

OPERATIONS DEPARTMENT'S
WORD PROCESSOR APPLICATION STUDY

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MANAGEMENT SERVICES SECTION REPORT

Southern California Rapid Transit District
425 South Main Street
Los Angeles, California 90013

July, 1981

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OPERATIONS DEPARTMENT'S
WORD PROCESSOR APPLICATION STUDY

INTRODUCTION

The Management Services Section, at the request of the Manager of Operations, has conducted a thorough review of the paperwork submitted by the Operations Departments, i.e. Transportation General, Transportation Services, Transportation Instruction, Telecommunications, Equipment Engineering and Operations General. The Maintenance Department has been excluded from this study as an indepth analysis of all departmental paper flow has been requested by the General Superintendent for Maintenance.

The paperwork analysis was conducted to ascertain the applicability of each routine report or form for entry on and use of the word processing system. The use of word processors is proven beneficial in terms of timesaving, reduced manpower needs, and improved information accuracy and accessibility. Given the aforementioned benefits and the District's recently procured equipment, the study concentrated on establishing paperwork priorities for immediate entry onto the newly acquired word processor system.

The methodology employed in this study included meeting with representatives from each department to discuss the current paperwork, receiving copies of each type of report or form produced or utilized, analyzing each form or report to note potential savings by entering it onto the word processor and assigning a priority of data entry.

All forms and reports were analyzed by priority categories based on the projected benefits to be derived from their placement on the word processor.

For the purpose of this analysis, the paperwork has been categorized as high, medium and low. In addition, a fourth category entitled "Not Justified" has been utilized for those

reports which appeared to increase cost or work by entering the information onto a word processor. The criteria used for priority allocation of forms and reports were based on

1. The frequency of preparation
2. The preparation time required
3. The final format of the report (typed or handwritten)
4. The amount of content changed and/or manipulated when the same report is prepared again.
5. The amount of information in the report which is also used by other departments.
6. The recipients of the report.
7. The purpose of the report (information, procedures, inventory, etc.)

It should be stressed that the criteria are not mutually exclusive; however, not all categories apply to each report. Consequently, the evaluation process is not rigid and employs analytical judgements.

HIGH PRIORITY

Reports and forms included in this category may have many of the following characteristics:

1. Preparation frequency - reports are prepared more frequently than once per year. Many are compiled daily.
2. Preparation time - reports require lengthy preparation ranging from several hours to several days. The use of a word processor should greatly reduce report preparation time.
3. Final format - reports are typed and usually formal.
4. Amount of content change - reports have only minor text changes.
5. Amount of shared information - reports in different departments with shared information would reduce

duplication of research efforts and provide consistent data.

6. Report distribution - reports are usually prepared for interdepartmental use or extensive internal use.
7. Purpose of report - reports are used for references, recordkeeping or interdepartmental interface.

An example of a class of reports which should be designated as high priority for a word processing application is the personnel rosters. As detailed below, the formation of a personnel data file for each employee group within each department would improve data accessibility and take advantage of the word processor "Sort" and "Text Edit" capabilities. One personnel data base would reduce the need for a number of individual reports repeating part of the same personnel data. Similarly, the formation of data files for equipment inventory (buses) and accident data may also take advantage of the word processor capabilities and help to provide consistent information since the data for different reports will be derived from a single source.

MEDIUM PRIORITY

Reports and forms categorized as medium priority for word processing application should have several of the following characteristics:

1. Preparation frequency - reports assigned to the medium priority category are prepared once a year or more frequently.
2. Preparation time - reports require preparation time ranging from a few hours to a day.
3. Final format - reports should be typed and the format from one report to another should be similar.
4. Amount of content change - approximately 25% to 75% of the content of the report should change.
5. Amount of shared information - a portion of information in these reports may be shared for preparation of

reports by other departments.

6. Report distribution - reports designated to this category could have either an external or an internal distribution.
7. Purpose of report - the uses of reports in this category should be similar to those in the high priority category, i.e. reference, recording, or inventory control.

Examples of reports designated for medium priority are the Instruction Department's lesson plans and student tests. This training material has a large text volume, the final format is typed and the material is often referred to. In addition, the material has to be occasionally updated to reflect changes in equipment or training needs.

LOW PRIORITY

Reports and forms categorized in the low priority group for the word processor application should have one or more of the following characteristics:

1. Preparation frequency - low priority category reports are produced once a year or less frequently.
2. Preparation time - reports require a preparation time of a few minutes to a few hours.
3. Final format - reports should be typed but can be informal and the format can be somewhat different from one report to another.
4. Amount of content change - text changes are medium to major.
5. Amount of shared information - the information contained in a low priority category does not necessarily need to be shared with other departments.
6. Report distribution - most of the reports in this category are for internal distribution only.

7. Purpose of reports - low priority reports are usually used for internal monitoring and information.

Reports categorized as low priority are those which would benefit the least from word processor; however, the "Text Editing" feature would be an asset to report preparation.

The Transportation Department Notices regarding the annual shake-up are examples of low priority reports.

NOT JUSTIFIED

Certain reports and forms in each department do not currently justify the use of the word processor, as these reports and forms are usually handwritten, for internal use only and often may be completed in the field. Some of these reports are prepared only once, while others are used as work sheets for monitoring the daily operation or used in the preparation of other reports.

An appropriate example of forms which are not justified for a word processor application are the second level hearing notes and briefs and the logs maintained by the Transportation General Department.

It should be noted that the priority assignments and criteria discussed were used as general guidelines. Many reports could be placed in any of the groups established and, therefore, common sense and discussion with pertinent department personnel were utilized in the final determination of each priority assignment.

TRANSPORTATION GENERAL DEPARTMENT

The Transportation General Department utilizes a large number of periodic reports and daily forms within its operations. These reports and forms are listed below:

1. Division Managers and Assistants Seniority Roster
2. Address and Telephone Number of Division Office Personnel
3. Transportation Quarterly Personnel Status Report
4. Transportation Department's Christmas Card List
5. Division Managers and Assistants Vacations
6. Division Dispatchers' Seniority List
7. Extra Division Dispatchers' Seniority List
8. Division Dispatchers' Shifts
9. Division Dispatchers' Address and Telephone Numbers
10. Division Dispatchers' Vacations
11. Operators Roster by Badge Number
12. Operators Roster by Alphabetical Order
13. Equipment Data Sheet - Bus Identifications
14. Description of Buses Owned
15. Bus Assignments Listing
16. Electronic Headsigns Readings
17. Destination Signs Instructions
18. False Radio Alarms - T.D. Notice
19. Disneyland Operating Hours - T.D. Notice
20. Employees Annual passes - T.D. Notice
21. Manager's Guide Books for Disciplinary Action
22. Maximum Time Allowed for Bidding Runs and Tripper - T.D. Notice
23. Operator awareness of "70 in 8" Rule - T.D. Notice
24. Bidding Methods for the 1981 General System Shake-up T.D. Notice
25. System Shake-up Instructions - T.D. Notice
26. Assignment of Equipment Effective with the General System Shake-up - T.D. Notice
27. Division Dispatchers Shake-up - T.D. Notice.
28. Agreement between Watch Company and District

29. High Risk List
30. Transportation Department Notices Log
31. Second Level Hearing Brief
32. Second Level Hearing Notes
33. Hearing Letter to Union
34. Violation and Discipline Log by Operator Name
35. Log of Discipline Hearing by File Number
36. S.D.I. Withholding Chart
37. Division Vacancies
38. Daily Attendance Record (BRAC Employees)
39. Home Visit Determination Form
40. Daily Activity List
41. Assignment of Extra Division Dispatchers
42. Operators and Division Dispatchers Errors
43. Managers Surveillance Check
44. Accident Review Register; 3rd avoidable
45. 3IR P/R File Log Sheet
46. Log for Self-Defense Devices
47. Hiring Priority - part-time applicants for full-time employment
48. Work Performance Evaluation
49. Accident Review - 3 or more avoidables
50. Summary of Suspensions by Division
51. Summary of Suspensions District wide
52. Paycheck

The following analysis groups the reports listed above by priority for placement on the word processor.

HIGH PRIORITY

Reports 1 through 12 are all related to Transportation Department personnel data. This data is constantly needed for ongoing operations, and therefore, deserves a high priority placement on a word processor.

The sort capability of the word processor enables retrieval of personnel data for specific needs while the text editing capability enables easy updates of personnel rosters. The use of the

word processor for such applications facilitates data retrieval and may replace many reports with overlapping data by one comprehensive data base. Due to the large number of people employed in the Transportation Department, the creation of a personnel data file for each group of employees in this department is viewed as essential.

Report 1 through 5 could be aggregated into one personnel data file which would pertain to Division Managers, Assistant Managers, and Transportation General office employees. This file should contain the following data:

1. Name
2. Position (title)
3. Badge No.
4. Birth Date
5. Division
6. District Seniority
7. Classification seniority
8. Weeks of Vacation
9. Address
10. Telephone Number
11. Social Security Number
12. Job I.D. Number

The second group of reports recommended to be aggregated into one personal data file and placed on the word processor are reports 6 through 10. These reports contain Division Dispatcher personnel information. A Division Dispatcher personnel data file would negate the need for separate reports and forms and should include all of the items noted above plus Shift Assignment and Vacation Selection Dates elements.

The last personnel data file recommended to be created and placed on the word processor includes Bus Operators personnel information contained in reports 11 and 12. Both reports contain the same information, however, one report is sorted by badge number while the other is sorted by alphabetical order.

The Bus Operators personnel data file should include the following information:

1. Name
2. Badge No.
3. Company Seniority Date
4. Roster Seniority Date
5. Birth Date
6. Social Security Number
7. Physical Examination Date
8. License Date
9. License Type
10. Division
11. Address
12. Telephone Number
13. Dates of Occupational Injuries
14. Vacation Weeks

MEDIUM PRIORITY

Similar to the need for personnel data files, the creation of an equipment data file to be accessible through the word processor would be beneficial to the District and save work hours. An equipment data base would allow easy and fast access to equipment inventory and efficient update of changes in equipment, bus assignments or headsign readings.

Currently, reports 13 through 17 include equipment related data. This information could be aggregated into one file which would include the following data:

1. Bus Series Number
2. Number of Buses Owned
3. Number of Seats
4. Fuel Capacity
5. Bus Length
6. Bus Width
7. Air Suspension
8. Loader Valve

9. Treadle Rear Door
10. Manufacturer
11. Model Number
12. Type Engine
13. Year Purchased
14. Bus Assignment by Line
15. Bus Assignment by Time of Day

Headsign readings could be contained as a sub-file in the equipment data file and include:

1. Route Code
2. Destination Code
3. Routesign/Headsign Reading (Destination)
4. Shortsign and Sidesign Reading

Additionally, reports 18 and 19 (T.D. Notices) could be placed on the word processor on a medium priority basis since these notices are published monthly with only small modifications in their text.

LOW PRIORITY

Reports 20 through 30 deal with selected subjects and are recommended to be entered onto the word processor on a low priority level.

These reports are generally prepared once a year in a typed format. Since there are only slight text changes in these reports, the "Text-Edit" capability of the word processor could prove valuable.

Reports 30 "Transportation Department Notice Log" are currently updated daily, however, they are done by hand and for internal purposes only. Placement of these logs on the word processor would save updating time and enable a sort of the T.D. Notices by:

1. T.D. Number
2. Requested by
3. Subject
4. Date issued
5. Date mailed

NOT JUSTIFIED

All of the remaining reports utilized in the Transportation Department (31 through 52) cover a variety of subject areas. At this time, these reports do not justify word processing applications for the following reasons:

1. Report 31 through 35, 38, 40, 41, 44, 45 and 47 are handwritten for recording purposes and internal use only.
2. Reports 36 and 48 are annual reports with major changes.
3. Reports 37, 39, 42, and 43 are informational reports or reports completed in the field.
4. Reports 46, 49, and 52 are non-repetitive reports.

The use of the word processor for these reports would not make an efficient use of the system's capabilities, and in some instances, its use may increase the cost involved in producing the report.

TRANSPORTATION DEPARTMENT
REPORT NO. I

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

DIVISION TRANSPORTATION MANAGERS & ASSISTANT DIVISION TRANSPORTATION MANAGERS

SENIORITY ROSTER

Effective: 1-21-81

<u>MANAGER</u>	<u>DISTRICT SENIORITY</u>	<u>CLASSIFICATION SENIORITY</u>	<u>ASSIGNMENT</u>
McCullough, J. J.	8-29-42	4-22-72	12
Marsala, G.	9-14-52	11-03-74	15
Giaquinto, E. C.	3-23-56	12-14-75	6
Mahoney, P. J.	10-13-48	10-02-77	18
Woods, G. D.	11-05-53	10-02-77	3
Lynn, B. T.	6-17-47	11-19-78	5
Johnson, L. L.	11-19-57	11-18-79	2
Bailey, L.	7-03-71	1-16-80	8
Wilson, R.	8-19-67	5-11-80	7
Adams, J. I.	10-15-66	5-11-80	9-23

ASSISTANT
MANAGER

Janulewicz, F.	4-29-46	4-26-59	3
Drumright, M. L.	6-20-47	1-27-63	12
Walker, T. D.	7-21-62	2-07-71	1
Forrest, H.	7-29-47	2-23-75	8
Bukowski, J. J.	4-08-55	2-23-75	18
Cenderelli, J. F.	7-11-60	6-15-75	9
Farley, J. P.	7-18-64	2-29-76	2
Bables, W.	8-10-59	2-29-76	1
Wilson, K.	4-13-73	12-11-77	15
Taylor, A. J.	4-17-71	12-11-77	2
Maguire, E. P.	10-26-46	1-06-78	5
Hamilton, E. R.	6-01-59	7-16-78	5
Tincher, J. A.	7-22-67	7-16-78	7
Johnson, M. C.	3-07-64	11-26-78	3
Rollins Jr., E.	6-18-66	11-18-79	9
Reedy, R. A.	7-27-73	4-14-80	15
Starks, R. L.	8-12-67	4-14-80	7
McLemore, T. L.	3-30-59	6-08-80	8
Lukens, J. E.	8-07-73	6-08-80	12
Schricker, J.M.A.	3-25-76	6-08-80	9

TRANSPORTATION DEPARTMENT
REPORT NO. 2

TRANSPORTATION DEPARTMENT

10-01-80

ADDRESS & TELEPHONE NUMBERS OF DIVISION OFFICE PERSONNEL

<u>DIVISION</u>	<u>MANAGER</u>	<u>PHONE NO.</u>	<u>ADDRESS</u>
1	Grayson, D. C.	316-1403	118 S. Prospect Ave., Redondo Bch. 90277
2	Johnson, L. L. (714)	897-0847	11851 Diamond, Garden Grove 92645
3	Woods, G. D.	985-2263	10620 Victory Blvd. #214, No. Holly-wood 91606
5	Lynum, B. T.	296-5756	4827 So. Wilton Pl. L. A. 90062
6	Giaquinto, E. C.	675-5913	3332 W. Compton Blvd., Gardena 90249
7	Wilson, R. E.	296-7005	6255 Condon Ave., L. A. 90056
8	Bailey, L. M.	677-7433	501 No. Marlborough Ave. #106 Inglewood 90302
9	Adams, J. I. (714)	595-7800	885 Adamsgrove Ave., Walnut 91789
12	McCullough, J. J.	941-9407	14717 Calpella St., La Mirada 90638
15	Marsala, G.	966-2187	921 Homerest Ave., Covina 91732
18	Mahoney, P. J. (714)	994-0074	4951 Ridglea Ave., Buena Park 90621

ASSISTANT MANAGERS

1	Walker, T. D.	336-7963	16549 Old Forest Rd., Hacienda Hts. 91745
1	Bables, W.	754-6685	9008 - 8th Ave., Inglewood 90305
2	Farley, J. P.	397-1706	12520 Pacific Ave. #10, L. A. 90066
2	Taylor, A. J.	888-3684	P.O. Box 1503, Sun Valley 91352
3	Janulewicz, F.	255-3466	316 No. Avenue 64, L. A. 90042
3	Johnson, M. C.	329-2970	309 E. Alsina St., L. A. 90061
5	Hamilton, E. R.	537-6753	1413 Aprilia Ave., Compton 90220
5	Maguire, H. P.	598-2801	4641 Guava Ave., Seal Beach 90740
7	Tincher, J. A. (714)	379-4109	246-D Flicker Rd. #1, Lake Isabella 93240
8	Forrest, H.	348-9345	20131 Hartland St., Canoga Park 91306
9	Cenderelli, J.F. (714)	947-3169	1456 E. Philadelphia, Sp. 354, Ontario 91761
9	Rollins, E. (714)	983-4438	1009 Jacaranda St., Ontario 91761
12	Drumright, M. L.	421-3959	6009 Warwood Road, Lakewood 90713
15	Wilson, K. E. (805)	522-0116	1025 Roldan Ave., Simi Valley 93065
18	Bukowski, J. J.	446-6632	2116 So. Second Ave., Arcadia 91006

<u>DIVISION</u>	<u>ASSISTANT MANAGERS</u>	<u>PHONE NO.</u>	<u>ADDRESS</u>
Rel.	Reedy, R. A.	787-2886	8030 Norwich Ave., Van Nuys 91406
Rel.	Starks, R. L.	935-4418	1623 Lafayette Rd., L. A. 90019
Rel.	McLemore, T. L.	887-7083	6149 Dalecrest Ave., Woodland Hills 91364
Rel.	Schricker, J. M. (714)	593-6622	3157 Florinda St., Pomona 91767
Rel.	Lukens, J. E.	426-4367	2510 Palm Dr., Signal Hill

TRANSPORTATION DEPARTMENT
REPORT NO. 3

TRANSPORTATION MONTHLY PERSONNEL STATUS REPORT

	<i>quarterly</i>		<i>July 31, 40.</i>	
Gen. Supt. of Trans.	1	1	32MB01	Walsh, J. H.
Ass't. to Gen. Supt. of Trans.	1	1	32MA01	Krafft, R. W.
Supt. of Divisions	2	2	32ME01	Brennen, T. A.
			32ME02	Greasby, J. W.
Supt. Transportation Services	1	1	32MF01	Diehl, G. L.
Supt. of Instruction	1	1	32M101	Packard, W. L.
Supr. Pass.Serv. & Facilities	1	1	32MA01	Bennett, W. R.
Division Trans. Manager	11	11	32MV04	Woods, G. D.
			32MV06	Costello, R. E.
			32MV10	Lopez, G.
			32MV02	McCarns, W. D.
			32MV13	McCullough, J. J.
			32MV09	Michaels, G. C.
			32MV12	Marsala, G.
			32MV03	Lynum, B. T.
			32MV11	Mahoney, P. J.
			32MV05	Begg, A. F.
			32MV07	Giaquinto, E. C.
			32M201	Anderson, E. M.
			Ass't. Supt. of Instruction	1
Chief Supervisor	1	1	32MG01	Stone, G. H.
Chief Radio Dispatcher	2	2	32MK01	Reeves, J. H.
			32MK02	Gibbons, I. L.
Staff Instructor	1	1	32M701	McGee, W. M.
Tariff Supervisor	1	1	32M201	Altig, L. I.
Ass't. Chief Supervisor	1	1	32MH01	Lorusso, W. V.

Ass't Div. Trans. Mgr.	20	20	32MW03	Walker, T. D.
			32MW09	Wilson, K. E.
			32MW06	Farley, J.
			32MW13	Adams, J. I.
			32MW12	Taylor, A. J.
			32MW23	Grayson, D. C.
Temp. Div. Trans. Mgr.			T-32MV09	Johnson, L. L.
(Ass't. Div. Trans. Mgr.)			32MW07	Bukowski, J. J.
			32MW26	Hamilton, E. R.
			32MW14	Forrest, H.
			32MW10	Bailey, L. M.
			32MW27	Johnson, M. C.
			32MW04	Cenderelli, J. F.
			32MW08	Whittington, B. D.
			32MW24	Maguire, H. P.
			32MW01	Bables, W.
Supervisor Stops & Zones	1	1	32MP01	Upton, J. D.
Radio Dispatcher	34	33	32M102	Mendoza, H. R.
(3 More may be appointed			32M107	Pippen, E. L.
from Supvr's. if their			32M108	Vaughn, R. W.
positions are abolished.			32M109	McLean, C. A.
Board Report 9-08-77)			32M110	Baker, J. M.
			32M111	Bauer, R. A.
			32M104	Jenkins, C. R.
			32M113	Beals, M. E.
(Radio Dispatcher)			32M101	Chapman, J. H.
			32M103	Ortiz, D. R.
			32M104	Allen, L. E.
			32M114	Heilman, D. W.
			32M115	Uresti, G. J.

