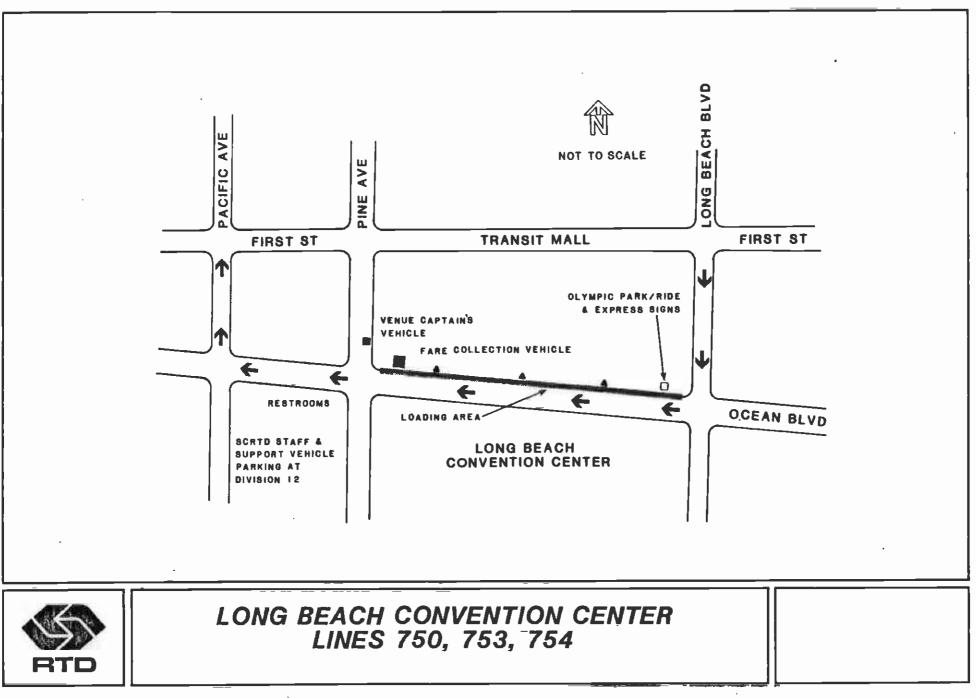


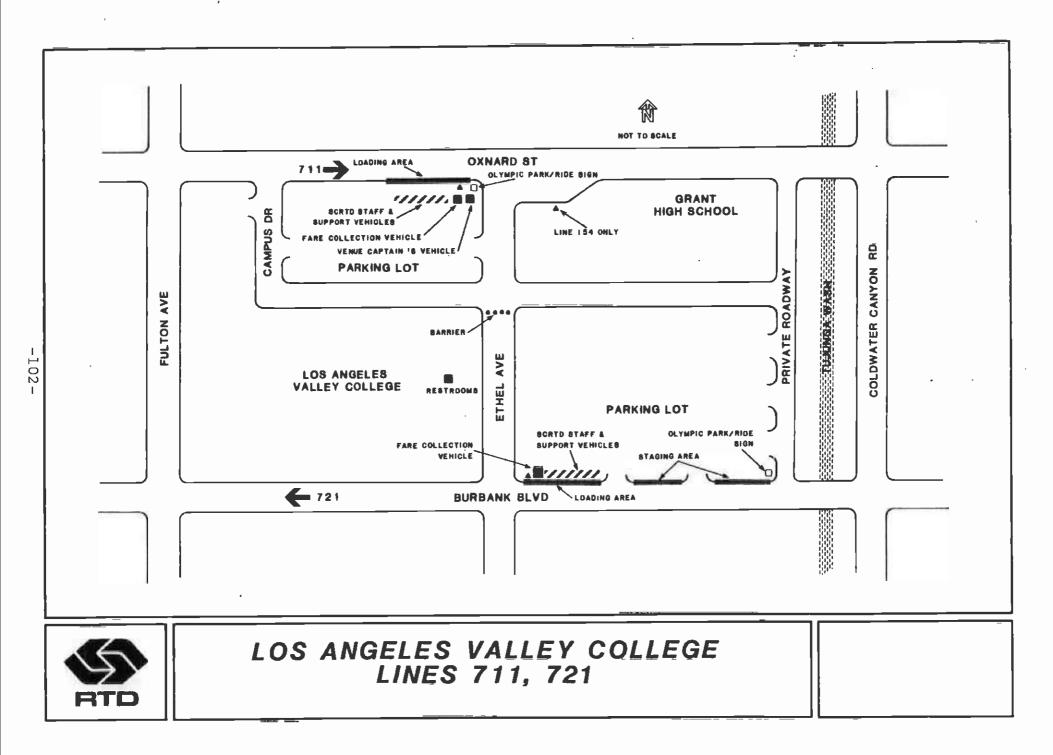