TRANSPORTATION DEPARTMENT
REPORT NO. 4

TRANSPORTATION DEPARTMENT

1980
CHRISTMAS CARD LIST
REVISED

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>ZIP CODE</u>
Adams, J. I.	885 Adamsgrove Avenue	Walnut	91789
Andrian, Ellen	2275 E. 21st Street, Apt. F	Signal Hill	90806
*Anders, Deborah	3275 Magnolia Avenue	Lynwood	90262
Bables, W.	9008-8th Avenue	Inglewood	90305
Balce, R.	5436 3/4 Harold Way	Los Angeles	90027
*Bailey, Leilia M.	501 N. Marlborough Avenue, Apt. 106	Inglewood	90302
*Baum, Sally	7240 Case Avenue	Sun Valley	91352
Beckett, Emily	14629 S. Corlett Avenue	Compton	90220
Brennen, T. A.	1163 Beverly Way	Altadena	91001
Bukowski, J. J.	2116 S. Second Avenue	Arcadia	91006
Campbell, Pat	1453 W. 51st Place	Los Angeles	90062
Cenderelli, J. F.	1456 E. Philadelphia, Sp. 354	Ontario	91761
Chattin, Clara	1726 Nelson Avenue	Manhattan Beach	90266
*Coble, Pat	1165 E. 70th Street	Long Beach	90805
Drumright, M. L.	6009 Warwood Road	Lakewood	90713
*Farley, J. P.	12520 Pacific Avenue, Apt. 10	Los Angeles	90066
*Fees, Virginia	6790 Curtis Avenue	Long Beach	90805
Forrest, H.	20131 Hartland Street	Canoga Park	91306
Fortuno, Cher	802 S. Curson Avenue	Los Angeles	90036
Foster, W. L.	18130 E. Galatina Street	Rowland Heights	91745
Giaquinto, E. C.	3332 W. Compton Boulevard	Gardena	90249
*Gonzalez, Patricia	3748 S. Crawford Street	Los Angeles	90011
Grayson, D. C.	118 S. Prospect Avenue	Redondo Beach	90277
Greasby, J. W.	13102 Graystone Avenue	Norwalk	90650
Hamilton, E. R.	1413 Aprilia Avenue	Compton	90220
*Hayforth, Barbara	1411 W. 84th Place	Los Angeles	90047
Hill, Linda M.	P. O. Box 728	Artesia	90701
Holguin, Josephine	15069 Carnell Street	Whittier	90603
*Howard, Jean	7800 Woodman Avenue	Panorama City	91402
Jarrett, Joy	111 S. Eucalyptus Avenue, Apt. 29	Inglewood	90301
Janulewicz, F.	316 N. Avenue 64	Los Angeles	90042
Johnson, L. L.	11851 Diamond	Garden Grove	92645
*Johnson, M. C.	309 E. Alsina Street	Los Angeles	90061
*Keck, Patricia	827 Third Street, Apt. 3	Santa Monica	90403
*King, Lorraine	1031 N. Curson Street, Apt. 11	Los Angeles	90046
*King, Rebecca	6128 Cashio Street, Apt. 6	Los Angeles	90035

TRANSPORTATION DEPARTMENT
REPORT NO. 5

TRANSPORTATION DEPARTMENT

January 29, 1980

TO: DIVISION MANAGERS & ASSISTANTS
FROM: T. A. BRENNEN & J. W. GREASBY
SUBJECT: VACATIONS

Attached is vacation choice list which we would appreciate being completed as soon as practicable.

The Managers will bid first, then the Assistants will bid, being careful not to select a corresponding date to the date selected by their Manager.

In most instances, the Assistant Manager will assume the duties of his Manager during the Manager's vacation. An Extra Assistant Manager will assume the duties of the Assistant, if required.

Vacation periods may be split by weekly periods, if desired by the employee, and it is understood that an employee will be allowed to split his vacation only one (1) time on the initial bid. If an employee wants to split his vacation more than one (1) time, he must wait after making his initial bid for all other employees to bid and then will be given a second choice in seniority order to bid the remainder of his vacation. He will then be allowed to split as many times as he desires provided there are sufficient vacation periods open.

The commencement of vacations will start with Sunday, June 1, 1980.

THEODORE A. BRENNEN
Superintendent of Divisions

JACK W. GREASBY
Superintendent of Divisions

TAB:JWG:TM:lrm

Attach.

MANAGERS - ASSISTANT MANAGERSVACATIONS 1980-1981

<u>MANAGER</u>	<u>DISTRICT SENIORITY</u>	<u>MANAGER SENIORITY</u>	<u>NUMBER OF WEEKS</u>
Michaels, G.C.	5-19-39	4-21-72	6
McCullough, J.J.	8-29-42	4-22-72	6
McCarns, W.D.	10-21-58	4-23-72	5
Marsala, G.	9-14-52	11-03-74	6
Lopez, G.	3-26-47	8-03-75	6
Giaquinto, E.C.	3-23-56	12-14-75	5
Mahoney, P.J.	10-13-48	10-02-77	6
Woods, G.D.	11-05-53	10-02-77	6
Lynn, E.T.	6-17-47	11-19-78	6
Johnson, L. L.	11-19-57	11-18-79	5
Bailey, L.	7-03-71	1-16-80	3
			<u>60</u>

<u>ASSISTANT MANAGER</u>	<u>DISTRICT SENIORITY</u>	<u>ASST. MGR. SENIORITY</u>	<u>NUMBER OF WEEKS</u>
Janulewicz, F.	4-29-46	4-26-59	6
Drumright, M.L.	6-20-47	1-27-63	6
Walker, T.D.	7-21-62	2-07-71	5
Whittington, E.D.	3-18-57	12-01-74	5
Forrest, H.	7-29-47	2-23-75	6
Bukowski, J.J.	4-08-55	2-23-75	5
Cenderelli, J.F.	7-11-60	6-15-75	5
Farley, J.P.	7-18-64	2-29-76	5
Bables, W.	8-10-59	2-29-76	5
Adams, J.I.	10-15-66	2-29-76	4
Wilson, R.	8-19-67	12-11-77	4
Wilson, F.	4-13-73	12-11-77	3
Taylor, A.J.	4-17-71	12-11-77	4*
Maguire, R.P.	10-26-46	12-11-77	6
Grayson, D.C.	9-28-43	12-11-77	6
Hamilton, E.R.	6-01-59	7-16-78	5
Tincher, J.A.	7-22-67	7-16-78	4
Johnson, M.C.	3-07-64	11-26-78	5
Rollins, E.R.	6-18-66	11-26-78	4
		<u>TOTAL</u>	<u>93</u>

* - Last week must be taken after Anniversary Date.

MANAGERS AND ASSISTANT MANAGERS

VACATIONS 1980-1981

EFFECTIVE: 6-01-80

<u>MANAGERS OR ASSISTANT ON VACATION</u>		<u>RELIEVED BY</u>	<u>MANAGERS OR ASSISTANT ON VACATION</u>		<u>RELIEVED BY</u>
June 1	_____	_____	July 27	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
June 8	_____	_____	Aug 3	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
June 15	_____	_____	Aug 10	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
June 22	_____	_____	Aug 17	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
June 29	_____	_____	Aug 24	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
July 6	_____	_____	Aug 31	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
July 13	_____	_____	Sept 7	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
July 20	_____	_____	Sept 14	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____

TRANSPORTATION DEPARTMENT
REPORT NO. 6

TRANSPORTATION DEPARTMENT

DIVISION DISPATCHERS' SENIORITY LIST

Effective: 6-7-81

<u>NAME</u>	<u>PRESENT DIVISION</u>	<u>DISTRICT SENIORITY</u>	<u>DEPARTMENT SENIORITY</u>	<u>VACATION WEEKS</u>
1. Cranfield, DR	18	1-08-51	2-02-54	6
2. Culley, EA	9	1-18-54	12-22-54	6
3. Gertsch, FA	2	1-15-54	12-02-59	6
4. Gaddy, FE	15	7-22-52	12-11-59	6
5. Price, LV	1	6-24-54	12-13-59	6
6. Pierre, DA	3	12-06-50	12-14-59	6
7. McCracken, CR	9	11-05-60	4-19-61	5
8. Kook, CG	15	2-01-60	6-18-61	5
9. Bandy, GL	12	9-06-55	7-06-61	6*
10. Risola, R	12	8-27-57	9-04-62	5
11. Fales, KS	12	8-22-60	4-11-63	5
12. Marye, VE	18	12-15-58	1-27-66	5
13. White, JK	6	9-04-57	4-24-68	5
14. Franklin, WR	18	11-24-62	4-26-68	5
15. Hall, JW	18	11-02-63	10-14-68	5
16. Solomon, NB	8	8-22-64	11-05-68	5
17. Thompson, FR	2	9-21-63	11-08-71	5
18. Myers, S	7	1-29-66	11-11-71	5
19. Cobb, CR	9	8-26-67	11-13-71	4
20. Perry, JL	5	9-23-67	7-13-72	4
21. Lowe, WD	6	4-20-59	8-28-73	5
22. Thomas, LR	5	1-10-70	8-31-73	
23. Hicks, WH	18	11-20-58	6-10-74	5
24. Sims, EH	6	8-29-60	6-11-74	5
25. Putt, JG	8	4-03-71	6-14-74	4
26. Thomas, GM	1	12-11-58	12-30-74	5
27. Kells, JC	12	9-22-72	1-02-75	3
28. Lensch, MG	99	10-06-72	1-03-75	3
29. Lerud, CV	9	11-03-72	1-04-75	3
30. Andrews, CH	12	11-13-65	2-22-75	5
31. Dominguez, AG	3	10-17-70	2-23-75	4
32. Guinan, P	12	8-07-56	3-17-75	6*
33. Townsend, EE	5	2-10-68	3-19-75	4
34. Jackson, MD	9	9-21-68	3-21-75	4
35. Buncick, N	8	10-10-70	3-22-75	4
36. Collins, D	8	7-07-72	3-24-75	3
37. Hollis, H	3	8-11-69	6-02-75	4
38. Gibson, LC	9	8-08-70	6-04-75	4
39. Lussier, RH	8	5-01-71	6-06-75	4
40. Pearson, SW	18	10-30-71	6-07-75	4*

* - Last week must be taken after Anniversary date.

TRANSPORTATION DEPARTMENT
REPORT NO. 7

TRANSPORTATION DEPARTMENT
EXTRA DIVISION DISPATCHERS' SENIORITY LIST

Effective: 10-21-79

<u>NAME</u>	<u>BADGE NUMBER</u>	<u>PRESENT DIVISION</u>	<u>DISTRICT SENIORITY</u>	<u>DEPARTMENT SENIORITY</u>
1. Coffey, D. M.	2070	7	4-08-76	7-23-78
2. Pilgrim, C L.	3749	5	2-08-74	7-23-78
3. Hebert, N. A..	9341	8	6-30-75	7-23-78
4. Cruz, J. J.	1534	12	1-25-74	7-23-78
5. Harvey, Susan, P.	4024	7	3-25-76	7-23-78
6. Owens, J. L.	4627	1	2-06-75	7-23-78
7. Karlson, D. R.	4764	12	3-10-75	7-23-78
8. Green, Janet M.	4619	15	2-03-75	7-23-78
9. Dell, D. E.	3383	15	8-31-73	7-23-78
10. Woodson, James H.	4575	5	1-23-75	4-29-79
11. Stoycoff, Clyde R.	2611	12	7-06-73	4-29-79
12. Sandoval, Tony C.	4075	1	6-20-74	4-29-79
13. Carrington, Wilma C.	4760	5	4-26-76	4-29-79
14. Flores, Richard E.	2693	1	1-11-79	4-29-79
15. Cameron, John W.	3432	8	9-11-73	4-29-79
16. Gonzalez, Ruben	9298	1	6-16-75	4-29-79
17.				
18.				
19. Goens, Patsy L.	0287	2	3-29-76	5-20-79
20. Dooley, William F.	4293	3	2-20-75	5-20-79
21. Cale, Douglas R.	0488	1	7-27-73	5-20-79
22. Pratt, Marie E.	1071	5	4-05-76	5-20-79

TRANSPORTATION DEPARTMENT
REPORT NO. 8

Page 1

TRANSPORTATION DEPARTMENT
DIVISION DISPATCHERS' SENIORITY LIST

Effective: 01-04-81

<u>NAME</u>	<i>Dir</i> <u>SHIFT</u> <i>shift</i>	<u>NAME</u>	<u>SHIFT</u>
1. Cranfield, D. R.	<u>182</u>	24. Sims, E. H.	<u>65</u>
2. Culley, E. A.	<u>92</u>	25. Putt, J. D.	<u>82</u>
3. Gertsch, F. A.	<u>22</u>	26. Thomas, G. M.	<u>11</u>
4. Gaddy, H. E.	<u>154</u>	27. Kells, J. C.	<u>126</u>
5. Price, L. W.	<u>12</u>	28. Lensch, M. G.	<u>Sp.Duty</u>
6. Pierre, D. A.	<u>37</u>	29. Lerud, C. V.	<u>93</u>
7. McCracken, C. H.	<u>94</u>	30. Andrews, C. H.	<u>125</u>
8. Nock, C. G.	<u>152</u>	31. Dominguez, A. G.	<u>32</u>
9. Bandy, G. L.	<u>124</u>	32. Guinan, P.	<u>123</u>
10. Risola, R.	<u>122</u>	33. Holmes, E. O.	<u>155</u>
11. Fales, K. S.	<u>121</u>	34. Townsend, E. E.	<u>55</u>
12. Mays, V. E.	<u>184</u>	35. Jackson, M. D.	<u>95</u>
13. White, J. H.	<u>64</u>	36. Buncick, N.	<u>83</u>
14. Franklin, W. E.	<u>183</u>	37. Collins, D.	<u>85</u>
15. Hall, J. W.	<u>156</u>	38. Hollis, H.	<u>34</u>
16. Solomon, N. B.	<u>84</u>	39. Gibson, L. C.	<u>96</u>
17. Thompson, F. E.	<u>24</u>	40. Lussier, R. H.	<u>86</u>
18. Myers, S.	<u>71</u>	41. Pearson, S. W.	<u>181</u>
19. Cobb, C. R.	<u>97</u>	42. Baker, J. C.	<u>62</u>
20. Perry, J. L.	<u>52</u>	43. Winstead, R. R.	<u>151</u>
21. Lowe, W. D.	<u>61</u>	44. Little, D. E.	<u>14</u>
22. Thomas, L. R.	<u>56</u>	45. McDaniels, O.	<u>91</u>
23. Hicks, W. H.	<u>185</u>	46. Glidewell, R. D.	<u>15</u>

TRANSPORTATION DEPARTMENT
DIVISION DISPATCHERS' SHIFTS

Effective: 1-04-81

DIVISIONS 3201 - 3202 - 3203 - 3207 - 3215

SHIFT NO.	DAYS	DAILY		SATURDAY		SUNDAY		
		OFF	ON	OFF	ON	OFF	ON	OFF
1	S-S		11p	7a	11p	7a	11p	7a
2	S-S		4a	12p	NI		NI	
3 (TK)	S-M		5a	1p	5a	1p	5a	1p
4 (M)	F-S		8a	4p	8a	4p	8a	4p
5	W-T		10a	6p	7a	3p	7a	3p
6	T-F		3p	11p	3p	11p	3p	11p

RELIEF SHIFT NO. 7

	SHIFT NO.	ON	OFF
SUN	3 (TK)	5a	1p
MON	3 (TK)	5a	1p
TUE	OFF		
WED	OFF		
THU	5	10a	6p
FRI	4 (M)	8a	4p
SAT	4 (M)	8a	4p

RELIEF SHIFT NO. 8

	SHIFT NO.	ON	OFF
SUN	1	11p	7a
MON	OFF		
TUE	OFF		
WED	5	10a	6p
THU	6	3p	11p
FRI	6	3p	11p
SAT	1	11p	7a

(M) Marks the Extra Board
(TK) Timekeeper Shift

TRANSPORTATION DEPARTMENT
REPORT NO. 9

10-01-80

DIVISION DISPATCHERS

<u>NAME</u>	<u>PHONE NO.</u>	<u>ADDRESS</u>
Adams, James M.	(714) 596-3731	3121 Dawn View Ave., Pomona 91767
Andrews, Clarence H.	921-3775	15528 Lancelot, Norwalk
Baker, John C.	(714) 847-1422	8709 Laplaya Circle, Fountain Valley 92708
Bandy, George L.	(714) 897-6755	5841 Belgrave Ave., Garden Grove 92645
Basulto, Fernando	569-5028	9925 Kauffman Ave., So. Gate 90280
Berry, Clyde L.	294-7904	5418 - 6th Ave., Los Angeles 90043
Brent, Sylvia	764-3962	7743 Cleon Ave., Sun Valley 91352
Brinkley, William	989-2236	15540 Sherman Way #14, Van Nuys 91406
Brower Jr., Mart L.	797-8682	1645 Walworth, Pasadena 91104
Buncick, Nicholas	896-5856	13441 Gager St., Pacoima 91331
Cale, Douglas R.	(714) 338-5837	P. O. Box 489, Crestline 92325
Carrington, Wilma J.	732-3114	2320 Hillcrest Drive, L.A. 90016
Cobb, Charles R.	(714) 599-5866	503 So. Darwood, San Dimas 91773
Coffey, Dana M.	752-9869	6511 Haas Ave., L.A. 90047
Cole, Frank E.	752-1497	7023 - 5th Ave., L.A. 90043
Collins, David	(805) 270-1617	40115 No. 95th St. West, Leona Valley 93550
Cosner, Laurence G.	919-6245§	2125 Benson Ave., Ontario 91761
	(714) 988-7821§	
Cranfield, Don R.	865-2762	17613 Thornlake, Artesia 90701
Crawford, Jr., Philmore	290-1143	4319 Santo Drive #C, L.A. 90008
Cruz, Jerry Joe	860-3285	18727 So. Holmes Ave., Cerritos 90701
Culley, Ed A.	448-3745	11305 Cedar Circle Dr., El Monte 91732
Dailey, Joseph W.	(714) 898-8300§	13401 Sioux Rd., Westminster
	(714) 894-0708§	--- (Do Not Give Out)
Dell, Donald E.	(805) 254-0148	23227 Redbud Ridge Circle, Valencia 91355
De los Santos, Oscar	965-4326	3029 Helen Lane, West Covina 91792
Dickerson, Charles M.	443-7933	4122 Tyler Ave., Apt. 14, El Monte 91731
Dominguez, Antenor G. (Gus)	994-1673	15950 Valerio St., Van Nuys 91406
Dooley, William F.	575-8531	3749 1/2 Cypress Ave., El Monte 91731
Fales, Kenny S.	421-7630	4327 Deeboyer Ave., Lakewood 90712
Falicki, James P.	(714) 350-0957	16850 Village Lane #A, Fontana 92335
Fields, Harold	292-3403	4136 Don Mariano Dr., L.A. 90048
Flores, Richard E.	918-0274	15903 E. Dubesor St., Valinda 91744

TRANSPORTATION DEPARTMENT
REPORT NO. 10

TRANSPORTATION DEPARTMENT

January 29, 1981

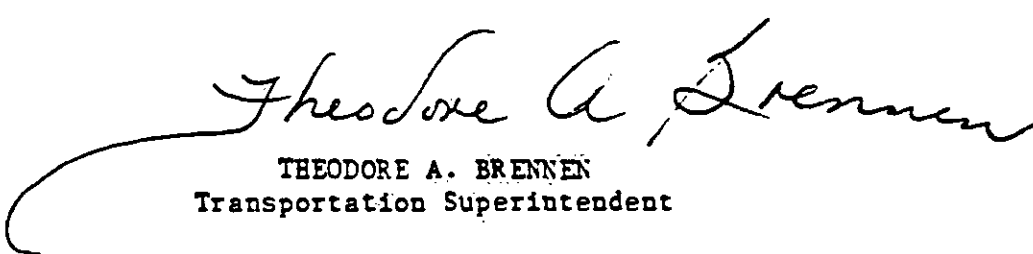
TO: ALL DIVISION MANAGERS
FROM: T. A. BRENNEN AND J. W. GREASBY
SUBJECT: CHOICE OF VACATIONS - DIVISION DISPATCHERS


Attached is the information necessary to conduct the vacation selection for Division Dispatcher for 1981-1982. Each Division Dispatcher will bid his vacation in order of department seniority. The Staff Assistant in charge of vacation selection will contact each Division Dispatcher, in order, for his/her vacation choice.

Once a vacation choice is made, changes will not be allowed--except under emergency conditions--upon approval of the appropriate Transportation Superintendent.

Vacations may be split; however, that portion not selected in the first bidding will not be bid until after completion of the first round of bidding. Only two Division Dispatchers from the same Division may bid the same week.

The commencement of vacations will start with Sunday, June 7, 1981.


THEODORE A. BRENNEN
Transportation Superintendent


JACK W. GREASBY
Transportation Superintendent

TAB:JWG:1mm

Attachment

cc: Staff Assistants

DIVISION DISPATCHERS'

VACATIONS 1981-1982

Effective: 6-7-81

	<u>DIVISION DISP. ON VACATION</u>	<u>RELIEVED BY</u>		<u>DIVISION DISP. ON VACATION</u>	<u>RELIEVED BY</u>
June 7	_____	_____	July 12	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
June 14	_____	_____	July 19	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
June 21	_____	_____	July 26	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
June 28	_____	_____	Aug 2	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
July 5	_____	_____	Aug 9	_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____
	_____	_____		_____	_____

TRANSPORTATION DEPARTMENT
REPORT NO. 11 & 12

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

PAGE NO: 304

10/4/80 EMPLOYEE ROSTER - ALPHABETIC ORDER RUN DATE: 10/09/80

BADGE	DEPT	NAME	SENIORITY DATE
7905	3212	ZAMORANO J G	9/15/80
5884	3302	ZARAGOSA MANUEL I	6/13/76
7284	7200	ZARAGOSA ROSE	12/13/71
5416	3306	ZARAKOWSKI Z J	4/10/74
890	3203	ZARATE ADOLPH	11/06/69
8607	3215	ZECCARDI CARMINE A	6/14/76
501	3201	ZELDEN ROBERT J	7/31/78
3455	3203	ZELEDON CESAR A	4/11/74
1430	3209	ZELLER DEE A	11/07/68
8976	3305	ZEMVAULT MARK A	6/11/79
5343	3309	ZEPEDA JOE P	11/14/73
4827	3209	ZERANKO GEORGE A	4/28/62
6581	3309	ZEVELY JAMES A	7/24/70
8359	9501	ZEVELY PATRICIA	6/25/79
2582	3202	ZIEGLER EDWIN D	9/22/54
7218	3308	ZIMMEPLE FRED G	5/19/80
9886	3202	ZIMMERMAN JESSE D	3/29/76
2585	9501	ZIPFER HARRY	7/29/53
7117	3215	ZISNER BEN S	9/14/80
1132	3207	ZOLLER LOPEZ G	8/21/78
7557	9300	ZOLLMAN MAX	7/01/75
6908	3309	ZUKLE CHRISTOPHER	12/14/62
1101	3212	ZUMKLEY GEORGE P	7/14/66
7240	5050	ZUNIGA SAMUEL R	4/24/78
3453	3208	ZWICK FRED	4/11/74

TRANSPORTATION DEPARTMENT
REPORT NO. 13

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

EQUIPMENT DATA SHEET

Page 1 of 2
In Effect: 8-31-80

B U S I D E N T I F I C A T I O N

<u>SERIES NUMBER</u>		<u>NUMBER OWNED</u>	<u>SEATS</u>	<u>FUEL CAPACITY</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>AIR SUSPENSION</u>	<u>TREADLE REAR DOOR</u>	<u>LOADER VALVE</u>
1000	(4-5)	99	47	95	39'10"	8'7"	Yes	No	No
1100	*** (5)	18	20	55	24'	8'0"	No	No	No
1100	*** (5)	40	20	55	24'	8'0"	No	No	No
1200	(5)	6	33	95	29'3"	7'11-3/4"	No	No	No
1400	(5)	8	35	60	29'	8'0"	No	No	No
2000	*(1-2-3)	18	45	95	35'	7'11-5/8"	Yes	No	No
2100		81	48	80	37'9"	8'6-1/2"	Yes	Yes	No
2200		18	48	80	37'9"	8'6-1/2"	Yes	Yes	No
2200		4	45	80	35'	8'0-3/4"	Yes	Yes	Yes
2200	(5)	59	45	80	35'	8'0-3/4"	Yes	No	No
2300		95	48	80	37'9"	8'6-1/2"	Yes	Yes	No
2400		5	45	95	35'	8'0"	Yes	No	No
2500		11	37 $\frac{1}{2}$	80	30'8"	8'0-3/4"	Yes	Yes	No
2600	(5)	3	45	95	35'	8'0"	Yes	No	No
2600	(4-5)	2	45	95	35'	8'0"	Yes	No	No
3000	*(1-2-3-4)	15	49	125	49'	8'0"	Yes	No	No
3000	(4-5)	98	51	125	40'	8'6"	Yes	No	No
3200	(4-5)	99	51	125	40'	8'6"	Yes	No	No
4000	(4)	55	35	80	30'7"	8'0"	Yes	Yes	Yes
4000	(4-5)	4	35	80	30'7"	8'0"	Yes	Yes	Yes
4200		28	45	95	35'	8'0"	Yes	No	Yes
4300		42	45	95	35'	8'0"	Yes	No	No
5000		96	51	95	35'10"	8'7"	Yes	Yes	Yes
5100		95	48	80	37'9"	8'8-1/2"	Yes	Yes	Yes
5200	** (2)	24	46	80	39'10"	8'7"	Yes	Yes	Yes
5200		29	51	80	39'10"	8'7"	Yes	Yes	Yes
5300		74	51	80	39'10"	8'7"	Yes	Yes	Yes
5300	(4)	23	51	80	40'	8'6"	No	No	No
5400		79	51	80	39'10"	8'7"	Yes	Yes	Yes
5500	** (1-2)	30	51	80	39'10"	8'7"	Yes	Yes	Yes
5600	*(1-2-3-4)	24	49	125	40'	8'0"	Yes	No	No
5700		35	50	95	40'	8'6"	Yes	Yes	Yes
5700	(4)	15	50	95	40'	8'6"	No	No	No
5800		100	50	95	40'	8'6"	Yes	Yes	Yes
5900		96	50	95	40'	8'6"	Yes	Yes	Yes
6000		100	50	95	40'	8'6"	Yes	Yes	Yes
6100	(4-5)	100	51	95	40'	8'6"	Yes	No	Yes
6200	(4-5)	74	51	95	40'	8'6"	Yes	No	Yes
6500		1	45	85	35'	8'6"	No	Yes	No
6500		14	48	80	37'9"	8'6-1/2"	Yes	Yes	Yes
6500		1	51	95	40'	8'6"	No	Yes	Yes
70	(5)	16	51	95	39'9"	8'5"	Yes	No	No

TRANSPORTATION DEPARTMENT
REPORT NO. 14

DESCRIPTION OF BUSES OWNED

Report 4-14

AS OF AUGUST, 1960

Page 1

TO: TRANSPORTATION DEPARTMENT

ACTIVE BUSES

<u>BUS SERIES</u> <u>FROM</u> <u>TO</u>	<u>NO. OF</u> <u>BUSES</u>	<u>MAKE AND MODEL</u> <u>NUMBER</u>	<u>TYPE</u> <u>ENGINE</u>	<u>LENGTH</u>	<u>WIDTH</u>	<u>NO. OF</u> <u>SEATS</u>	<u>APPROX. YR.</u> <u>PURCHASED</u>	
1000	1087*	88	GMC T8H5307A	GMC-V8	40'	102"	47	1973
1089	*	1	GMC T8H5307A	GMC-V8	40'	102"	47	1973
1090	1099*\$	10	GMC T8H5307A	GMC-V8	40'	102"	47	1973
1100	1103	4	Mini-Bus MB-159-2D	Dodge-V8	24'	96"	20	1971
1105	1118	14	Mini-Bus MB-159-2D	Dodge-V8	24'	96"	20	1971
1121	1160	40	Mini-Bus-MBS-3034	Dodge-V8	24'4"	92"	20	1975
1200	1201	2	GMC TDH-3301	GMC-V6	29'3"	95-3/4"	33	1969
1202	1205	4	GMC TDH-3301	GMC-V6	29'3"	95-3/4"	33	1970
1400	1401	2	GMC TDH-3501	GMC-V6	29'	96"	35	1965
1402		1	GMC TDH-3501	GMC-V6	29'	96"	35	1966
1403		1	GMC TDH-3501	GMC-V6	29'	96"	35	1967
1404		1	GMC TDH-3501	GMC-V6	29'	96"	35	1966
1405		1	GMC TDH-3501	GMC-V6	29'	96"	35	1964
1406		1	GMC TDH-3501	GMC-V6	29'	96"	35	1966
1407		1	GMC TDH-3501	GMC-V6	29'	96"	35	1964
2025	2029	5	GMC TDM-4515	GMC-6	35'	96"	45	1959
2031	2040	10	GMC TDM-4515	GMC-6	35'	96"	45	1959
2042	2044	3	GMC TDM-4515	GMC-6	35'	96"	45	1959
2101	2118	18	GMC TDH-4801	GMC-6	37'9"	102"	48	1955
2120	2171	52	GMC TDH-4801	GMC-6	37'9"	102"	48	1955
2173	2183	11	GMC TDH-4801	GMC-6	37'9"	102"	48	1955
2200	2215	16	GMC TDH-4801	GMC-6	37'9"	102"	48	1956
2217	2218	2	GMC TDH-4801	GMC-6	37'9"	102"	48	1956
2220	2221	2	GMC TDH-4512	GMC-6	37'9"	102"	45	1956
2222	2223	2	GMC TDH-4512	GMC-6	37'9"	96"	45	1959
2224	2239	16	GMC TDH-4512	GMC-6	35'3"	96"	45	1955
2240	2254	15	GMC TDH-4512	GMC-6	35'3"	96"	45	1955
2255	2259	5	GMC TDH-4512	GMC-6	35'3"	96"	45	1955
2260	2263	4	GMC TDH-4512	GMC-6	35'3"	96"	45	1953
2264	2280	17	GMC TDH-4512	GMC-6	35'3"	96"	45	1957
2281	2282	2	GMC TDH-4512	GMC-6	35'3"	96"	45	1958
2300	2301	2	GMC TDH-4801	GMC-6	37'9"	102"	48	1954
2303		1	GMC TDH-4801	GMC-6	37'9"	102"	48	1954
2305	2355	51	GMC TDH-4801	GMC-6	37'9"	102"	48	1954
2357	2368	12	GMC TDH-4801	GMC-6	37'9"	102"	48	1954
2370	2398	29	GMC TDH-4801	GMC-6	37'9"	102"	48	1954
2400	2404	5	GMC TDH-4517	GMC-V6	35'	96"	45	1960
2500	2501	2	GMC TDH-3714	GMC-4	30'8"	96"	37	1956
2502		1	GMC TDH-3714	GMC-4	30'8"	96"	37	1956

TRANSPORTATION DEPARTMENT
REPORT NO. 15

BTD 37-11
REV. 3/69

DEPARTMENTAL

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

425 SOUTH MAIN STREET
LOS ANGELES

DO NOT INCLUDE MORE THAN ONE
SUBJECT IN THIS COMMUNICATION

DATE: December 19, 1980

TO All Concerned
FROM Tish Kamatame
SUBJECT Bus Assignments Listing

The following listing of bus assignments is predicated upon completed delivery and availability of all Grumman Flexible and GMC RTS buses. During the period of December 21 thru the final delivery of GMC buses and current repairs program to the Grumman Flexible buses, specific line assignment of buses will be left to the discretion of each divisional maintenance department, based on the availability of compatible equipment.

ASSIGNMENT OF BUSES. NO. 3C-80

AT DIVISION 1

Page 1 of 14
In Effect: 12-21-80

DAILY EXCEPT SATURDAY & SUNDAY

REPORT 4-12

<u>ASSIGNED BUSES</u>	<u>HEADSIGN</u>	<u>APPLICABLE LINES</u>
3000 - 3014 (15)	1G	All Lines except 12-15-32-75-142-826
4200 - 4204 (5)	1GY	All Lines
7200 - 7276 (77)	1GY	All Lines
7500 - 7599 (100)	Electronic	All Lines
8999 (1)	Electronic	All Lines
9000 - 9036 (37)	Electronic	All Lines

LINE ASSIGNMENT OF BUSES

<u>LINE NUMBER</u>	<u>SCHEDULE</u>					<u>SERIES</u>					
	<u>AM</u>	<u>BASE</u>	<u>PM</u>	<u>ASSGD</u>	<u>SPARES</u>	<u>30</u>	<u>42</u>	<u>72</u>	<u>75</u>	<u>89</u>	<u>90</u>
3	16	12	16	17	1			1		1*	15*
12	18	8	20	22	2			14	8*		
15	2	2	2	2	-		2				
18	6	4	4	6	2		2				4*
26	47	29	44	47	3			18	29*		
28	31	16	32	34	2			18	16*		
32	7	5	6	7	1				7*		
57	-	-	9	9	-	6		3			
75	12	6	11	15	4						15*
92	17	13	21	24	3			11	13*		
142	3	3	3	4	1		1				3*
(E)(a)496	6	6	7	9	2	9					
(E)800	12	9	14	15	1				15*		
(E)801	7	2	7	9	2			7	2*		
826	9	8	10	12	2			2	10*		
860	1	1	1	2	1			2			
	<u>194</u>	<u>124</u>	<u>207</u>	<u>234</u>	<u>27</u>	<u>15</u>	<u>5</u>	<u>76</u>	<u>100</u>	<u>1</u>	<u>37</u>

Notes: * - Assign to Base - First Choice
 (a) - 5 Buses (3000-3001-3002-3003-3004) (3005 Spare) - Store at Terminal 13
 (E) - Express Service

TRANSPORTATION DEPARTMENT
REPORT NO. 16

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
TRANSPORTATION DEPARTMENT
HEADSIGN TYPE-ELECTRONIC
(8000 THRU 9199)

REVISED: 11-24-80
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ROUTE CODE	DESTINATION CODE	ROUTE SIGN/HEADSIGN READING
	001	
000	002	
*NOTE	003	*XXX NOT IN SERVICE
000		(BLANK)
000		(TEST PATTERN)
000	005	NOT IN SERVICE
000	006	SPECIAL
000	007	ROSE BOWL
000	008	TRAINING BUS
000	009	2 COMPTON
000	00A	2 CAL STATE U
000	00B	2 COMPTON & 2 SLAUSON
000	00C	2 CITY TERR 2 POMERDY
000	00F	2 LOS ANGELES
000	011	2 EASTERN & 2 RAINIER
000	012	2 SYBIL BRAND
000	013	2 WILMINGTON- 2 STOCKWELL
000	015	3 BRD-FAIRFAX
000	016	3 ELIHO-SINAI
000	017	3 CENTRAL & 3 MANCHESTER
000	019	3 CENTRAL & 3 ROSECRANS

*DIAL IN APPROPRIATE ROUTE CODE



SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 TRANSPORTATION DEPARTMENT
 HEADSIGN TYPE-ELECTRONIC
 (8000 THRU 9139)

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ROUTE CODE	DESTINATION CODE	ROUTE SIGN. HEADSIGN. READING
000	038	4 OLY-WESTERN
000	039	4 OLY-VERMONT
000	031	4B STA MONICA
000	035	4B BEN HILLS
000	030	4 LIMITED 4 BEN HILLS
000	040	4B CENTURY CITY
000	037	4B LIMITED 4B CENTURY CITY
000	041	5 SO BAY CTR
000	042	5X SO BAY CTR
000	043	5 HAWTHORNE 5 PLAZA
000	045	5X HAWTHORNE 5X PLAZA
000	047	5 INGLEWOOD
000	048	5 HOLLYWOOD PK
000	049	5 CRENSHAW & 5 FLORENCE
000	046	5 UNION STATION
000	040	5 EXPRESS 5 UNION STATION
000	041	5 EXPRESS 5 COUNTY JAIL
000	050	5 LOS ANGELES
000	051	5 EXPRESS 5 LOS ANGELES
000	053	5 LOS ANGELES & 5 TEMPLE

TRANSPORTATION DEPARTMENT
REPORT NO. 17

DIV. NO. 1 DESTINATION SIGN INSTRUCTIONS EFFECTIVE 9-13-81 PAGE 1

THE FOLLOWING ILLUSTRATES HOW TO DISPLAY HEADSIGNS, SIDESIGNS, SHORTSIGNS, ROUTESIGNS AND DASHSIGNS. BUSES OPERATING OUT OF SERVICE, EITHER IN OFF-ROUTING, PULLING-OUT OR PULLING-IN, SHOULD DISPLAY -NOT IN SERVICE- IN THE HEADSIGN, THE LINE NUMBER IN THE SHORTSIGN AND SIDESIGN, AND A -BLANK- DASH SIGN.

WHENEVER DASHSIGNS ARE MISSING FROM BUSES, DUPLICATES SHOULD BE OBTAINED FROM DIVISION DISPATCHER OR BY CALLING THE RADIO DISPATCHER. OPERATORS MUST NEVER TAKE SIGNS FROM OTHER BUSES TO SUPPLY THEIR NEEDS.

ALL DASHSIGNS MUST BE OBTAINED FROM THE DIVISION DISPATCHER PRIOR TO PULLING OUT AND MUST BE RETURNED UPON COMPLETION OF ASSIGNMENT EACH DAY.

INDEXES TO THE HEADSIGNS ARE EITHER IN THE BUSES, ARE PROVIDED IN SUMMARY FORM, OR ARE CODED ON THE PADDLE FOR REFERENCE IN DISPLAYING THE PROPER HEADSIGN FOR THE SCHEDULED TERMINAL.

NOTE: DASH SIGNS ARE NOT REQUIRED FOR GMC RTS-II COACHES. THE DASH SIGNS HAVE BEEN INCORPORATED INTO THE HEADSIGN.

DIV. NO. 1 EFFECTIVE 9-13-81 PAGE 2

<u>DESTINATION</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
<u>LINE -12- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
BROADWAY & 6TH	12	DOWNTOWN L. A.	
BROADWAY & 5TH	12	DOWNTOWN L. A.	
BROADWAY & LINCOLN PK AVE.	12	LINCOLN HGTS.	
ROSE HILL	12	NO. BROADWAY-MONTEREY RD.	
WASHINGTON & LA BREA	12	WASHINGTON-LA BREA	
WASHINGTON & LA CIENEGA	12	WASHINGTON-LA CIENEGA	
<u>LINE -16- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
3RD & SAN PEDRO	16	DOWNTOWN L. A.	
HAMEL & ALDEN (CEDARS-SINAI MED CTR)	16	CEDARS-SINAI MED CTR	
3RD & FAIRFAX	16	3RD-FAIRFAX	
6TH & PRIVATE RIGHT-OF-WAY	16	3RD-WILTON	
3RD & RAMPART	16	3RD-RAMPRT	
<u>LINE -18- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
GARFIELD & WHITTIER	18	WHITTIER-GARFIELD	
WHITTIER & BRANNICK	18	WHITTIER-BRANNICK	
6TH & PRIVATE RIGHT-OF-WAY	18	6TH-WILTON	

<u>DESTINATION</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
<u>LINE -18- 1-GY & ELECTRONIC TYPE HEADSIGNS (Cont'd.)</u>			
6TH & LA FAYETTE PARK PL	18	LA FAYETTE PK	
5TH & FLOWER	18	DOWNTOWN L A	
6TH & CENTRAL	18	6TH-CENTRAL	
3RD & WILTON PL. (NIGHT SERVICE)	18	6TH-WILTON	
<u>LINE -26- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
BOYLE & OLYMPIC	26	OLYMPIC-SOTO	
HAWTHORN & ORANGE	26	HOLLYWOOD	
VIRGIL & SUNSET	26	VIRGIL-SUNSET	
MAPLE AVE. LOT	26	DOWNTOWN L.A.	
<u>LINE -30- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
PICO & RIMPAU	30	PICO-RIMPAU	
COLLEGIAN & FLORAL	30	FIRST-FLORAL & ATLANTIC	
DOZIER & ROWAN	30	FIRST-ROWAN & DOZIER	
GARFIELD HIGH SCHOOL	30	FLORAL-FORD	
7TH & BROADWAY	30	DOWNTOWN L.A.	
1ST & EASTERN	30	1ST-EASTERN	

<u>DESTINATION</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
<u>LINE -31- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
COLLEGIAN & FLORAL	31	FIRST-ATLANTIC	
PICO & RIMPAU	31	PICO-RIMPAU	
1ST & EASTERN	31	1ST-EASTERN	
<u>LINE -32- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
STATE COLLEGE/UNIV. STA.	32	CAL STATE U	
OLYMPIC & SOTO	32	OLYMPIC-SOTO	
WASHINGTON & FIGUEROA	32	FIGUEROA	
UNIVERSITY STA.	32	BUSWAY STA.	

LINE -75- SERVICE

BUSES DEPARTING FROM LOS ANGELES WILL DISPLAY -75- AND THE TERMINAL SCHEDULED IN THE HEADSIGN -75- IN THE SIDESIGN AND A BLANK DASHSIGN DURING THE ENTIRE TRIP.

BUSES DEPARTING FROM SOUTHWESTERN TERMINALS WILL DISPLAY -75-DOWNTOWN L.A.- IN THE HEADSIGN, -75- IN THE SIDESIGN AND A -BLANK- DASHSIGN. UPON ARRIVAL AT GRAND AVE., CHANGE THE HEADSIGN TO READ TO THE TERMINAL SCHEDULED.