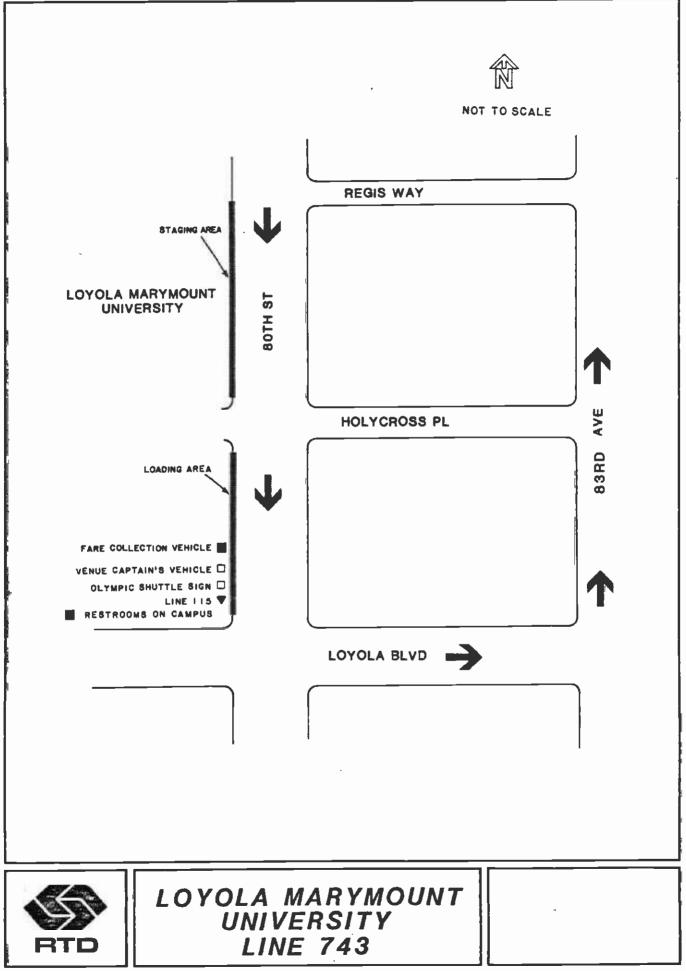
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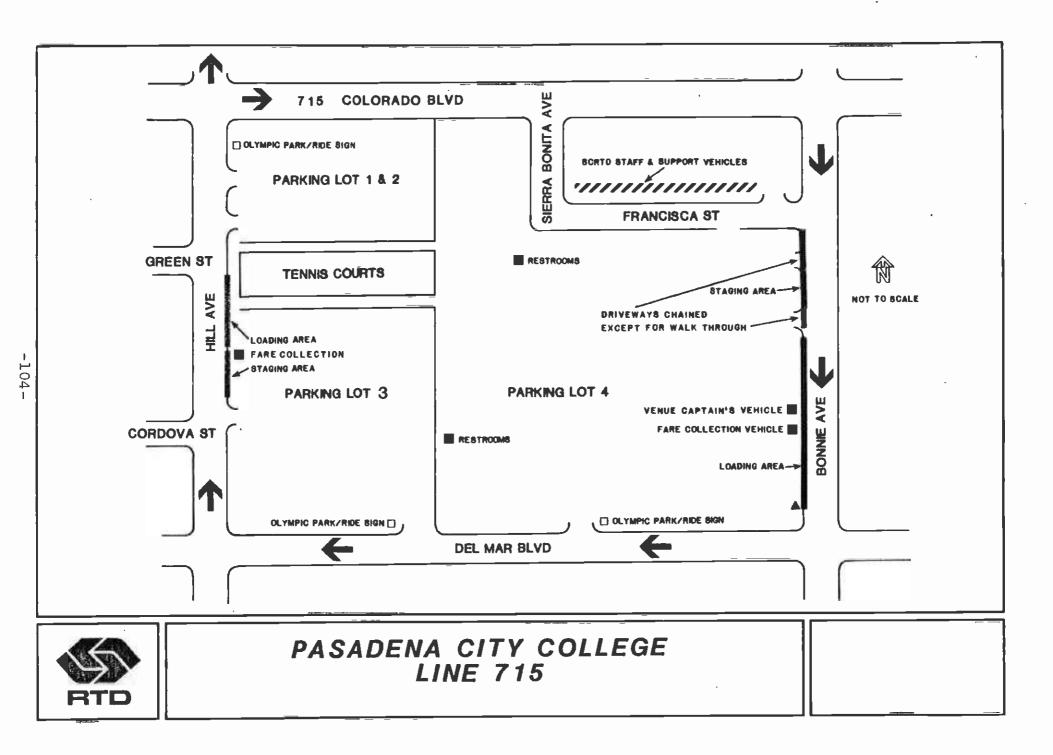


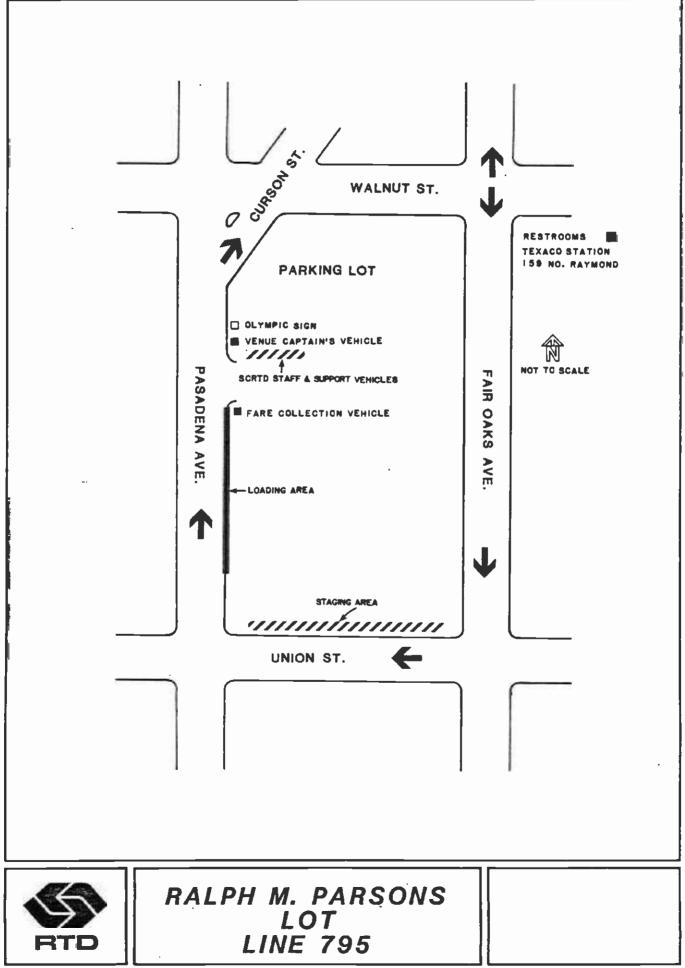