<u>TERMINAL</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
<u>LINE -75- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
VENICE & MAIN -L.A.-	75	DOWNTOWN L.A.	
SUNSET & ECHO PARK	75	ECHO PARK AVE.	
ECHO PARK & DONALDSON	75	ECHO PARK AVE	
LOS ANGELES	75	DOWNTOWN L.A.	
TEMPLE & MAIN	75	DOWNTOWN L.A.	
SECOND & SANTA MONICA	75	SANTA MONICA	
PIER & MAIN	75	VENICE-OCEAN PARK	
SUNSET & MAIN	75	VENICE-OCEAN PARK	
VENICE & OVERLAND	75	CULVER CITY	
VENICE & LA CIENEGA	75	LA CIENEGA	
VENICE & FAIRFAX	75	FAIRFAX	
VENICE & CRENSHAW	75	CRENSHAW	
VENICE & LA BREA	75	LA BREA-VENICE	

LINE -92- LOCAL SERVICE

BUSES DEPARTING FROM SOUTHERN TERMINALS TO LOS ANGELES WILL DISPLAY -92- IN THE SHORTSIGN AND SIDESIGN. -DOWNTOWN L.A.- SHOULD BE DISPLAYED IN THE HEADSIGN. IF SCHEDULED THROUGH THE GENERAL HOSPITAL, A DASHSIGN READING -GENERAL HOSPITAL OUT-PATIENT CLINIC- WILL BE DISPLAYED. UPON ARRIVAL AT NINTH & SAN PEDRO, THE HEADSIGN IS CHANGED TO READ TO THE TERMINAL SCHEDULED. ON ARRIVAL AT THE GENERAL HOSPITAL, CHANGE THE DASHSIGN TO BLANK.

BUSES DUE TO ARRIVE AT HAMPDEN & MAIN BETWEEN 745PM & 1215AM WILL CARRY A DASHSIGN READING -ARCADIA SO. ARCADIA CONNECTIONS-.

BUSES DEPARTING FROM NORTHERN TERMINALS WILL DISPLAY -92- IN THE SHORTSIGN AND SIDESIGN, -DOWNTOWN L.A.- SHOULD BE DISPLAYED IN THE HEADSIGN AND A -BLANK-DASHSIGN. WHEN SCHEDULED VIA ROUTE -A- DISPLAY A DASHSIGN READING -GENERAL HOSP. OUT-PATIENT CLINIC-. UPON ARRIVAL AT MARENGO & CORNWELL CHANGE THE HEADSIGN TO READ TO THE TERMINAL SCHEDULED AND CHANGE THE DASHSIGN TO THE APPROPRIATE SIGN.

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<u>DESTINATION</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
<u>LINE -92- 1-G, 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
SEVENTH & SPRING	92	DOWNTOWN L.A.	BLANK OR GENERAL HOSPITAL OUT-PATIENT CLINIC
7TH & MAIN	92	DOWNTOWN L.A.	BLANK
MACY & MAIN	92	DOWNTOWN L.A.	BLANK
GENERAL HOSPITAL CLINIC	92	COUNTY HOSPITAL	GENERAL HOSPITAL OUT-PATIENT CLINIC
HAMPDEN & MAIN	92	SIERRA VISTA	BLANK OR GENERAL HOSPITAL OUT-PATIENT CLINIC OR ARCADIA-S.ARCADIA CONNECTION
102ND & GRAHAM	92	WATTS	102ND & GRAHAM
124TH & WILMINGTON	92	WATTS	124TH & WILMINGTON
GREENLEAF & LONG BEACH BL.	92	COMPTON	GREENLEAF & LONG BEACH BLVD.
NINTH & SAN PEDRO	92	DOWNTOWN L.A.	
ROSECRANS & ALAMEDA	92	COMPTON	

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<u>DESTINATION</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
<u>LINE -102- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
COLISEUM & SYCAMORE	102	COLISEUM-SYCAMORE	
41ST & ASCOT	102	ASCOT & 41ST ST	
DORSEY HIGH SCHOOL	102	RODEO-FARMDALE	
AUDUBON JR HIGH SCHOOL	102	STOCKER-CREED	
EXPOSITION & VERMONT	102	VERMONT	

LINE -142- SERVICE

BUSES DEPARTING WESTERN-IMPERIAL TERMINAL WILL DISPLAY -142- IN THE SHORTSIGN AND SIDESIGN WITH -HUNTINGTON PARK- DISPLAYED IN THE HEADSIGN.

UPON ARRIVAL AT GAGE AND PACIFIC, THE HEADSIGN WILL BE CHANGED TO -COUNTY HOSP- WITH A DASHSIGN DISPLAYING -VIA BUSWAY STATION-.

BUSES DEPARTING THE BUSWAY STATION WILL DISPLAY -142- IN THE SHORTSIGN AND THE SIDESIGN WITH -HUNTINGTON PARK- DISPLAYED IN THE HEADSIGN.

UPON ARRIVAL AT GAGE AND PACIFIC, THE HEADSIGN WILL BE CHANGED TO -WESTERN-IMPERIAL.

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<u>DESTINATION</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
<u>LINE -142- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
WESTERN & IMPERIAL	142	WESTERN-IMPERIAL	
GAGE & PACIFIC	142	HUNTINGTON PARK	
HAZARD & CITY TERRACE	142	CITY TERRACE	
BUSWAY STATION	142	COUNTY HOSPITAL	VIA BUSWAY STATION
LORENA & OLYMPIC	142	LORENA-OLYMPIC	

<u>LINE -496- 1-G, 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
LOS ANGELES VIA MISSION BL.	496	DOWNTOWN L.A.	BUSWAY
SAN BERNARDINO VIA MISSION BL.	496	SAN BERNARDINO	BUSWAY
RIVERSIDE	496	RIVERSIDE	BUSWAY
ONTARIO AIRPORT	496	ONTARIO AIRPORT	BUSWAY
POMONA	496	POMONA	LOS ANGELES CONNECTION
LOS ANGELES	496	DOWNTOWN L.A.	EXPRESS
SAN BERNARDINO	496	SAN BERNARDINO	EXPRESS

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<u>DESTINATION</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
<u>LINE -499- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
LOS ANGELES	499	DOWNTOWN L.A.	EXPRESS
FAIRGROUNDS	499	SPECIAL	COUNTY FAIR
RTD STA-VIA EL MONTE	499	DOWNTOWN L.A.	VIA EL MONTE
MAIN & MISSION	499	POMONA	
ONTARIO SPEEDWAY	499	ONTARIO SPEEDWAY	
<u>LINE -609-1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
LOS ALAMITOS	609	RACE TRACK	
R.T.D. STATION	609	DOWNTOWN L.A.*	
	609	SPECIAL	
<u>LINE -614- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>			
SANTA ANITA RACE TRACK	614	RACE TRACK	
R.T.D. STATION	614	DOWNTOWN L.A.*	
	614	SPECIAL	

* DISPLAYED WHILE LOADING ONLY. LEAVING TRACK, CHANGE TO -SPECIAL-.

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<u>DESTINATION</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
	<u>LINE -635- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>		
DODGER STADIUM	635	DODGER STADIUM	
9TH & MAIN	635	DOWNTOWN L.A.*	
	635	SPECIAL	

* DISPLAYED WHILE LOADING ONLY. LEAVING THE TRACK, CHANGE TO -SPECIAL-.

LINE -800- 1-G, 1-GY & ELECTRONIC TYPE HEADSIGNS

EASTBOUND

BUSES DEPARTING TERMINAL 16 IN 800 LINE SERVICE WILL DISPLAY -SANTA ANA- IN THE HEADSIGN AND -EXPRESS- IN THE DASH. UPON ARRIVAL AT DISNEYLAND, CHANGE THE DASHSIGN TO -BLANK-.

WESTBOUND

BUSES DEPARTING SANTA ANA WILL DISPLAY -DOWNTOWN L.A.- IN THE HEADSIGN AND -DISNEYLAND- IN THE DASH. UPON ARRIVAL AT DISNEYLAND, CHANGE THE DASHSIGN TO -EXPRESS-.

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LINE -801- 1-G, 1-GY & ELECTRONIC TYPE HEADSIGNS

BUSES DEPARTING TERMINAL 16 WILL DISPLAY -NORWALK- IN THE HEADSIGN AND -EXPRESS- IN THE DASH. UPON ARRIVAL AT TELEGRAPH & ATLANTIC, CHANGE THE DASHSIGN TO -BLANK-.

BUSES DEPARTING NORWALK WILL DISPLAY -DOWNTOWN L.A.- IN THE HEADSIGN AND AN -EXPRESS- DASHSIGN.

LINE -826- SERVICE

BUSES LEAVING LOVELAND & PERRY OR 59TH & HELIOTROPE WILL DISPLAY -HUNTINGTON PARK- IN THE HEADSIGN. ON ARRIVING AT SLAUSON & MILES, CHANGE THE HEADSIGN TO READ -FIRESTONE & DOWNEY- OR -GAGE-ALAMO-.

BUSES LEAVING BROOKSHIRE & DAVIS OR GAGE & ALAMO WILL DISPLAY -HUNTINGTON PARK- IN THE HEADSIGN. ON ARRIVAL AT GAGE & MILES, CHANGE THE HEADSIGN TO READ -BELL GARDENS- OR -MAYWOOD-.

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<u>DESTINATION</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
	<u>LINE -826- 1-GY & ELECTRONIC TYPE HEADSIGNS</u>		
LOVELAND & PERRY	826	HUNTINGTON PARK	
	826	BELL GARDENS	
59TH & HELIOTROPE	826	MAYWOOD	
BROOKSHIRE & DAVIS	826	HUNTINGTON PARK	
	826	FIRESTONE & DOWNEY	
GAGE & ALAMO	826	GAGE-ALAMO	

LINE -860- SERVICE

ALL BUSES DEPARTING LONG BEACH WILL DISPLAY -VIA GARDEN GROVE BLVD.- IN THE DASH FROM LONG BEACH TO THE CITY MALL, NEAR THE CITY DRIVE AND CHAPMAN AVE. IN ORANGE, AND A -BLANK- DASHSIGN FOR THE BALANCE OF THE TRIP.

BUSES DEPARTING EAST TERMINAL WILL DISPLAY -VIA GARDEN GROVE BLVD.- DASHSIGN TO GARDEN GROVE BLVD. AND KNOTT ST., AND A -BLANK- DASHSIGN FOR THE BALANCE OF THE TRIP.

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<u>DESTINATION</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
	<u>LINE -860- 1-G, 1-GY & ELECTRONIC TYPE HEADSIGN</u>		
DISNEYLAND	860	DISNEYLAND	
LEISURE WORLD	860	LEISURE WORLD	
OCEAN/PINE	860	LONG BEACH	
RIVERSIDE	860	RIVERSIDE	
CORONA	860	CORONA	
SAN BERNARDINO	860	SAN BERNARDINO	

TRANSPORTATION DEPARTMENT
REPORT NO. 18

TO REMAIN POSTED UNTIL MAY 22, 1981

NOTICE
TRANSPORTATION DEPARTMENT
TD 81-42

May 8, 1981

TO ALL EMPLOYEES OF THE
TRANSPORTATION DEPARTMENT

SUBJECT: FALSE RADIO ALARMS - APRIL, 1981

The following statistics indicate the number of alarms activated system-wide for the month of April, 1981. Several divisions continue to have an unacceptably high rate of false alarms. Everyone is urged to exercise care in avoiding the accidental activation of the alarm.

<u>DIVISION</u>	<u>ALARMS</u>			<u>(%) FALSE ALARMS</u>
	<u>TOTAL</u>	<u>LEGITIMATE</u>	<u>FALSE</u>	
3201	18	13	5	28%
3202	26	16	10	38%
3203	20	8	12	60%
3205	32	23	9	28%
3206	4	1	3	75%
3207	24	15	9	38%
3208	15	5	10	67%
3209	15	5	10	67%
3212	9	3	6	67%
3215	6	3	3	50%
3218	<u>3</u>	<u>2</u>	<u>1</u>	<u>34%</u>
MONTHLY TOTALS	172	94	78	45%

Your continued cooperation and effort is necessary to bring this problem under full control.

WILLIAM L. FOSTER
General Superintendent
of Transportation

TRANSPORTATION DEPARTMENT
REPORT NO. 19

NOTICE
TRANSPORTATION DEPARTMENT
TD-79-153

November 15, 1979

TO ALL EMPLOYEES OF THE
TRANSPORTATION DEPARTMENT

SUBJECT: DISNEYLAND OPERATING HOURS - MONTH OF DECEMBER, 1979

Commencing Sunday, December 2, 1979, the following operating hours will be in effect at Disneyland, subject to revision without notice:

<u>WEEK</u>		<u>DAILY</u>						
<u>FROM</u>	<u>TO</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THU</u>	<u>FRI</u>	<u>SAT</u>
12-02	12-08	10a-7p	CLOSED	CLOSED	10a-6p	10a-6p	10a-6p	10a-7p
12-09	12-15	10a-7p	CLOSED	CLOSED	10a-6p	10a-6p	10a-6p	10a-7p
12-16	12-22	10a-7p	CLOSED	CLOSED	10a-6p	10a-6p	10a-12a	10a-7p
12-23	12-29	10a-12a	10a-7p	9a-7p	9a-12a	9a-12a	9a-12a	9a-12a
12-30		9a-12a						

WILLIAM L. FOSTER
DEPUTY MANAGER OF OPERATIONS

TRANSPORTATION DEPARTMENT
REPORT NO. 20

NOTICE
TRANSPORTATION DEPARTMENT
TD-79-189

December 19, 1979

TO ALL EMPLOYEES OF THE
TRANSPORTATION DEPARTMENT

SUBJECT: 1980 ANNUAL PASSES

The 1980 employee and dependent passes will be available to all District employees with the paychecks which will be distributed on Friday, December 28, 1979. Certain locations may make passes available to their personnel prior to this date. Therefore, effective with the issuance of this notice, the new passes will be honored when presented.

All employees must complete a Pass Request Form to be turned in with all 1979 passes in their possession. Passes must be turned in on employee's first working day after receiving their new passes. For any pass lost or stolen and not previously reported, a Form 38-57, "Report of Lost or Stolen Pass" must be completed and the new pass will not be issued for thirty days from the date report is submitted.

In order to provide enough time for distribution of the new passes, the present 1979 passes will be honored through Saturday, January 12, 1980.

The 1980 passes have a gray background with "RTD Pass" printed in white and yellow colors. All passes are laminated showing indented fronts of buses. Passes that are suspected of being counterfeit should be inspected closely for these features.

Employee passes will show years of service. Passes issued to non-employees will have various symbols to identify the pass. Passes are described as follows:

1. Employee and Dependent Pass

(a)

(b) Retired Employee Pass - Yellow "R" with white background.

(c) Spouse Pass - Yellow "S" with white background.

TRANSPORTATION DEPARTMENT
REPORT NO. 21

MANAGERS' GUIDE BOOK
FOR DISCIPLINARY ACTION

1205-1000-1000

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TRANSPORTATION DEPARTMENT
REPORT NO. 22

NOTICE
TRANSPORTATION DEPARTMENT
TD-79-39

March 27, 1979

TOO ALL EMPLOYEES OF THE
TRANSPORTATION DEPARTMENT

SUBJECT: Maximum Time Allowed in Bidding Runs and Trippers

For your ready reference, we are listing below the restrictions in bidding trippers in connection with your regular run.

HOURS OF SERVICE

Operators may bid work runs and biddable trippers with a total daily on-duty time not to exceed eleven hours and forty minutes (11:40) within a sixteen (16) hour period provided that within each twenty-four (24) hour period an operator must have eight (8) consecutive hours off, and with the further understanding that the provisions of "On-Duty Time" and "Driving Time" must be complied with when determining the total hours operators may bid each day's work.

ON-DUTY TIME

1. A driver is on duty from the time he begins to work, or is requested to be in readiness to work, until the time he is relieved from work and all responsibilities for performing work.
2. The allowable "On-Duty Time" may be computed by deducting from the total pay time any premium time, overtime, and any travel or deadhead time which may occur after tour of duty.

DRIVING TIME

The term "drive or operate", which is shown on the work run sheets as "Vehicle Time", includes all time spent driving or operating a vehicle, plus any time spent driving company equipment to or from relief points (such time is indicated by an asterisk in Sign-On or Sign-off columns). From this total, any layover of ten (10) minutes or more may be deducted. After all permitted deductions, the remaining total shall not exceed ten (10) hours, except that if an operator who has a tripper in connection with his regular run, has completed ten (10) hours of driving time and is at other than a regular established relief point or is pulling in, the time required to reach said relief point or time required to pull-in, provided it does not exceed one (1)

TRANSPORTATION DEPARTMENT
REPORT NO. 23

NOTICE
TRANSPORTATION DEPARTMENT
TD-79-

April 8, 1979

TO ALL EMPLOYEES OF THE
TRANSPORTATION DEPARTMENT

SUBJECT: OPERATOR AWARENESS OF "70 IN 8" RULE FOR SHAKE-UP BREAK-IN TIME

Under the "70 in 8" Rule, a bus operator may not have more than seventy (70) hours of "ON DUTY" time within a period of eight (8) days. Included in the seventy (70) hours is all qualification time including that which will be required for the System Shake-Up.

Operators who wish to bid Extra Boards or into foreign divisions to take advantage of the extra pay hours should consider carefully the seventy (70) hour rule and the fact they may not be able to qualify within the allotted time. Operators should also remember that hardship privileges are designed to help operators in cases of hardship and that the privilege should not be abused.

To assist the operator in determining time, the following guidelines should be observed:

- (1) An operator may have an average of eight (8) hours and forty-five (45) minutes work time per day, seven days a week, without violating.
- (2) An operator who has an average of nine (9) hours work time per day in a (5) day period may obtain additional qualifications on both regular days off providing the total break-in time does not exceed sixteen (16) hours in those two days.
- (3) An operator who has an average of ten (10) hours and twenty (20) minutes work time per day in a (5) day period may obtain additional qualifications on one regular day off providing that break-in time does not exceed eight (8) hours.
- (4) An operator who has near the maximum of eleven (11) hours and forty (40) minutes work time per day in a (5) day period will not be available to break in on his regular days off and must, therefore, be relieved to obtain additional qualifications on his regular work days.

JOHN H. WALSH
General Superintendent of Transportation

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
BIDDING METHODS FOR THE 1981 GENERAL SYSTEM SHAKE-UP

In order to acquaint all of the operating personnel with the methods to be used in bidding at the General System Shake-Up, the following are a series of questions and answers pertaining to the subject:

1. What is the General System Shake-Up?

It is the method by which all Operators will bid their Divisions, Assignments (Work Runs or Extra Board), their vacation, and their Bonus Holidays.

2. When is the Shake-Up effective and for how long?

The Shake-Up is effective Sunday, June 21, 1981, and Operators will remain at the Divisions of their choice until the effective date of the next System Shake-Up, unless transfers are made due to hardship cases, operational changes or changes in Divisional manpower requirements.

3. When and where do I bid?

The bidding for the General System Shake-Up commences on Saturday, April 25, 1981, and it continues daily (except Sunday, May 3) until the bidding is completed.

At each Division, a Division Notice will be posted telling each Operator the day and time he/she is to bid. It is necessary that all Operators be present to bid at the specified time, unless arrangements have been made with the Division Manager to bid for the employee.

The bidding will be held at Division 3, located at 630 West Avenue 28. Each Operator should be present at least 30 minutes prior to his/her scheduled time to bid.

Division 3 can be reached by Lines 6, 7, 24, and 56. During the hours of bidding, there will also be a shuttle bus operated between Divisions 1, 2, Terminal 17 (Maple Avenue Lot) and Division 3. A schedule of trip times and pick-up and discharge locations will be posted at each operating Division.

In the event Operators prefer to drive their own cars, parking will be available within the Division 3 yards on Saturdays, April 25 and May 2, 1981, and Sunday, April 26, 1981, only. Entrance to the Division must be made via Idell Street entrance only. Special Agents will be stationed at the entrance to give directions.

SEE MAP ON PAGE 2.

TRANSPORTATION DEPARTMENT
REPORT NO. 25

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
SYSTEM SHAKE-UP INSTRUCTIONS

Listed below are Division numbers and addresses, District and local telephone numbers, and indicated at each Division. Local numbers are direct lines into Division Instruction offices.

DIV. NOS.	LOCATION OF DIVISIONS	INST.OFG.LOCAL PH &	DIV. PH &	EXTENSION
1	6016 E. 6th St., Los Angeles	623-6048	972-6401	6401
2	720 E. 15th St., Los Angeles	747-1736	972-6402	6402
3	630 W. Ave. 28, Los Angeles	225-6610	972-6403	6403
5	5425 S. Van Ness, Los Angeles	291-0084	972-6405	6405
6	100 Sunset Ave., Venice	392-3778	972-6406	6406
7	8800 Santa Monica Blvd., W. Hlywd.	659-2644	972-6407	6407
8	14557 Sherman Way, Van Nuys	781-2311	972-6408	6408
9	3449 S. Santa Anita Ave., El Monte	575-8994	972-6409	6409
12	970 W. Chester Place, Long Beach	432-4098	972-6412	6412
15	11409 Penrose St., Sun Valley	768-6949	972-6415	6415
18	777 W. 190th St., Los Angeles	532-0113	972-6418	6418
AUXILIARY	DIV.& LOCATION OF DIVISIONS	INST.OFF.LOCAL PH&	DIV. PH&	EXTENSION
13	2450 Mulberry St., Riverside (Division 1)	623-1043	972-6401	4601
22	504 E. 3rd St., Santa Ana (Division 2)	747-1736	972-6402	6402
23	1900 No. Towne Ave., Pomona (Division 9)	575-8994	972-6409	6409

INSTRUCTIONS TO OPERATORS

Operators who bid assignments at the System Shake-Up which will require additional qualifications will be governed by the following:

- (1) Operators who change Division must contact the instructor in the Division bid into before their next regularly scheduled off days.
- (2) Operators must be in complete prescribed uniform when reporting to break-in.
- (3) Operators given a break-in assignment on their day(s) off who find it necessary to go on the Sick List must contact the Division Dispatcher at their home Division and place themselves on the Sick List. They must also inform the Division Dispatcher of their break-in assignment which will enable the Division Dispatcher to notify the Instruction Department at the Division involved. The same rules apply for going on or off the Sick List on a break-in assignment that apply on a regular work assignment.
- (4) A Missout on a break-in assignment will be treated in the same manner as a Missout on a regular assignment.
- (5) The number of hours an operator will have available for Break-in will Have available for

TRANSPORTATION DEPARTMENT
REPORT NO. 26

NOTICE
TRANSPORTATION DEPARTMENT
TD-80-36

April 9, 1980

TO ALL EMPLOYEES OF THE
TRANSPORTATION DEPARTMENT

SUBJECT: ASSIGNMENT OF EQUIPMENT EFFECTIVE WITH THE GENERAL SYSTEM SHAKE-UP

The following is a description of the tentative assignment of equipment to the District's Lines effective with the General System Shake-Up effective June 15, 1980. In addition, please note that the new 870 type buses are numbered 7500's, 7600's & 7700's, and the Divisions receiving this equipment are 3201, 3203, 3205 and 3215:

<u>LINE NO.</u>	<u>DIV. NO.</u>	<u>PROBABLE EQUIPMENT</u>	<u>LINE NO.</u>	<u>DIV. NO.</u>	<u>PROBABLE EQUIPMENT</u>
2	2	6200-8000	35	8	1000-5800-7100-
3	1-7-18	6100-5800-5000-			8000-8100
		5300-5900-6100	36	12	5500-8100
4	6-7	5000-5100-5300-5400-	39	15	3200-5700-7100-
		5900-6100			7600-7700
5	3-5	5200-5300-7000-7400-	41	2	3100-6200
		7500-7600	42	3-7	3100-5000-6100-
6	3-5	6100-7000-7400			7400
7	2-3	6100-6200-7400	44	2-7	3100-3200-5300-
8	5	5000-5400-5800-7000			8000
9	2-5	3200-5000-7000-8000	47	2	5000-6100-6200
10	5	5100	49	2	5000-6100-6200
12	1	5900-6600	50	3-5	5000-5100-5400-
15	1	4000-4200			5900-6100-7500-
16	9	4200			7600
17	9	4300-5200	56	15	3200-7100-7600-
18	1	4200-5800-5900			7700
20	15	5300-5800-5900	57	All	As Assigned
22	3	2500	65	3	4300
23	3	6100	73	5	5100-5300
24	15	3200-7100-8000	75	1-6	5200-5400-5800-
25	3	5900			5900-7500
26	1	5900-6100-7500	76	6	5400
27	5	5000-5100-5200-7600	78	3	4000-4300
28	1	5900-6100-6600-7500	81	15	3200-7100-7600-
29	2-18	5000-5400-5800-6100-			7700
		6200-8000	83	2-6-7	1000-3100-3200-
32	1	4000-4200			5000-5400-6200-
33	12	5700-5800			8000-9200
34	18	5700-6100	86	8	1000-5700-7100

December 10, 1980

All Division Transportation Managers

Wes D. McCarns and Jack W. Greasby

DIVISION DISPATCHER SHAKE-UP EFFECTIVE SUNDAY, JANUARY 4, 1981

In keeping with the overall plan for improving operational procedures, the following method will be used for the Division Dispatchers' bidding. Attached to this memo is a copy of the Division Dispatchers' schedule to be made effective on Sunday, January 4, 1981, along with a bidding schedule which shows the exact time and date that each regular Division Dispatcher will bid the shift of his/her choice.

It will be the Division Dispatcher's responsibility to notify the Senior Division Dispatcher in charge of conducting the general bidding of his/her work assignment choice.

In the event you will be unable to place your bid by telephone, you should submit a proxy ahead of time. In the event you do not contact the Staff Assistant at the time specified by telephone, or do not have a proxy in the files, a work assignment will be chosen for you. In this instance, every attempt will be made to pick a shift similar to the one you are presently working.

Mr. M. G. Lensch will be handling the bidding and can be reached on extension 6211.

WESLEY D. MC CARNs
Transportation Superintendent

JACK W. GREASBY
Transportation Superintendent

Attachment

TRANSPORTATION DEPARTMENT

DIVISION DISPATCHERS' SENIORITY LIST

Eff: 1-04-80

MONDAY, DECEMBER 15, 1980

<u>NAME</u>	<u>TIME</u>	<u>SHIFT</u>	<u>NAME</u>	<u>TIME</u>	<u>SHIFT</u>
1. Cranfield, D. R.	<u>8:00AM</u>		24. Sims, E. H.	<u>12:40PM</u>	
2. Culley, E. A.	<u>8:10AM</u>		25. Putt, J. D	<u>12:50PM</u>	
3. Gertsch, F. A.	<u>8:20AM</u>		26. Thomas, G. M.	<u>1:00PM</u>	
4. Gaddy, H. E.	<u>8:30AM</u>		27. Kells, J. C.	<u>1:10PM</u>	
5. Price, L. V.	<u>8:40AM</u>		28. Lensch, M. G.	<u>SP. DUTY</u>	
6. Pierre, D. A.	<u>8:50AM</u>		29. Lerud, C. V.	<u>1:20PM</u>	
7. McCracken, C. H.	<u>9:00AM</u>		30. Andrews, C. H.	<u>1:30PM</u>	
8. Kook, C. G.	<u>9:10AM</u>		31. Dominguez, A. G.	<u>1:40PM</u>	
9. Bandy, G. L.	<u>9:20AM</u>		32. Guinan, P.	<u>1:50PM</u>	
10. Risola, R.	<u>9:30AM</u>		33. Holmes, E. O.	<u>2:00PM</u>	
11. Fales, K. S.	<u>9:40AM</u>		34. Townsend, E. E.	<u>2:10PM</u>	
12. Marye, V. E.	<u>9:50AM</u>		35. Jackson, M. D.	<u>2:20PM</u>	
13. White, J. K.	<u>10:00AM</u>		36. Buncick, N.	<u>2:30PM</u>	
14. Franklin, W. R.	<u>10:10AM</u>		37. Collins, D.	<u>2:40PM</u>	
15. Hall, J. W.	<u>10:20AM</u>		38. Hollis, H.	<u>2:50PM</u>	
16. Solomon, N. B.	<u>10:30AM</u>		39. Gibson, L. C.	<u>3:00PM</u>	
17. Thompson, F. R.	<u>10:40AM</u>		40. Lussier, R. H.	<u>3:10PM</u>	
18. Myers, S.	<u>10:50AM</u>		41. Pearson, S. W.	<u>3:20PM</u>	
19. Cobb, C. R.	<u>11:00AM</u>		42. Baker, J. C.	<u>3:30PM</u>	
20. Perry, J. L.	<u>11:10AM</u>		43. Winstead, R. R.	<u>3:40PM</u>	
21. Lowe, W. D.	<u>11:20AM</u>		44. Little, D. E.	<u>3:50PM</u>	
22. Thomas, L. R.	<u>11:30AM</u>		45. McDaniels, D.	<u>4:00PM</u>	
23. Hicks, W. H.	<u>12:30PM</u>		46. Glidewell, R. D.	<u>4:10PM</u>	

DESTINATION SIGN INSTRUCTIONS

DIVISION NO. 2

EFFECTIVE 12-21-80

PAGE 1

THE FOLLOWING ILLUSTRATES HOW TO DISPLAY HEADSIGNS, SIDESIGNS, SHORTSIGNS, SHORTSIGNS, ROUTESIGNS AND DASHSIGNS. BUSES OPERATING OUT OF SERVICE, EITHER IN OFF-ROUTING, PULLING-OUT, OR PULLING-IN, -NOT IN SERVICE- SHOULD BE DISPLAYED IN THE HEADSIGN, THE LINE NUMBER IN THE SHORTSIGN AND SIDESIGN, AND A -BLANK- DASHSIGN.

WHENEVER DASHSIGNS ARE MISSING FROM BUSES, DUPLICATES SHOULD BE OBTAINED FROM THE DIVISION DISPATCHER OR BY CALLING THE RADIO DISPATCHER. OPERATORS MUST NEVER TAKE SIGNS FROM OTHER BUSES TO SUPPLY THEIR NEEDS.

ALL DASHSIGNS MUST BE OBTAINED FROM THE DIVISION DISPATCHER PRIOR TO PULLING OUT AND MUST BE RETURNED UPON COMPLETION OF ASSIGNMENT EACH DAY.

INDEXES TO THE HEADSIGNS ARE EITHER IN THE BUSES OR ARE PROVIDED IN SUMMARY FORM OR ARE CODED ON THE PADDLE FOR REFERENCE IN DISPLAYING THE PROPER HEADSIGN FOR THE SCHEDULED TERMINAL.

NOTE: DASHSIGNS ARE NOT REQUIRED FOR GMC RTS-II COACHES. THE DASHSIGNS HAVE BEEN INCORPORATED INTO THE HEADSIGN.

TRANSPORTATION DEPARTMENT
REPORT NO. 27

LINE -7- LIMITED SERVICE (Cont'd.)

SOUTHBOUND -LIMITED- BUSES WILL DISPLAY -7- IN THE SOUTHBOUND AND ROUTESIGN, THE TERMINAL SCHEDULED IN THE HEADSIGN AND A DASHSIGN READING -LIMITED-.

<u>DESTINATION</u>	<u>SHORTSIGN & SIDESIGN</u>	<u>HEADSIGN</u>	<u>DASHSIGN</u>
<u>LINE -7- 2-GY & ELECTRONIC TYPE HEADSIGNS</u>			
LOS ANGELES	7	LOS ANGELES	BLANK OR LIMITED
SAN PEDRO & ROSECRANS	7	BROADWAY-SAN PEDRO & ROSECRANS	
BROADWAY & IMPERIAL	7	BROADWAY TO IMPERIAL	BLANK OR LIMITED
BROADWAY & EL SEGUNDO	7	BROADWAY TO EL SEGUNDO	BLANK OR LIMITED
116TH & ATHENS	7	BROADWAY TO 116TH ST.	BLANK OR LIMITED
MANCHESTER & BROADWAY	7	BROADWAY TO MANCHESTER	
EAGLE ROCK & COLORADO	7	EAGLE ROCK	
EAGLE ROCK & YORK BLVD. -OWL-	7	EAGLE ROCK	
EAGLE ROCK & VERDUGO	7/7A	EAGLE ROCK-VERDUGO	
FIGUEROA & CYPRESS	7	FIGUEROA TO CYPRESS	
SPRING & TEMPLE	7	LOS ANGELES	
EAGLE ROCK & AVE. 38	7/7A	EAGLE ROCK-AVE. 38	
EAGLE ROCK PLAZA	7/7A	EAGLE ROCK PLAZA	BLANK OR VIA VERDUGO

TRANSPORTATION DEPARTMENT
REPORT NO. 28

A G R E E M E N T

THIS AGREEMENT, dated _____, 1980, between SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT, a public corporation of the State of California (District) and J. J. THOLT, 598 West Avenue 28, Los Angeles, California.

WITNESSETH:

WHEREAS, District's employees from time to time request District to furnish them with watches of the type required in their employment to be paid for by such employees by means of payroll deductions; and District is not in a position to manufacture, acquire, stock, and issue such watches to its employees; and

WHEREAS, Supplier is in the business of selling watches, and is willing to furnish such watches to such District employees on behalf of District on the terms and conditions hereinafter set forth:

NOW, THEREFORE, the parties agree as follows:

1. Supplier agrees to furnish watches meeting the specifications set forth in Exhibit "A" to this Agreement to District employees who display to Supplier a District employee badge.

2. At the time of furnishing a watch to an employee, Supplier will obtain from such employee a properly completed and executed Installment Note and Payroll Deduction Authorization in the form attached hereto as Exhibit "B" (form SCRTD 32-22). The said Installment Note and Payroll Deduction Authorization shall be completed so as to show the amount of the purchase price of the watch, including sales taxes, to be due the District, and to authorize District to withhold the same from the wages of the employee, in six approximately equal monthly installments on the next to last payroll closing date of each calendar month, commencing with the first such closing date which occurs at least seven

days after Supplier delivers the Installment Note and Payroll Deduction Authorization to District. If, however, the purchase price does not exceed Ten Dollars, the full amount thereof shall be shown to be due and withholdable in one such installment. The Installment Note and Payroll Deduction Order shall be delivered or mailed to District by Supplier not later than the close of business on the business day next following the day on which the watch has been furnished.

3. District shall make the authorized payroll deductions and shall transmit the amounts deducted to Supplier in payment for the watches furnished. If District shall be unable in any month to withhold from the wages of any employee the amount scheduled to be deducted in such month, by reason of the fact that such employee has not earned a sufficient amount during such month or for any other reason, District shall be obligated to transmit to Supplier only the amount actually deducted in such month. If District shall deduct and transmit to Supplier in any month an amount less than the amount of the scheduled deduction, the difference between the scheduled deduction and the actual deduction shall not thereafter be deducted from the employee's wages until after all of the remaining scheduled deductions have been made. After all of the remaining scheduled deductions have been made, District shall on the next to last payroll closing date of each successive calendar month deduct and transmit to Supplier in installments not exceeding the maximum scheduled deduction, the balance of the purchase price then owing to Supplier.

4. Whenever District determines that any employee to whom Supplier has furnished a watch pursuant to this Agreement has left District's employ, before District shall have withheld from the employee's wages an amount sufficient to pay the balance due Supplier, District shall, within five days,

after District so determines, deliver to Supplier the Installment Note of such employee, showing thereon credits to date, endorsed by District to Supplier's order without recourse. Supplier agrees to accept such Installment Note so endorsed as satisfaction in full of District's obligations to Supplier under paragraph 3 of this Agreement on account of such employees.

5. Supplier shall deliver to District a list of its established prices for watches listed on Exhibit "A" hereto, and shall notify District immediately in writing of any changes in such established prices.

6. This Agreement shall not be construed as granting to Supplier the exclusive right to sell watches to District employees. District may enter into other agreements similar to this Agreement with other suppliers of watches. This Agreement shall likewise not be construed to prohibit Supplier from selling watches to District employees for cash or on any other basis.

7. Supplier agrees to reserve six (6) watches meeting the specifications set forth in Exhibit "A" hereto for use as "loaner" watches, to replace employees' watches during the period when employees' watches are being repaired, without charge to the employee or the District.

8. This Agreement shall be terminable at any time by either party by the giving of thirty days advance notice thereof, and if so, District shall nevertheless continue to perform its obligations under paragraphs 3 and 4 of this Agreement until all of District's obligations to Supplier incurred prior to the date of termination have been fully satisfied.

SOUTHERN CALIFORNIA
RAPID TRANSIT DISTRICT

By _____

Jack R. Gilstrap, General Manager

APPROVED AS TO FORM:

Richard T. Powers, General Counsel

By _____

Title: _____

Agreement between SCRTD and
J. J. THOLT

Dated: _____

(To furnish watches to employees.)

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

TRANSPORTATION DEPARTMENT

Excerpts from "Operating Employees' Service Guide":

Rule 6.70 WATCHES

"All employees whose duties affect the movement of buses must have in their possession when on duty a regulation watch that meets the following minimum specifications:"

Rule 6.71 POCKET WATCHES

"Size 16, open face, railroad dial, 17 or more jewels. Stem wound, lever set. Twenty-one or 22 jewel set military watch also acceptable with railroad dial."

Rule 6.72 WRIST WATCHES

Accutron Railroad approved, Ball Trainmaster 21 jewel Railroad. Ball Official Standard Railroad Trainmaster Automatic, 25 jewels.

Hamilton 505, Electric Railroad Special Wyler automatic Railroad approved. Seiko Quartz Railroad approved. Bulova Accutron Quartz Railroad Approved. Pulsar Quartz Railroad approved.

Authorized wrist watches are identified by the "Railroad Approved" on the face of the dial. Digital watches are not authorized and the use thereof is not permitted.

Rule 6.73 RESPONSIBILITY

"Employees must maintain their watches in a condition that will insure accurate time. Watches must be checked with the master clock at the Division or Radio Dispatcher's Office each day before going on duty and adjusted to the correct time. Employees must show their watches to supervisory personnel upon request. New employees must have their watches certified by the Instruction Department."

Rule 13.11 WATCH PURCHASES

- a. "An employee may purchase through payroll deduction a regulation watch not to exceed an amount of \$150 provided he has no previous balance owing on a watch purchased through payroll deduction. Any amount exceeding \$150 must be paid in cash to the vendor by the employee. Only one (1) watch may be obtained during any one year, except in the event of loss or theft of the watch, in which case approval must be obtained

WATCH PURCHASES (Cont'd.)

from the Division Manager before an additional watch order may be issued. Watch purchases by payroll deduction can be made at the following contract vendors:

Merit Watch Shop
610 So. Main Street
Los Angeles, Calif.

Ted's Clock Emporium
143 Glendale Galleria
Glendale, Calif.

J. J. Tholt
598 W. Avenue 28
Los Angeles, Calif.

Ted's Clock Emporium
9301 Tampa Avenue
Northridge, Calif.

Mission Jewelers
1019 San Fernando Rd.
San Fernando, Calif.

Fred Mayer Jewelers
8917 Santa Monica Blvd.
Los Angeles, Calif.

Lee's Jewelers
14421 E. Ramona Blvd.
Baldwin Park, Calif.

Bennett Jewelers
8416 Van Nuys Blvd.
Panorama City, Calif.

- b. When a Student Operator has been qualified to be placed in service, he may purchase a regulation watch through payroll deduction upon approval of the Division Manager, subject to the same conditions outlined in 2-a above. The watch must be certified by the Instruction Department.
- c. A Payroll Deduction Authorization form issued for the purpose of obtaining a watch cannot be used for the purchase of jewelry or miscellaneous items.