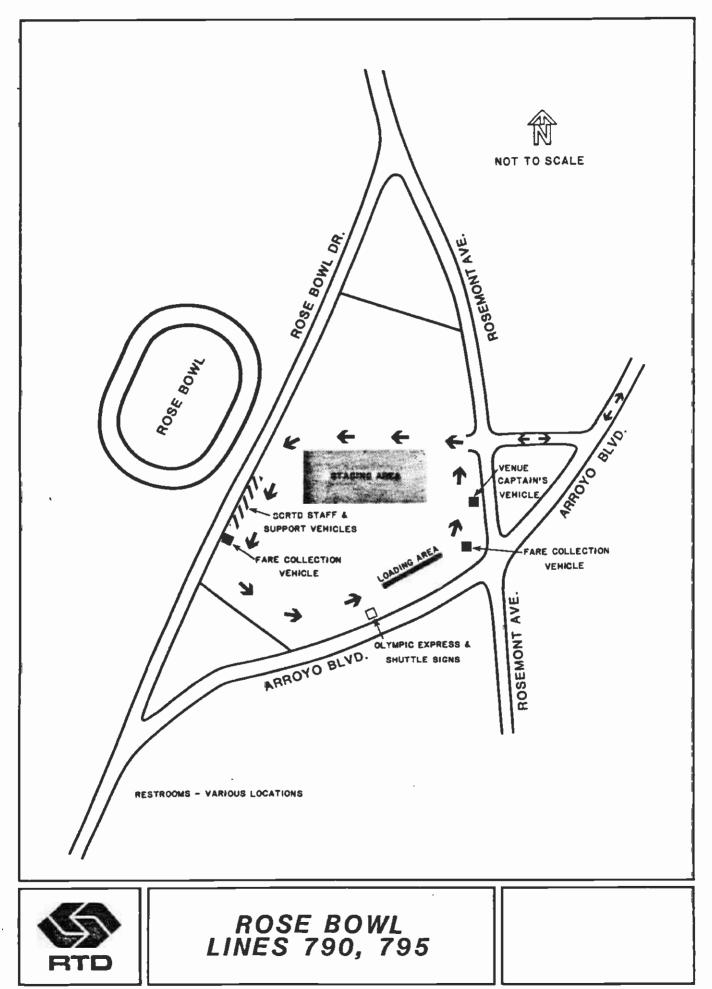


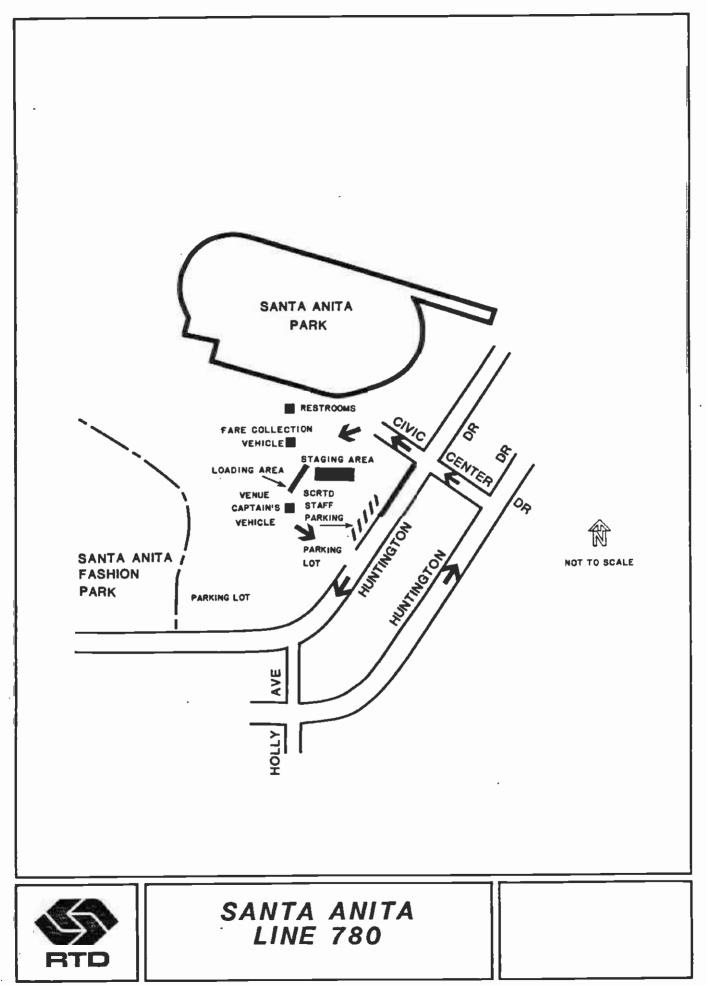