TRANSPORTATION DEPARTMENT
REPORT NO. 29

AS OF: 5/31/81

HIGH RISK LIST

PAGE: 1

DIV NO	OPERATOR NAME	BADGE NO	HIRE DATE	MOST RECENT ACCIDENT TYPES	ON HIGH RISK LIST	OFF HIGH RISK LIST
1	VALERIE L CLISBY	7726	4/30/79	17,36,45,63	2/17/81	4/03/82
1	JOSEPH G DESTITO	2894	10/12/78	36,23,45,10,14	12/05/80	3/16/82
1	ETHEL B GIBSON	8153	5/29/79	26, 5,19	3/13/81	3/29/82
1	ROBERT E GILLIAM	1574	7/15/74	22,34,29,23,17,45	9/23/80	10/27/81
1	LORENE GREER	7670	4/09/79	26,45,19	7/25/80	7/19/81
1	IVY HOLLINGQUEST	1763	9/18/78	27, 6,25,45,45	1/23/81	7/02/81
1	BERNABE V IBARRA	4880	4/22/76	63, 6,19,24,45,45	2/08/81	1/03/82
1	ANTHONY R JACKSON	8664	5/21/79	19,10,45	11/03/79	9/12/81
1	VENDEL O JEFFERIES	2586	10/02/78	14,63,36,29	1/12/81	11/03/82
1	LYDIA R PARKER	9106	5/29/79	36,63,45,45	11/09/79	10/16/81
1	EDWARD A PENALBER	4057	1/23/75	14, 6,23,63,45	6/18/79	6/07/81
1	MARTIN G PENNER	2733	10/26/73	36,37,63, 6	2/11/81	4/06/82
1	DAVID R REYES	6104	12/18/78	45,45,45	5/07/81	2/16/82
1	JOSEPH E TUCKER	7686	5/03/79	2,19,23	3/25/80	6/04/81
1	CAROLYN F WASHINGTON	9292	5/31/79	6,34,19	4/16/81	9/20/81
2	JAVIER ANTIMO	9290	6/16/75	6,63,29,11,11,10	12/08/80	4/18/82
2	GLENDA M BOLDEN	4834	11/16/78	12,22,45,23	8/06/80	6/28/81
2	WILLIAM C BROWN	8030	5/09/79	26,45,31	3/27/81	2/13/82
2	TREVOR R CAMPBELL	8130	5/09/79	15,23,12	8/14/80	6/14/81
2	CHARLES E CANNON	8000	4/16/79	63, 5,23	11/28/80	8/17/81
2	TIMOTHY D De1 CAMBRE	2403	12/22/75	26, 6, 2,63,45	12/07/80	1/22/82
2	CECIL A EVANS	2394	5/10/69	19,25,14,12,25	10/27/80	4/01/82
2	RALPH E EVANS JR	487	7/24/71	19,23, 5,23,11, 5	5/27/81	6/05/81
2	ESTELLE GOODWIN	8192	5/17/79	19,63,45	10/28/80	6/14/81
2	CARLOS HERNANDEZ	3690	4/29/74	36,63, 1,45,23,63	1/29/81	3/04/82
2	PRESTON H HICKS	8127	5/09/79	52,45,45	5/16/81	1/01/82
2	MELVIN MUKES	3079	10/06/72	19,26,29,45,26,18	12/16/80	7/02/81
2	LARRY D REED	9959	6/14/79	63,25, 6	2/08/80	7/02/81
2	ANTHONY T SMITH	8034	5/09/79	14,27,32	11/13/80	7/13/81
2	ROBERT L TILLEY	7650	4/09/79	45,12,36	9/18/80	1/07/82
2	BARNEY T WATSON	7144	5/03/79	45,27, 6	2/28/81	2/09/82
2	BRUCE E WILLIAMS	8195	5/17/79	12,19,10	12/06/80	3/25/82
2	CARRIE J WILLIAMS	8778	8/05/76	11,32,23,11, 6,12	3/13/81	3/26/82
3	CARLOS O BONILLA	9587	1/12/76	45,26,23,36,23	11/21/80	5/29/82
3	RUSSELL L COCHRAN	9471	10/06/75	10,63,31	11/11/80	8/14/81
3	ROBERT L GANTT	2027	1/26/81	31, 8, 8	4/02/81	3/03/83
3	VALERIE V LOUIS	6758	4/05/79	45,45,25,14	2/26/80	8/22/81
3	JOSHUA NASH	7548	4/09/79	45,45,29	5/30/81	9/27/82
3	DAVID L SMITH	8100	5/03/79	22,11,14	1/19/80	7/15/81
5	RONALD BANKS	8447	12/20/79	19,32,23,10	12/22/80	9/10/82
5	ESTHER M FORD	7304	4/12/79	45,19,11	3/07/80	6/29/81
5	THEODORE R HARRELL	4998	1/28/80	2,12,45	5/14/81	4/01/82
5	DONALD R HOBSON	7268	3/28/79	25,16,34	12/03/79	8/18/81
5	MICHAEL F HOWARD	8015	6/18/79	11,19,23	3/15/80	1/24/82
5	LAURETTA E MEADOWS	9819	6/11/79	12,63,62	3/07/80	8/13/81
5	KATHLEEN M OVERTURF	7258	1/14/80	16,45,45	4/13/81	1/25/82
5	HARRY A PAYNE	3750	12/05/64	45,23,14,63,19,45	9/04/80	5/05/82
5	VICTORIA E THRALL	8826	10/09/80	24,45,45	4/11/81	12/23/80
5	JOYCE L WALTON	7039	3/21/79	45,14,45	4/14/81	7/15/81
5	JOHN J WILLIAMS	9777	3/15/76	45,45,45,45,45,11	5/28/80	2/01/82
6	MICHAEL C BARARD	7259	3/28/79	45,45,45,14,63	11/08/79	11/08/81

DIV NO	OPERATOR NAME	BADGE NO	HIRE DATE	MOST RECENT ACCIDENT TYPES	ON HIGH RISK LIST	OFF HIGH RISK LIST
6	CYRIL CARPENTER	5537	3/13/80	25, 6, 12	1/02/81	8/01/82
6	JOHN R COUSIN	1060	7/18/72	11, 23, 45, 58, 11, 25	10/31/80	7/10/81
6	DORIAN K FOSTER	7996	8/15/79	22, 23, 45	4/30/81	4/06/82
6	HOWARD E FRANKLIN	4839	2/17/75	45, 26, 6, 19, 14	3/10/81	10/18/81
6	JAMES E GRUMBACH	8126	8/16/79	45, 23, 51, 45	12/03/79	12/03/81
6	ANGEL L RODRIGUEZ	9936	8/13/79	29, 63, 23	12/27/80	10/29/81
6	HENRY P SCOTT JR	1689	5/09/74	6, 14, 19, 23, 45, 27	7/24/80	6/18/81
6	LUCIOUS R SHEPHERD	2974	6/08/68	36, 26, 36, 37, 45, 25	3/20/81	12/11/81
6	SARAH M SMITH	6298	2/21/79	8, 36, 23	11/25/80	8/15/81
7	DORRACE H ADAMS	1091	8/28/78	19, 45, 6	3/16/81	6/07/82
7	BENSON G BASS	4845	3/03/75	23, 45, 45, 23, 6, 23	5/08/81	9/25/81
7	JOHN E EDWARDS	8350	6/25/79	19, 14, 31	4/16/81	11/06/81
7	CURTIS D HARRIS	4007	2/17/75	19, 19, 1, 6	5/27/81	7/30/81
7	LYNELL HARRIS	7649	4/09/79	63, 52, 23	11/15/80	12/03/81
7	ALAN A JORDAN	4214	11/09/78	45, 37, 19, 23	6/11/80	3/11/82
7	DON J MANCHA	8605	6/14/76	19, 45, 27, 31	5/21/81	7/24/82
7	MORRIS J PAVIS	7715	4/12/79	45, 63, 14, 29	5/06/80	11/21/81
7	CLAIRE WELLINGTON	8333	6/25/79	63, 23, 2, 45	4/23/80	12/24/81
8	JORGE C CACAO	8578	9/25/80	31, 27, 25	1/27/81	11/26/82
8	NATHAN COHEN	7947	4/19/79	45, 36, 23, 63	8/09/80	9/24/81
8	RONALD L EDGINGTON	21	5/16/74	45, 19, 63, 63, 14, 63	2/08/81	7/28/81
8	EDWARD ENGLEHART	2134	9/18/78	64, 45, 63	11/10/80	7/26/81
8	WILLIE B GIBSON	2550	3/22/74	23, 37, 45, 63, 23, 63	2/14/81	10/14/82
8	JOHN H NEHRBASS	955	6/04/66	12, 16, 12, 19, 30	11/05/80	2/25/82
8	DANIEL T SIMON	2979	10/11/69	23, 19, 63, 48, 16, 6	6/10/80	2/19/82
8	JAMES W WEAVER	4837	5/19/62	45, 45, 14, 6, 27, 23	2/09/81	10/18/81
8	CHARLES A YURKO	9394	5/31/79	45, 19, 43	8/09/80	6/15/81
9	FRANK J DEMASCIO	2362	7/21/72	45, 5, 11, 23, 23, 2	4/02/81	12/14/81
9	DEBBIE A FLORES	938	11/29/79	6, 31, 23	3/26/81	2/25/82
9	GERALD S KILLUM	8854	10/13/80	31, 7, 15	5/16/81	3/17/82
9	RAMON LUNA	3097	5/25/73	23, 45, 45, 63, 11, 31	2/08/81	6/30/82
9	ROBERT W STREAN	3849	6/09/72	51, 30, 45, 31, 31	3/04/81	1/25/82
12	HERBERT L DICKSON	1530	1/06/68	10, 23, 19, 23, 45, 6	2/11/81	7/24/81
12	ROBERT FERRELL	2479	5/18/73	45, 63, 19, 45, 45, 63	4/29/81	8/27/82
12	SALLIE B JENNINGS	9460	7/07/80	45, 19, 19	5/29/81	12/08/82
12	LEONARD H MARDEN	7768	4/12/79	23, 36, 62	5/12/80	7/23/81
12	THOMAS R POPE	6543	2/21/79	19, 23, 25	10/07/80	9/27/81
12	RAMON R VAZQUEZ	1003	10/29/79	31, 23, 14	4/21/81	11/11/81
15	ROBERT B CROWE	6277	2/01/79	45, 25, 45	3/02/81	7/02/81
15	JOHN E FAIRLEY	330	10/30/71	17, 45, 6, 14	5/15/81	9/22/81
15	RICHARD FITZWATER	2745	12/02/74	45, 10, 6, 45, 23, 19	1/04/80	9/29/81
15	JOHN H JOHNSON JR	4586	2/03/75	19, 32, 19, 45, 23, 19	11/15/80	10/11/81
15	RICHARD O REED	4913	1/10/80	63, 45, 22	5/16/81	1/24/82
18	DOLL DANIELS	8955	5/21/79	14, 45, 58	4/16/80	8/20/81

TRANSPORTATION DEPARTMENT
REPORT NO. 31

SECOND LEVEL HEARING BRIEF

OPERATOR NAME: _____

BADGE: _____

DIVISION: _____

SENIORITY DATE: _____

CASE NUMBER: _____

AVOIDABLE ACCIDENTS _____ MISSOUTS _____ MERITS/DERMITS _____
(CAREER) (LAST 11 MONTHS) (SPECIFY)

INSTANCES CHARGABLE ABSENCE _____ MINOR RULE VIOLATION _____
(LAST 11 MONTHS) (LAST 12 MONTHS)

<u>RULE VIOLATION CODE</u>	<u>DESCRIPTION</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1. DID OPERATOR _____ AS CHARGED?
2. WERE THERE MITIGATING CIRCUMSTANCES? _____
3. DOES RECORD WARRANT LENIENCY? _____

TRANSPORTATION DEPARTMENT
REPORT NO. 32

SECOND LEVEL HEARING NOTES

CONVENED: _____
(DAY)

(DATE) (TIME)

OFFENSE: _____

PENALTY AT FIRST LEVEL: _____

OBSERVER FOR UNION: _____

H.O. READS RULE VIOLATIONS AND SPECIFIC CHARGES:

WHAT IS THE BASIS OF APPEAL?

OPERATOR NAME: _____

BADGE: _____

DIVISION: _____

CASE NUMBER: _____

(H.O.): _____

ASSISTING: _____

(U.R.): _____

OPERATOR PRESENT: () YES () NO

OBSERVER FOR DISTRICT: _____

U.R.

Mr. _____
(Acting) Local Chairman
United Transportation Union
234 South Loma Drive, 2nd floor
Los Angeles, California 90026

Dear Mr. _____:

Q In accordance with the provisions of Article 27, Section 9,
of the existing labor contract between the District and the
United Transportation Union, a meeting was held on
(day) _____ (month) _____,
(date) _____ (year) _____, to discuss your
appeal of _____

Operator _____, badge number _____
of Division 32 _____. In attendance at the meeting were
Operator _____ and you, representing
the United Transportation Union, and Messrs. _____
and _____
representing the District.

Q On (day) _____ (month) _____,
(date) _____ (year) _____,
the (Acting) (Assistant) Manager of Division 32 _____,
M _____ (interviewed Operator
_____) (Assessed a caution to the record of
Operator _____) (conducted a formal hearing
on Operator _____, the specific charges being:)

After a thorough investigation, M _____
(charged the Operator with a _____)
(sustained the charges) and (assessed his record _____
demerits) (suspended Operator _____
for _____ days) (discharged Operator _____
from the service of the District).

Q It was your position on appeal that _____

TRANSPORTATION DEPARTMENT
REPORT NO. 36

S.D.I. WITHHOLDING CHART

Operations Policy 251.00 (Cont'd.)

Effective: 3-01-84

S.D.I. WITHHOLDING CHART FOR ILLNESSES OCCURRING AFTER 1-01-78
@ \$10.27 PER HOUR @ \$22.00 PER DAY

1 = 2:08	8 = 17:08	15 = 32:08	22 = 47:07	29 = 62:07
2 = 4:17	9 = 19:16	16 = 34:16	23 = 49:16	30 = 64:15
3 = 6:25	10 = 21:25	17 = 36:25	24 = 51:24	31 = 66:24
4 = 8:34	11 = 23:33	18 = 38:33	25 = 53:33	32 = 68:33
5 = 10:42	12 = 25:42	19 = 40:42	26 = 55:41	33 = 70:41
6 = 12:51	13 = 27:50	20 = 42:50	27 = 57:50	34 = 72:50
7 = 14:59	14 = 29:59	21 = 44:59	28 = 59:58	35 = 74:58

WORKERS' COMPENSATION WITHHOLDING CHART

Effective: 3-01-81

WORKERS' COMPENSATION WITHHOLDING CHART FOR INJURIES OCCURRING AFTER
1-01-81 @ \$10.27 PER HOUR @ \$25.00 PER DAY

1 = 2:26	8 = 19:28	15 = 36:30	22 = 53:33	29 = 70:35
2 = 4:52	9 = 21:54	16 = 38:56	23 = 55:59	30 = 73:01
3 = 7:18	10 = 24:20	17 = 41:23	24 = 58:25	31 = 75:27
4 = 9:44	11 = 26:46	18 = 43:49	25 = 60:51	32 = 77:53
5 = 12:10	12 = 29:12	19 = 46:15	26 = 63:17	33 = 80:19
6 = 14:36	13 = 31:38	20 = 48:41	27 = 65:43	34 = 82:45
7 = 17:02	14 = 34:04	21 = 51:07	28 = 68:09	35 = 85:12

**TRANSPORTATION DEPARTMENT
REPORT NO. 37**

DIVISION VACANCIES

WEEK OF March 15, 1981

<u>VACATION</u>	<u>ASSIGNMENT</u>	<u>RELIEVED BY</u>
Schricker	Rel. Asst.	None
Mahoney	Mgr. 18	Bukovski (Asst. 18)
Johnson, M. C.	Asst. 3	Reedy (Rel.)
Lensch	Sp. Duty	None
Mueller (TW)	98	Cale (Vac. Rel.)
Falicki (TW)	27	Woods (Vac. Rel.)
Hebert (WT)	87	Brover (Vac. Rel.)
Cruz (WT)	127	Flores (Vac. Rel.)
Harvey (WT)	75	Gonzalez (Vac. Rel.)
Dell (MT)	158	Brent (Ex.)
Dooley (MT)	78	Brinkley (Ex.)

<u>SICKNESS</u>	<u>ASSIGNMENT</u>	<u>RELIEVED BY</u>
Gertsch (SS)	22	Frazier (See P-2) (Ex.)
Gibson (WT)	96	Griffin (Ex.)
Goens (TF)	67	Lawson (Ex.)

<u>OTHER ASSIGNMENTS</u>	<u>REASON</u>	<u>WORKED BY</u>
Mgr. 1	Open	Walker (Asst. 1)
Asst. 1	Open	Lukens (Rel.)
Asst. 18	Open	Starks (Rel.)
*Asst. 8	Extra	McLemore (Rel.)
21 (SS)	Lautenbach Special Duty	Truslov (See p.2) (Ex.)
56 (WT)	Open	Smith (Ex.)

* - Subject to change

PAY PERIOD: _____

TO _____

REPORT NO. 38

TRANSPORTATION DEPARTMENT	BADGE	SHIFT	DIV.	HOURLY SALARY	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
FORTUNO, Cher	7918	STENO	3201	\$9.05	X						X	X						X
SILPHERD, B.	9305	STENO	3202	\$8.20	X						X	X						X
BAUM, Sally	7307	STENO	3203	\$9.05	X						X	X						X
SCIMIDT, Wanda	7385	STENO	3205	\$9.05	X						X	X						X
KECK, Patricia	7027	STENO	3206	\$9.05	X						X	X						X
KING, Patricia	7562	STENO	3207	\$9.05	X						X	X						X
KRAFFT, Diane	7214	STENO	3208	\$9.05	X						X	X						X
PLARSON, Louise	7750	STENO	3209	\$9.05	X						X	X						X
ELLS, Virginia	7151	STENO	3212	\$9.05	X						X	X						X
NEILL, Elena	7985	STENO			X						X	X						X
		STENO			X						X	X						X
		STENO			X						X	X						X
		STENO			X						X	X						X
		STENO			X						X	X						X
		TC			X						X	X						X
		TC			X						X	X						X
		TC			X						X	X						X
		TC			X						X	X						X
		TC			X						X	X						X
		TC I			X						X	X						X
		TC I			X						X	X						X
		TC-IN			X						X	X						X
		TC-IN			X						X	X						X
		TC-IN			X						X	X						X
		TC-IN			X						X	X						X
		TC-IN			X						X	X						X
		TC-IN			X						X	X						X
					X						X	X						X
					X						X	X						X

TC SHIF MTW TH

TC SHIF MTW TH

TC SHIF MTW TH

TC SHIF MTW TH

TC SHIF MTW TH

TRANSPORTATION DEPARTMENT
REPORT NO. 39

HOME VISIT DETERMINATION FORM

Date: _____

Employee Name: _____

Marital Status: _____

Badge: _____ Division: _____

Date of Injury: _____ Cause of Injury: _____

1. Is this injury to the employee's back, neck or shoulder(s)? Yes No
2. Is the employee a morale-setter or key employee? Yes No
3. Is this a new employee (two years or less)? Yes No
4. Will a home visit aid you in monitoring the claim? Yes No
5. Is the employee's length of expected recovery time from the injury more than one month? Yes No
6. Will the employee view the home visit positively? Yes No
7. Has the employee had more than one Worker's Compensation loss of time in two years? Yes No
8. Briefly describe any other factors that contribute to a decision against a home visit:

Instructions:

1. Add up the total of "yes" and "no" responses.
2. Consider your response to Item 8.
3. If there are more "yes" responses than "no" responses, and Item 8 is not significant make the home visit; if Item 8 is significant refer the case to the Insurance Department, extension 6667.

Signature: _____
(Manager)

DIREC-TION	STREET ON WHICH STOP IS LOCATED	NEAREST CROSS STREET	CORNER	EXPLANATORY DESCRIPTION OF WORK TO BE DONE AT STOP

40

ASSIGNMENT OF EXTRAS

NAME	DIV	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
		15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3
HOBBY	9	55	55	55			55	55	55	55	55			55	55	55	55	55			55
COLE	5	58	58			58	58	58													
TRUSLOW	5	38	21	21	21	21	21														
BRINKLEY	7	77			78	78	78	78													
GRIFFIN, Jr.	1	76	76	76			76	76													
LARSON	7	67	67	67	67			67													
TRETTEEN	1							33													
MALONE	1	57						26													
DE LOS SANTOS	1							73													
SMITH	5	56	56	56			56	56													
BRENT	8	158			158	158	158	158													
FRAZIER	7	75	22	22	22	22	22														
McGRATH	15																				
THOMPSON	5	32			21			32													
ROSSER	18	121	121	121	121	121															

TRANSPORTATION DEPARTMENT
REPORT NO. 42

WTD 37-11
REV. 3-65

DEPARTMENTAL

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

425 SOUTH MAIN STREET
LOS ANGELES

DO NOT INCLUDE MORE THAN ONE
SUBJECT IN THIS COMMUNICATION

DATE:

TO Manager, Division 32 _____
FROM _____
SUBJECT Operator and Division Dispatcher Errors

During the week ending _____, 19____, there (were)
(was) _____ assignment(s) cancelled and _____ assignment(s) out late be-
cause of operator error and/or division dispatcher error.

Please investigate thoroughly the reasons for these errors and reply by
memorandum to the undersigned no later than _____ p.m., on _____,
_____, 19____.

Your cooperation is appreciated.

TRANSPORTATION DEPARTMENT
REPORT NO. 43

MANAGERS SURVEILANCE CHECK

TIME OF CHECK: _____ DATE: _____

DIVISION MANAGER: _____ DIVISION: _____

FINDINGS: _____

MANAGERS SURVEILANCE CHECK

TIME OF CHECK: _____ DATE: _____

DIVISION MANAGER: _____ DIVISION: _____

FINDINGS: _____

TRANSPORTATION DEPARTMENT
REPORT NO. 47

DEPARTMENTAL

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

425 SOUTH MAIN STREET
LOS ANGELES

DO NOT INCLUDE MORE THAN ONE
SUBJECT IN THIS COMMUNICATION

DATE:

TO Transportation Manager, Division _____
FROM W. D. McGinnis
SUBJECT Hiring Priority - Part-time Applicants for Full-Time Employment

The following part-time Operators have submitted applications, undergone a record review and are acceptable for full-time employment, assuming there are ~~not~~ significant changes in their work records between now and their hiring date. These people are listed in the order in which they must be hired out of your Division.

NAME

BADGE

HIRING PRIORITY

TRANSPORTATION DEPARTMENT
REPORT NO. 48

TRANSPORTATION DEPARTMENT
WORK PERFORMANCE EVALUATION

NAME _____ CLASSIFICATION _____

RATING SYMBOLS: S-Superior; CH-Competent High;
C-Competent; CL-Competent Low;
NI-Needs Improvement

Period of Evaluation: From _____ To _____

RATING

A. QUANTITY AND QUALITY OF WORK

Volume of acceptable work under normal conditions. Thoroughness, neatness and accuracy of work.

COMMENTS _____

B. KNOWLEDGE OF JOB

Shows ability to perform all job duties.

COMMENTS _____

C. PERSONAL QUALITIES

Personality, appearance, integrity.

COMMENTS _____

D. COOPERATION

Ability and willingness to work with associates and supervisors.

COMMENTS _____

ACCIDENT REVIEW - THREE OR MORE AVOIDABLE ACCIDENTS WITHIN 18 MONTHS

OPERATOR'S NAME Owens, F			ACC. NO.	AVOIDABLE ACCIDENT HISTORY				
DIVISION	BADGE	SENIORITY DATE		DATE	TYPE	REPORT NO.	DISCIPLINE	
3202	7638	04-09-79		1	2-13-80	45	2-2-90	Warning
MANAGER'S NAME L. L. Johnson				2	2-19-80	23	2-2-129	Susp 2 days
DEFENSIVE DRIVING COURSE				3	1-8-81	63	2-1-47	Formal-Susp 5 days
RETRAINING 1 on 1 1-29-81				4				
			5					
			6					

DESCRIPTION OF AND ACTIONS ON NO. 1

Bus pulling into stop right outside mirror hit tree. Operator given warning.

DESCRIPTION OF AND ACTIONS ON NO. 2

Bus hits stopped truck in rear forcing it into stopped auto. Operator suspended two (2) days

DESCRIPTION OF AND ACTIONS ON NO. 3

Operator stopped coach to avoid auto which stopped in front of bus and passenger falls into hand rail. Formal hearing third avoidable accident in one (1) year. Suspended five (5) work days, 1 on 1 training. High risk list

DESCRIPTION OF AND ACTIONS ON NO. 4

OPERATOR'S OVERALL RECORD

TOTAL ACCIDENTS **3** TOTAL AVOIDABLE **3**

SICK RECORD
MISSOURI RECORD
RULE VIOLATIONS

GOOD

FAIR

POOR

EVALUATION NARRATIVE

I have reviewed the actions taken and believe they are sufficient to effect improvement.

COPY TO MANAGER

5/3/80
DATE REVIEWED

L. L. Johnson
SIGNATURE OF REVIEWER

TRANSPORTATION DEPARTMENT
REPORT NO. 49

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

TRANSPORTATION DEPARTMENT

DIVISION 3201

SUMMARY OF DISCHARGE

1990

<u>GR.</u> <u>MISC.</u>	<u>INSUB.</u>	<u>WAD</u>	<u>INTOX.</u>	<u>ACC.</u>	<u>P/R</u> <u>OP.</u>	<u>FALSE</u> <u>SICK</u>	<u>AWOP</u>	<u>EXCESS</u> <u>ABSENT</u>	<u>ACCU.</u> <u>PENALTY</u>	<u>W/O</u>	<u>T/C</u>	<u>DIV.</u> <u>TOTAL</u>
				<u>6</u>			<u>3</u>	<u>3</u>		<u>5</u>		<u>17</u>

SUMMARY OF DISCHARGE

1990

<u>GR.</u> <u>MISC.</u>	<u>INSUB.</u>	<u>WAD</u>	<u>INTOX.</u>	<u>ACC.</u>	<u>P/R</u> <u>OP.</u>	<u>FALSE</u> <u>SICK</u>	<u>AWOP</u>	<u>EXCESS</u> <u>ABSENT</u>	<u>ACCU.</u> <u>PENALTY</u>	<u>W/O</u>	<u>DIV.</u> <u>TOTAL</u>
				<u>1</u>							<u>1</u>

TRANSPORTATION DEPARTMENT
REPORT NO. 50

TRANSPORTATION DEPARTMENT
REPORT NO. 52

TRANSPORTATION DEPARTMENT

PAYCHECK CHANGES

<u>BADGE</u>	<u>NAME</u>		<u>FROM</u>	<u>TO</u>
0759	Fleming, R. L.	(Operator)	3201	3212
2741	Truslow, T. N.	(Operator-Extra)	3205	_____
9862	Thompson, S. I.	(Operator-Extra)	3205	_____
1223	Lawson, F. L.	(Operator-Extra)	3207	3208
4624	Frazier, D. A.	(Operator-Extra)	3207	_____
2524	Brent, S. M.	(Operator-Extra)	3208	_____
4100	McGrath, K. C.	(Operator-Extra)	3215	3203
4306	Rosser, B. J.	(Operator-Extra)	3218	_____
1806	Woodard, H. B.		3201	3202
3579	Little, D.		3201	3209
0527	Lautenbach, D. C.		3202	_____
1056	Thompson, F. R.		3202	3209
4647	Crawford, P.		3203	3205
1262	Dailey, J. W.		3205	3212
4032	Vaillancourt, D. J.		3206	_____
1071	Pratt, M. E.		3207	3205
2896	Starks, R. L.		3207	_____
4764	Karlson, D. R.		3207	_____
1034	Lussier, R. H.		3208	3209
3364	McLemore, T. L.		3208	_____
3365	Woods, A. S.		3209	_____
9298	Gonzalez, R.		3209	3201
2777	Modell, I.		3215	3208
3212	Reedy, R. A.		3215	_____
4619	Green, J. M.		3215	3208
3086	Lensch, M. G.		3299	_____

TRANSPORTATION SERVICES

The following forms and reports are generated by the Transportation Services Section in the Transportation Department:

1. Supervisor of V.O. and Radio Dispatchers' Numerical Roster
2. Supervisor of V.O. and Radio Dispatchers' Alphabetical Roster
3. Supervisor of V.O. and Radio Dispatchers Positional Roster
4. Supervisors of V.O. and Radio Dispatchers' Shifts
5. Traffic Loaders' Seniority List
6. Transportation Services Staff's Vacations
7. "Extra Employees" Work Time Record
8. Report of Division Accidents
9. Supervisors' Assignments
10. Supervisors' Units in the Field
11. Extra Bus Service Needed Form
12. Checkers' Counts for Hollywood Bowl
13. Scheduled Bus Runs Cancelled
14. Employee's Personnel Record Memorandum
15. Extra Supervisor Weekly Assignment Sheet
16. Supervisory Employee's Accident Investigation Form
17. Route Diversion Form
18. Supervisors' Report (passes and mileage)
19. Equipment Damage Report
20. Supervisors' Location Report - New Year's Day
21. Santa Anita Shuttle Bus Billing
22. Hollywood Park Shuttle Bus Billing
23. SCRTD Service Directors' Shifts
24. Traffic Loaders' Sing On/Off Sheet
25. Service Director's Vacation Sheet
26. Traffic Loaders' Floater Holiday Chart
27. Traffic Loaders' Vacation Schedule
28. Extra Division Dispatchers' Vacation Schedule

The majority of the forms and reports completed by the Transportation Services staff are for internal use, handwritten

and utilized for recording purposes only. Consequently, most of the paperwork in this section would have a low priority or no justification to be placed on the word processor equipment.

The analysis below groups the aforementioned reports by priority levels for word processing application.

HIGH PRIORITY

The first three reports relate to personnel data and justify the creation of a Supervisors of Vehicle Operations and Radio Dispatchers personnel file. This file should contain the following data:

1. Name
2. Badge Number
3. Department seniority
4. District Seniority
5. Position Number
6. Address
7. Telephone Number
8. Birth Date
9. Weeks of Vacation
10. Shift Assignment

Other personnel data could be added later to the file, if needed. Such a personnel file placed on the word processor, would enable the generation of reports sorted alphabetically, by badge number, or by seniority and would eliminate the need for three separate reports.

MEDIUM PRIORITY

Reports 4 through 6 justify a medium priority for word processor application. Although the data in these forms change infrequently, it would still be cost effective to generate them on the word processor and utilize its editing and sorting capabilities, as well as, its ability to generate reports in their final typed

form.

Report 7 "Extra Employees Work Time Record" totals the weekly overtime hours worked by Extra Vehicle Operations Supervisors and Radio Dispatchers. Currently one form is assigned to each employee. If, however, this form could be revised to include all employees on one report, the use of the word processor would be appropriate, particularly for data additions changes.

Report 8 "Division Accidents" is a daily report which summarizes the total number of accidents by type and by division. The source of information for this report is the CS-10 Radio Dispatch report. The logistics of compiling this information onto the word processor will need to be developed.

The Safety Department collects and analyzes all district accidents by type, division, date and other categories. Therefore, we recommend the centralization of accident data within the Safety Department. This would eliminate the need for the Transportation Services, as well as, the Instruction Department to devote resources and duplicate the efforts of the Safety Department.

LOW PRIORITY AND NOT JUSTIFIED

Reports 9 through 28 are of low priority or do not justify the use of the word processor. Most forms and reports in this group are handwritten and are used as work sheets for internal purposes only. Additionally, some of these forms are completed in the field for recording purposes and are not retyped or rewritten in the office. Consequently, the applications of the word processor for these forms and reports would not be practical and in some cases, i.e. Route Diversion Form or Traffic Loader Sign On/Off Sheet, would increase the paperwork, as they do not need to be typed.

TRANSPORTATION SERVICES
REPORT NO. 1

Supervisor of V.O. Numerical Roster

Department 3296

REGULAR SUPERVISORS (80)

34	Alvarez, AJ	2652	Mathews, DW
42	Manning, MR	2836	Dorsett, LA
62	Villalobos, RJ	2845	Scott, RE
69	Atkins, MA	2917	Harsche, RS
108	Barnett, E	2942	LeGras, IR
250	Brazell, BC	2943	Harris, JE
300	Buchen, HF	2944	Criss, LR
338	Callahan, EL	2968	Smith, E
551	Daglian, L	2986	Thill, JE
699	Eremento, LA	3114	Baumgartner, DR
701	Smith, CH	3159	Lisenby, RE
703	Wilson, EL	3205	Weaver, GJ
751	Fulbright, MC	3209	Johnson, P
801	Fuller, JH	3303	Smith, RA
916	Ivory, W	3321	Davis, JR
962	Thomas, AL	3377	Stringer, PW
977	Moody, JW	3549	Johnson, HE
1000	Johnson, JL	3586	Coleman, CE
1232	Kentz, JJ	3626	Ellis, LH
1334	Dancy, E	3660	Trudeau, GF
1399	Gardner, S	3702	McReynolds, FS
1419	Lutz, LN	3851	Jacobs, AJ
1429	Warren, WA	4107	Perez, MF
1451	Haynes, TL	4114	McCarns, WC
1592	Wolfe, S	4115	McCargo, IA
1688	Siedenburg, WF	4118	Hunter, CA
1791	Johnson, CA	4140	Kosman, JH
1827	Powers, HW	4195	Taylor, EW
2025	Biddings, WJ	4206	Carlson, HI
2079	Neal, JW	4277	White, R
2086	Smith, FE	4384	Cain, N
2100	Small, WR	4394	Mims, C
2105	Everett, WB	4435	Holsberry, WK
2123	Petty, Fannie M	4459	Scoggins, WC
2249	Tanaka, CK	4599	Peretz, J
2423	Maye, WE	4782	Smith, EH
2929	Levis, JC	4811	Speed, HA
2505	Williams, WD	4857	Jones, JW
2529	Reyes, AM	9039	Mower, Nancy M
2617	Smith, N	9500	Angulo, R

EXTRA SUPERVISORS (12)

75	Brissey, TA
1760	Williams, BL
2212	Fields, Ethel M
3276	Pflughoft, RH
3495	Cortez, A
3657	Smith, RL
3675	Harper, GL
3882	Jackson, T
3909	Brown, JP
4500	Mott, AA
4725	Harris, MB
9485	Hunsinger, Cathryn J

CHIEF SUPERVISOR

2678 Stone, GH

ASSISTANT CHIEF SUPERVISORS

3583	King, GW
1404	Lorusso, WV

g Staff - Acting Relief

Effective: 3-1-81

TRANSPORTATION SERVICES

Radio Dispatchers' Numerical Roster

Department 3298

REGULAR RADIO DISPATCHERS (34)

87 Baker, JM
159 Cosner, LG
401 Chapman, JH
665 Ortiz, Audrey J
677 Abrego, AA
777 Greene, E
874 Wynn, GT
¢ 1153 Olivo, RG
1483 Feickert, PR
1566 Davis, WR
1600 Beals, ME
1703 Castañeda, C
1744 Phippen, EL
\$ 1767 Ibarra, D
1833 Mendoza, HF
2059 Adams, JM
2349 Vaughn, RW
2596 Bauer, RA
2651 McLean, CA
\$ 2833 Jenkins, CR
2966 Finn, LA
3041 Knox, PE
\$ 3252 Uresti, GJ
¢ 3280 Flournoy, C
3830 Martin, PW
3934 Nedelcoff, RJ
3954 Wilson, C
3976 Ortiz, DR
4265 Heilman, DW
4445 Jernigan, JM
4524 Gardner, WA
7193 Service, Barbara J
7724 Nordine, Nancy
9479 Ledford, AR

EXTRA RADIO DISPATCHERS (3)

a 527 Lautenbach, DC
e 864 Yarbrough, CD
b 3694 Novak, RJ
c 7770 Stepner, S. Denise
d 9131 Fogelman, RA
d 9956 Simon, RF
f 2630 Gainey, AT
d 5488 Munson, D

CHIEF RADIO DISPATCHER

1677 Reeves, JH

ASSISTANT CHIEF RADIO DISPATCHERS

212 Tiek, HL
2718 Gibbons, IL
2875 Stevenson, L

¢ Acting Assistant Chief Radio Dispatcher
a Division Dispatcher-Extra Radio Dispatcher
b Transit Police-Extra Radio Dispatcher
c Typist Clerk-Extra Radio Dispatcher
d Operator-Extra Radio Dispatcher
e Service Director-Extra Radio Dispatcher
f Interviewer-Extra Radio Dispatcher
\$ Special Events Radio Dispatcher

Effective: 2-1-81

TRANSPORTATION SERVICES
REPORT NO. 2

TRANSPORTATION SERVICES

Supervisor of V.O. Alphabetical Roster

Department 3296

REGULAR SUPERVISORS (80)

34	Alvarez, AJ	1419	Lutz, LN
9500	Angulo, R	42	Manning, MR
69	Atkins, MA	2652	Mathews, DW
106	Barnett, E	2423	Maye, WE
3114	Baumgartner, DR	4115	McCargo, IA
2025	Biddings, WJ	4114	McCarns, WC
250	Brazell, BC	3702	McReynolds, FS
300	Buchen, HF	4394	Mims, C
4384	Cain, N	977	Moody, JW
338	Callahan, EL	9039	Mower, Nancy M
4206	Carlson, HI	2079	Neal, JW
3586	Coleman, CE	4599	Peretz, J
2944	Criss, LR	4107	Perez, MF
551	Daglian, L	2123	Petty, Fannie M
1334	Dancy, E	1827	Powers, HW
3321	Davis, JR	2529	Reyes, AM
2636	Dorsett, LA	4459	Socggins, WC
3626	Ellis, LH	2845	Scott, RE
699	Eremento, LA	1688	siedenburg, WF
2105	Everett, WB	2100	Small, WR
751	Fulbright, MC	701	Smith, CH
801	Fuller, JH	4782	Smith, EH
1399	Gardner, S	2968	Smith, E
2943	Harris, JE	2086	Smith, FE
2917	Harsche, RS	2617	Smith, N
1451	Haynes, TL	3303	Smith, RA
4455	Holsberry, WK	4811	Speed, HA
4118	Hunter, CA	3377	Stringer, PW
916	Ivory, W	2249	Tanaka, CK
3851	Jacobs, AJ	4195	Taylor, EW
1791	Johnson, CA	¢ 2986	Thill, JE
3549	Johnson, HE	962	Thomas, AL
¢ 1000	Johnson, JL	3660	Trudeau, GF
3209	Johnson, P	¢ 62	Villalobos, RJ
4857	Jones, JW	1429	Warren, WA
1232	Kentz, JJ	3205	Weaver, GJ
2140	Kosman, JH	4277	White, R
2942	LeGras, IR	2505	Williams, WD
2429	Lewis, JC	703	Wilson, EL
3159	Lisenby, RE	1592	Wolfe, S

EXTRA SUPERVISORS (12)

75	Brissey, TA
3209	Brown, JP
3495	Cortez, A
2212	Fields, Ethel M
3675	Harper, GL
4725	Harris, MB
9485	Hunsinger, Cathryn J
3882	Jackson, I
4500	Mott, AA
3276	Pflughoft, RH
3657	Smith, RL
1760	Williams, BL

CHIEF SUPERVISOR

2678 Stone, GH

ASSISTANT CHIEF SUPERVISORS

3583 King, GW
1404 Lorusso, WV

¢ Staff - Actino Relief

Effective: 3-1-81

TRANSPORTATION SERVICES

Radio Dispatchers' Alphabetical Roster

Department 3298

REGULAR RADIO DISPATCHERS (34)

677 Abrego, AA
2059 Adams, JM
87 Baker, JM
2596 Bauer, RA
1600 Beals, ME
1703 Castaneda, C
401 Chapman, JH
159 Cosner, LG
1586 Davis, WR
1483 Feickert, PR
2966 Finn, LA
¢ 3280 Flournoy, C
4524 Gardner, WA
777 Greene, E
4265 Heilman, DW
\$ 1787 Ibarra, D
\$ 2833 Jenkins, CR
4445 Jernigan, JM
3041 Knox, PE
9479 Ledford, AR
3830 Martin, PV
2651 McLean, CA
1833 Mendoza, HR
3934 Nedelcoff, RJ
7724 Nordine, Nancy
¢ 1153 Olivo, RG
665 Ortiz, Audrey J
3976 Ortiz, DR
1744 Pippen, EL
7193 Service, Barbara J
\$ 3252 Uresti, GJ
2349 Vaughn, RW
3954 Wilson, C
874 Wynn, Gt

EXTRA RADIO DISPATCHERS (8)

d 9131 Fogelman, RA
f 2630 Gainey, AT
a 527 Lautenbach, DC
d 5488 Munson, DW
b 3694 Novak, RJ
d 9956 Simon, RF
c 7770 Stepner, S. Denise
e 864 Yarbrough, CD

CHIEF RADIO DISPATCHER

1877 Reeves, JH

ASSISTANT CHIEF RADIO DISPATCHERS

2718 Gibbons, IL
2875 Stevenson, L
212 Tiek, HL

¢ Acting Assistant Chief Radio Dispatchers
a Division Dispatcher-Extra Radio Dispatcher
b Transit Police-Extra Radio Dispatcher
c Typist Clerk-Extra Radio Dispatcher
d Operator-Extra Radio Dispatcher
e Service Director-Extra Radio Dispatcher
f Interviewer-Extra Radio Dispatcher
\$ Special events Radio Dispatcher