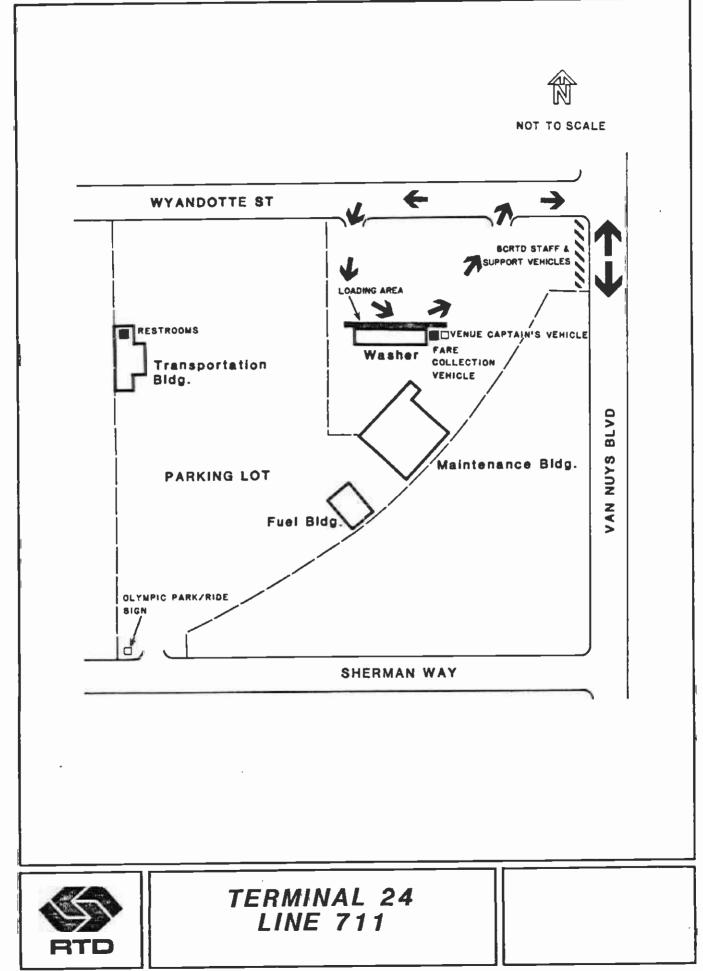


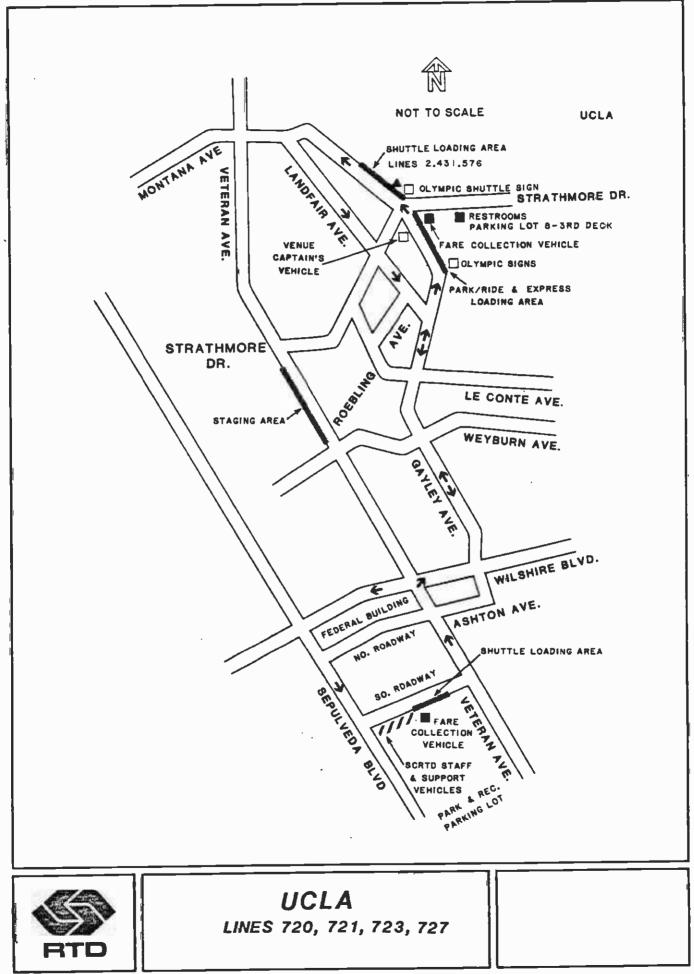


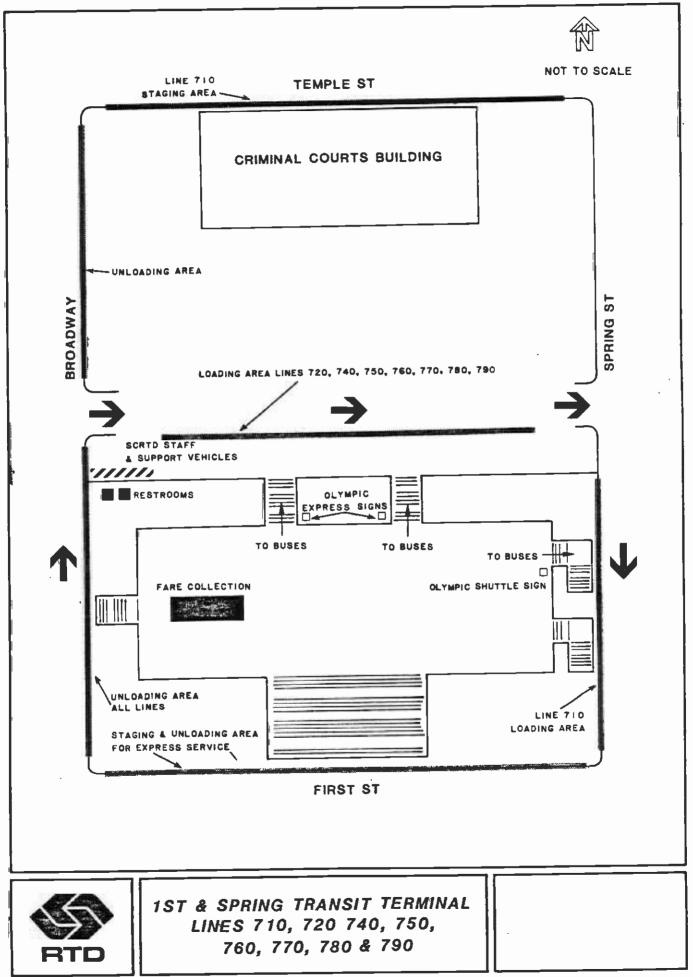


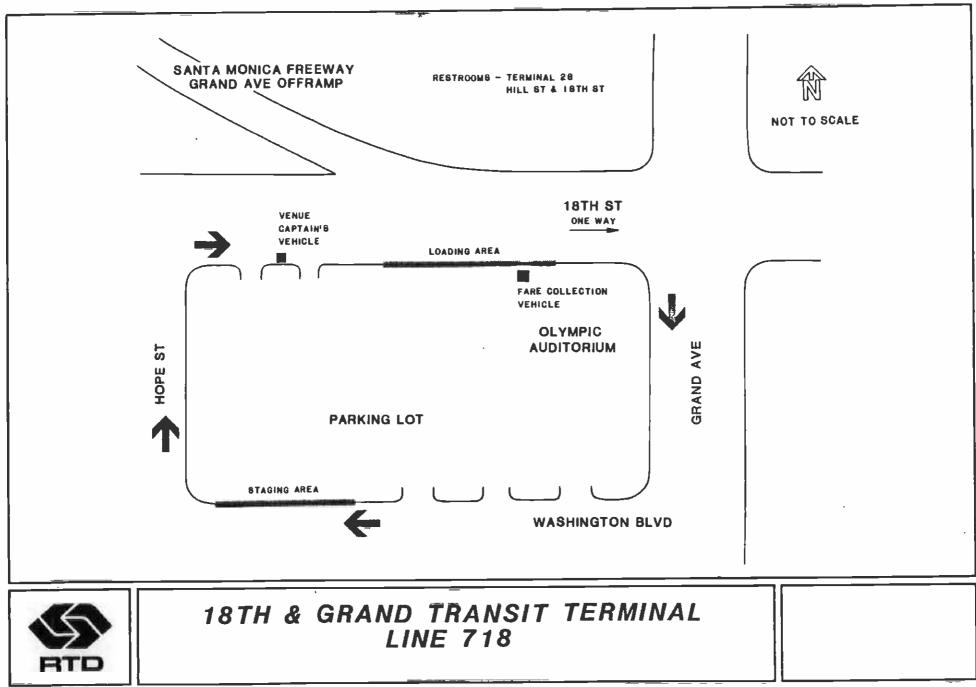




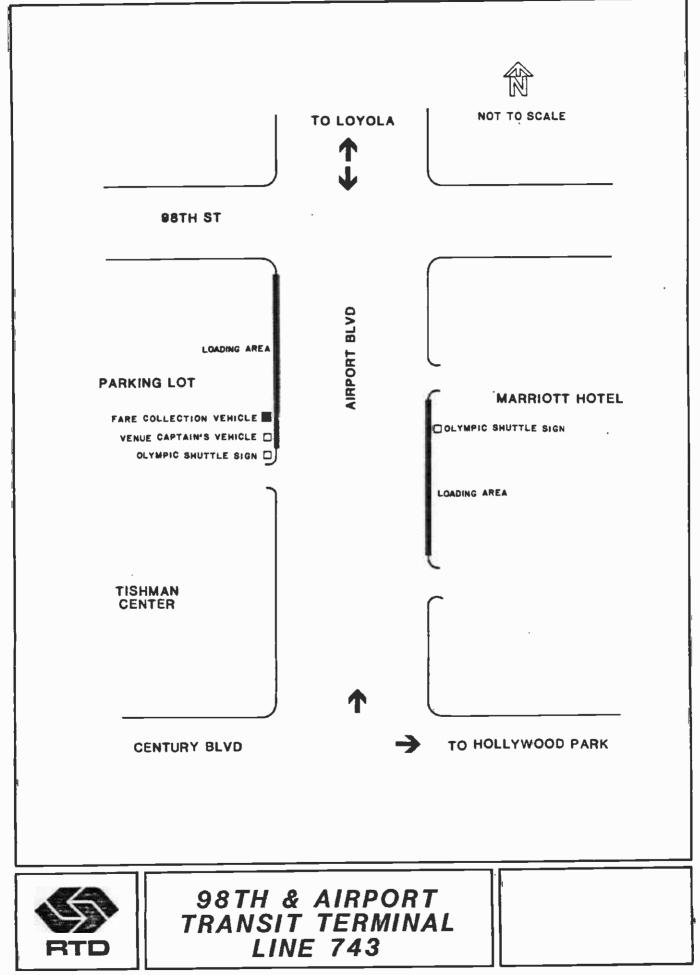








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# NOTES