Effective: 2-1-81

**TRANSPORTATION SERVICES
REPORT NO. 3**

**TRANSPORTATION SERVICES
REGULAR SUPERVISORS' POSITIONAL ROSTER
DEPARTMENT 3296**

Revised
Effective 3-1-81

<u>PDS. NO.</u>	<u>NAME</u>	<u>BADGE</u>	<u>DEPARTMENT SENIORITY</u>	<u>PDS. NO.</u>	<u>NAME</u>	<u>BADGE</u>	<u>DEPARTMENT SENIORITY</u>
1	Mathews, DW	2652	10-18-53	52	Davis, JR	3321	1-20-75
2	Kentz, JJ	1232	1-23-56	53	Harsche, RS	2917	2-06-75
3	Lutz, LN	1419	12-09-56	54	Wolfe, S	1592	2-08-75
4	Buchen, HF	300	12-10-56	55	Hunter, CA	4118	2-10-75
5	Barnett, E	108	4-27-61	56	Harris, JE	2943	2-10-75
6	Brazell, BC	250	4-27-61	57	Johnson, HE	3549	2-10-75
7	Atkins, MA	69	9-09-62	58	Criss, LR	2944	2-23-75
8	Powers, HW	1827	3-10-63	58	Dorsett, LA	2836	2-24-75
9	Tanaka, CK	2249	3-17-63	60	Wilson, EL	703	3-20-75
10	Eremento, LA	699	2-09-64	61	Biddings, WJ	2025	3-22-75
11	Callahan, EL	388	5-17-64	62	Kosman, JH	4140	4-21-75
12	Peretz, J	4599	2-24-65	63	Cain, N	4384	4-22-75
13	Ellis, LH	3626	3-03-65	64	Lewis, JC	2429	4-23-75
14	Smith, E	2968	3-21-65	65	Manning, MR	42	4-24-75
15	Mims, C	4394	1-09-66	66	Johnson, CA	1791	9-11-75
16	Speed, HA	4811	5-09-67	67	Baumgartner, DR	3114	9-13-75
17	LeGras, IR	2942	6-16-67	68	Johnson, P	3209	9-15-75
18	Scoggins, WC	4459	6-17-67	69	Neal, JW	2079	10-16-75
19	Small, WR	2100	1-27-70	70	McReynolds, FS	3702	10-19-75
20	Holsberry, WK	4435	1-30-70	71	Trudeau, GF	3660	10-20-75
21	Weaver, GJ	3205	1-31-70	72	Stringer, PH	3377	1-22-76
22	Smith, RA	3303	6-07-70	73	Lisenby, RE	3159	1-23-76
23	Alvarez, AJ	34	11-15-71	74	Ivory, W	916	6-27-76
24	Jones, JW	4857	11-18-71	75	Angulo, R	9500	3-24-78
25	White, P	1877	5-14-72	76	Coleman, CE	3586	4-23-78
26	Warren, WA	1429	5-15-72	77	Petty, Fannie M	2123	4-23-78
27	Williams, WD	2505	1-14-73	78	Carlson, HI	4206	4-23-78
28	Haynes, TL	1451	1-18-73	79	Mower, Nancy H	9039	4-23-78
29	Johnson, JL	1000	1-20-73	80	Jacobs, AJ	3851	4-23-78
30	Smith, FE	2086	1-21-73				
31	Smith, EH	4782	6-21-73				
32	Smith, CH	701	6-22-73				
33	Dancy, E	1334	6-23-73				
34	Taylor, EW	4195	11-08-73	81	Fields, Ethel M	2212	2-18-79
35	Reyes, AM	2529	11-10-73	82	Brissey, TA	75	2-18-79
36	McCargo, IA	4115	11-12-73	83	Brown, JP	3909	2-18-79
37	Fulbright, MC	751	1-04-74	84	Jackson, T	3882	3-04-79
38	Moody, JW	977	1-05-74	85	Harper, GL	3675	3-04-79
39	Smith, N.	2617	1-06-74	86	Harris, MB	4725	3-04-79
40	Gardner, S	1399	1-07-74	87	Mott, AA	4500	7-01-79
41	Fuller, JH	801	2-21-74	88	Williams, BL	1760	2-10-80
42	Siedenbug, WF	1688	2-22-74	89	Cortez, A	3495	2-10-80
43	Villalobos, RJ	62	2-23-74	90	Hunsinger, CJ	9485	2-10-80
44	Everett, WB	2105	2-24-74	91	Pflughoft, RH	3276	2-10-80
45	Daglian, L	551	4-26-74	92	Smith, RL	3657	2-10-80
46	Thill, JE	2986	4-28-74				
47	Perez, MF	4107	4-29-74				
48	Thomas, AL	962	7-26-74				
49	Scott, RE	2845	7-27-74				
50	McCarns, WC	4114	7-28-74				
51	Maye, WE	2423	1-18-75				

EXTRA SUPERVISOR POSITIONAL ROSTER

(\$) Supervisory Staff

**TRANSPORTATION SERVICES
RADIO DISPATCHER POSITIONAL ROSTER
DEPT. 3298**

REGULAR ROSTER NAME	BADGE	DEPARTMENT SENIORITY	POS. NO.	EXTRA ROSTER NAME	BADGE	DEPARTMENT SENIORITY
Bauer, RA	2596	1-22-62	35	a Lautenbach, DC	527	5-20-79
Baker, JM	87	11-20-66	36	b Novak, RJ	3694	4-06-80
Chapman, JH	401	7-26-70	37	c Stepler, S. Denise	7770	4-06-80
Vaughn, RW	2349	9-06-70	38	d Fogelman, RA	9131	4-06-80
Ortiz, DR	3976	5-20-73	39	e Yarbrough, CD	864	7-27-80
Heilman, DW	4265	5-21-73	40	d Simon, RF	9956	7-27-80
\$ Uresti, GJ	3252	5-22-73	41	f Gainey, AT	2630	1-04-81
¢ Olivo, RG	1153	11-06-73	42	d Munson, DW	5488	1-04-81
Davis, WR	1586	11-07-73				
¢ Flournoy, C	3280	6-11-74				
Greene, E	777	6-12-74				
Castaneda, C	1703	12-29-74				
Wilson, C	3954	12-31-74				
\$ Jenkins, CR	2833	1-01-75				
Beals, ME	1600	1-03-75				
Jernigan, JM	4445	6-01-75				
Feickert, PR	1483	6-02-75				
Mendoza, HR	1833	6-03-75				
McLean, CA	2651	8-03-75				
Martin, PW	3830	6-08-76				
Nedelcoff, RJ	3934	10-03-76				
Wynn, GT	874	10-04-76				
Knox, PE	3041	9-11-77				
Finn, LA	2966	10-30-77				
Pippen, EL	1744	4-30-78				
\$ Ibarra, D	1787	4-30-78				
Ledford, AR	9479	5-06-79				
Ortiz, Audrey J	665	5-07-79				
Abrego, AA	677	5-13-79				
Gardner, WA	4524	5-16-79				
% Service, Barbara J	7193	1-13-80				
% Nordine, Nancy	7724	1-13-80				
Adams, JM	2059	5-17-79				
Cosner, LG	159	5-19-79				

CHIEF RADIO DISPATCHER

Reeves, JH 1877 6-21-70

ASSISTANT CHIEF RADIO DISPATCHERS

Stevenson, L 2875 6-10-74
Gibbons, IL 2718 11-05-73
Tiek, HL 212 6-06-76

- ¢ Acting Assistant Chief Radio Dispatcher
- % Legal Action determined regular appointment (only seniority right)
- a Division Dispatcher-Extra Radio Dispatcher
- b Transit Police-Extra Radio Dispatcher
- c Typist Clerk-Extra Radio Dispatcher
- d Operator-Extra Radio Dispatcher
- e Service Director-Extra Radio Dispatcher
- f Interviewer-Extra Radio Dispatcher
- \$ Special Events Radio Dispatcher

Effective: 2-1-81

TRANSPORTATION SERVICES
REPORT NO. 4

SUPERVISORS' SHIFTS

J-79
EFFECTIVE: 9-9-79

DAILY EXCEPT SATURDAY & SUNDAY

PAGE 1 OF 6

SHIFT NO.		TIME NO.	TIME OFF	DIV.	DIST. NO.	NAME	DAYS OFF
1	OUT	5:00A	1:00P	2	D-1	LEGRAS, I. R.	SUN MON
2	OUT	5:00A	1:00P	5	D-9	BARNETT, E.	SAT SUN
3	OUT	5:00A	1:00P IN	9	D-17	BUCHEN, H. F.	SAT SUN TUE
4	OUT	5:00A	1:00P	9	D-20	BRAZELL, B. C.	WED THU
5	OUT	5:00A	1:00P	3	D-22	WOLFE, S.	FRI SAT
6	OUT	5:00A	1:00P IN	8	D-26	CALLAHAN, E. L.	SUN SAT
7	OUT	5:00A	1:30P	2	D-2	SMITH, E.	SUN SAT
8	OUT	5:30A	1:30P IN	2	D-15	ATKINS, M. A.	SUN SAT
9	OUT	5:30A	1:30P	15	D-25	SMALL, W. R.	SUN FRI
10	OUT	6:00A	2:00P	2	D-3	WILLIAMS, W. D.	SAT SUN
11	OUT	6:00A 12:00N	10:00A 4:00P	7 7	D-6 D-6	WEAVER, G. J.	SUN MON
12	OUT	6:00A	2:00P	6	D-10	SMITH, R. A.	FRI SAT
13	OUT	6:00A	2:00P	18	D-11	PERETZ, J.	FRI SAT SUN
14	OUT	6:00A	2:00P	12	D-12	POWERS, H. W.	MON SAT
15	OUT	6:00A	2:00P	5	D-14	GEORGE, R. R.	SUN SAT
16	OUT	6:00A	2:00P	1	D-16	POPPELTON, F. G.	SUN SAT THU
17	OUT	6:00A	2:00P	2	D-18	MIECZKOWSKI, F.	FRI SUN
18	OUT	6:00A 1:00P	11:00A 4:00P	9 9	D-21 D-21	EREMENTO, L. A.	SUN MON
(SPECIAL ASSIGNMENT SANTA ANITA RACE DAYS)							
19	OUT	6:00A 1:00P	11:00A 4:00P	3 3	D-23 D-22	JOHNER, C. E.	WED THU
20	OUT	6:00A 1:00P	11:00A 4:00P	15 15	D-24 D-24	WARREN, W. A.	SUN MON MON
21	OUT	6:30A	2:30P	18	D-13	SMITH, F. E.	TUE SAT
22	OUT	7:00A 1:00P	11:00A 5:00P	2 2	D-4 D-1	JONES, J. W.	SAT SUN

SUPERVISORS' SHIFTS

DATE: 9-9-79

SATURDAY ONLY

PAGE 1 OF 4

SHEEP NO.		TIME ON	TIME OFF	DIV.	DIST. NO.	NAME
1	OUT	6:00A	2:00P	2	D-1	LEGRAS, I. R.
2	OUT	9:00A	5:00P	5	D-9	CADIN, N.
3	OUT	6:00A	2:00P	9	D-17	ALVAREZ, A. J.
4	OUT	5:00A	1:00P	9	D-20	ERIZELL, E. C.
5	OUT	5:00A	1:00P IN	3	D-22	WOLFE, S.
5	(WORKS DISTRICTS 22 & 23: 5A-11A)					
6	OUT	5:00A	1:00P IN	8	D-26	HARRIS, J. E.
7	NO TIME					
8	OUT	5:30A	3:30P IN	2	D-15	SMITH, C. H.
9	NO TIME					
10	OUT	6:00A	2:00P	2	D-3	MAYE, W. E.
10	OUT	7:00A	3:00P IN	7	D-6	WEAVER, G. J.
10	NOTE 4					
11	OUT	7:00A	3:00P	6	D-10	HARSCH, R. S.
12	OUT	6:00A	2:00P	18	D-11	SMITH, L. H.
12	OUT	6:00A	2:00P	12	D-12	
13	(WORKS DISTRICTS 12 & 13: 6A-10A)					
13	POWERS, H. W.					
14	NO TIME					
15	OUT	6:00A	2:00P	1	D-16	THOMAS, A. L.
16	OUT	6:00A	2:00P	2	D-18	MIECZKOWSKI, F.
17	OUT	9:00A	5:00P	9	D-21	FRIMENTO, L. A.
17	OUT	11:00A	7:00P IN	3	D-23	
18	(WORKS DISTRICTS 22 & 23: 11A-4P)					
18	JOHNER, C. E.					
19	OUT	6:00A	2:00P IN	15	D-24	WARREN, W. A.
19	OUT	10:00A	6:00P IN	10	D-13	
20	(HOURS AND ASSIGNMENT SUBJECT TO CHANGE)					
20		2:00P	10:00P	2	D-4	SMITH, P. E.
21	NOTE 5					
21	MARRING, M. R.					

TRANSPORTATION SERVICES
REPORT NO. 5

TRAFFIC LOADERS - DIVISION 3221

	<u>NAME</u>	<u>BADGE</u>	<u>SENIORITY</u>	<u>SENIORITY NUMBER</u>
Thomas	JUAREZ, T. NMN	1206	07-01-53	1
Encarnac	SANTOS, E. V.	2001	12-18-53	2
Blanton	HOLLIDAY, B. P.	1076	12-01-56	3
Mederic	LACASSE, M. A.	1303	04-16-58	4
Charles	RUSSELL, C. J.	1980	06-10-58	5
	RANGE, J. W.	2935	11-10-58	6
Frank	SEDDIO, F. R.	3227	02-09-59	7
Charles	FISHER, C. C.	3176	02-19-59	8
Donald	WOMBLE, D. F.	3325	03-16-59	9
William	HILLMAN, W. E.	4073	04-04-60	10
Paul	TAYLOR, P. E.	4134	04-25-60	11
Clyde	DICKERSON, C. E.	4801	12-23-61	12
George	TYREE, G. W.	1220	11-11-67	13
<u>INDEFINITE LEAVE</u>				
Roy	WILLIAMS, R. D.	2501	06-18-54	-

FROM	TO	SUPERVISORY	DISPATCH CTR.	CLERICAL
1950				
JUNE 1	JUNE 7			
JUNE 8	JUNE 14			
JUNE 15	JUNE 21			
JUNE 22	JUNE 28			
JUNE 29	JULY 5			
JULY 6	JULY 12			
JULY 13	JULY 19			
JULY 20	JULY 26			
JULY 27	AUGUST 2			
AUGUST 3	AUGUST 9			
AUGUST 10	AUGUST 16			
AUGUST 17	AUGUST 23			
AUGUST 24	AUGUST 30			
AUGUST 31	SEPTEMBER 6			
SEPTEMBER 7	SEPTEMBER 13			
SEPTEMBER 14	SEPTEMBER 20			
SEPTEMBER 21	SEPTEMBER 27			
SEPTEMBER 28	OCTOBER 4			
OCTOBER 5	OCTOBER 11			
OCTOBER 12	OCTOBER 18			
OCTOBER 19	OCTOBER 25			
OCTOBER 26	NOVEMBER 1			
NOVEMBER 2	NOVEMBER 8			
NOVEMBER 9	NOVEMBER 15			
NOVEMBER 16	NOVEMBER 22			
NOVEMBER 23	NOVEMBER 29			
NOVEMBER 30	DECEMBER 6			
DECEMBER 7	DECEMBER 13			
DECEMBER 14	DECEMBER 20			
DECEMBER 21	DECEMBER 27			
DECEMBER 28	JANUARY 3			
1951				
JANUARY 4	JANUARY 10			
JANUARY 11	JANUARY 17			
JANUARY 18	JANUARY 24			
JANUARY 25	JANUARY 31			
FEBRUARY 1	FEBRUARY 7			
FEBRUARY 8	FEBRUARY 14			
FEBRUARY 15	FEBRUARY 21			
FEBRUARY 22	FEBRUARY 28			
MARCH 1	MARCH 7			
MARCH 8	MARCH 14			
MARCH 15	MARCH 21			
MARCH 22	MARCH 28			
MARCH 29	APRIL 4			
APRIL 5	APRIL 11			
APRIL 12	APRIL 18			
APRIL 19	APRIL 25			
APRIL 26	MAY 2			
MAY 3	MAY 9			
MAY 10	MAY 16			
MAY 17	MAY 23			
MAY 24	MAY 30			
MAY 31	JUNE 6			

TRANSPORTATION SERVICES
REPORT NO. 7

"EXTRA EMPLOYEES" WORK TIME RECORD

NAME: _____ BADGE NO.: _____ TITLE: _____

SUPV.HR.	DISP.HR.	ACCUM.	ACCUM.	WEEK	SUPV.HR.	DISP.HR.	ACCUM.	ACCUM.
WORKED	WORKED	SUPV.HR.	DISP.HR.	OF	WORKED	WORKED	SUPV.HR.	DISP.HR.
				1981				
				July 5				
				12				
				19				
				26				
				Aug 2				
				9				
				16				
				23				
				30				
				Sep 6				
				13				
				20				
				27				
				Oct 4				
				11				
				18				
				25				
				Nov 1				
				8				
				15				
				22				
				29				
				Dec 6				
				13				
				20				
				27				

TRANSPORTATION SERVICES
REPORT NO. 8

REPORT OF DIVISION ACCIDENTS

<u>DIVISION NUMBER</u>	<u>NUMBER OF ACCIDENTS</u>	<u>TYPE OF 1 THRU 69</u>	<u>TROUBLE SHEET</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____
11	_____	_____	_____
12	_____	_____	_____
15	_____	_____	_____
18	_____	_____	_____

TOTALS

DAY _____ DATE _____

COPIES TO:

TRANSPORTATION (Staff Asst.)

W. L. PACKARD

G. L. DIEHL

CS-#7
Rev. 9/77

SUPERVISORS' UNITS IN THE FIELD

DAILY

REPORT: 2-4-79

DAY

DATE

SER	UNIT NO.	REPLACE	REASON	A. M.	A. M.	MID-DAY	MID-DAY	P. M.	P. M.
		MENT		SIG	SIG	SIG	SIG	SIG	SIG
		UNIT		ON	OFF	ON	OFF	ON	OFF
(2)									
(2)									
(2)									
(2)								(0)	(0)
(5)									
(7)									
(7)									
(5)								(0)	(8)
(5)									
(6)									
(18)									
(12)									
(18)									
(5)									
(7)									
(9)									
(2)									
(12)									
(9)									
(9)									
(3)									
(3)									
(15)									
(15)									
(8)									
			- SEASONAL SHIFTS -						
(2)									
(2)									
(2)									
(2)									

TRANSPORTATION SERVICES
REPORT NO. 11

SS 80-15 SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
EXTR. SERVICE NEEDED FOR WEEK OF SUNDAY APRIL 6, THROUGH SATURDAY, APRIL 12, 1980

SUNDAY APRIL 6

DIVISION 1

2X ON CALL AT DIVISION 1 AT 300PM, LINE 57

DIVISION 2

2X ON CALL AT TERMINAL 16 AT 1000AM LINE 40-800 AND LAYOVER

DIVISION 3

2X ON CALL AT TERMINAL 16 AT 900AM LINE 57 & LAYOVER

2X ON CALL AT DIVISION 3 AT 300PM LINE 57

DIVISION 9

2X ON CALL AT DIVISION 9 AT 300PM LINE 57

DIVISION 12

2X ON CALL AT TERMINAL 16 AT 800AM LINE 40-800

2X ON CALL AT TERMINAL 16 AT 900AM LINE 40-800

2X ON CALL AT DIVISION 12 AT 330PM LINE 40-800

2X ON CALL AT DISEMBLND FROM "829" TRIPPERS, GOOD LATE

MONDAY APRIL 7

DIVISION 3

2X ONCALL AT TERMINAL 16 AT 900AM LINE 57 AND LAYOVER

2X ON CALL AT DIVISION 3 AT 300PM LINE 57

DIVISION 12

2X ON CALL AT DIVISION 12 AT 330PM LINE 40-800

TUESDAY APRIL 8

DIVISION 12

2X ON CALL AT DIVISION 12 AT 330PM LINE 40-800

WEDNESDAY APRIL 9

DIVISION 5

X10 ON CALL AT TEMPLE & HILL, WHEATFIELD, 1045AM LINE 57 & LAYOVER

X11 ON CALL AT TEMPLE & HILL, WHEATFIELD, 1100AM LINE 57 & LAYOVER

2X ON CALL AT DIVISION 3 AT 330PM LINE 57

DIVISION 5

FROM HOLLYWOOD BOWL

LINE BR	BUS	LEAVE	PSGRS	ACCUM	LINE BR	BUS	LEAVE	PSGRS	ACCUM
551-1	Cancel P&R				555-1	7448	1025	44	
2	1091	1040	44	(44)	2	7628	1033	43	87
					3	7620	1030	44	131
					4	7111	1040	41	(172)
552-1	7259	1024	42		can 5	Cancel	P&R		
2	1044	1026	43	85	" 6	"	"	"	
3	1038	1031	43	128	" 7	"	"	"	
4	3170	1045	19	147					
5	Cancel P&R								
6	3181	1031	42	189					
can 7	= Cancel P&R				556-1	7323	1040	15	(15)
8	"	"	"		557-1	Cancel P&R			
9	"	"	"		2	7235	1028	45	
10	1035	1034	43	(232)	can 3	Cancel	P&R		
11	Cancel P&R				" 4	7409	1028	45	(98)
12	"	"	"		" 5	Cancel	P&R		
					558-1	3146	1040	39	(39)
					can 2	Cancel	P&R		
					559-1	3157	1045	30	(30)
553-1	1013	1035	44		561-1	5815	1035	29	(29)
2	Cancel P&R				566-1	7210	1035	2	(2)
3	3390	1030	45	89	567-1	7481	1100	25	
4	Cancel P&R				2	7452	1026	40	65
5	3281	1039	12	(101)	3	Cancel	P&R		
					can 4	"	"	"	
554-1	5406	1035	43	(143)	" 5	7480	1039	49	(114)
can 2									

DAY - Thursday DATE - 7-31-80 SUPERVISOR J. Kett, #2123

TO HOLLYWOOD BOWL

LINE BR	BUS	ARRIVE	PSGRS	ACCUM	LINE BR	BUS	ARRIVE	PSGRS	ACCUM
1-1	3291	649	24		555-1	7616	639	41	
1	3291	749	21	(45)	2	6157	708	18	59
					3	7448	659	25	84
					4	707	710	10	94
552-1	1044	649	33		5	7444	733	33	130
2	3153	701	31	64	1	7616	759	29	159
3	1046	645	30	94	6	7230	657	13	(172)
4	7259	715	47	141	6			7	
5	1857	734	30	171					
6	3258	743	33	204					
7	1035	759	32	(236)	556-1	7323	725	15	(15)
8					557-1	7210	655	44	
9					2	7235	712	25	69
10					3	5715	724	10	79
1					4	5809	741	5	74
2					5	7409	657	12	(36)
					558-1	3118	708	29	
					2	3146	745	14	(42)
					559-1	5518	745	30	(30)
553-1	5576	648	22		561-1	7230	745	24	294
2	7102	659	20	48	566-1	5821	732	2	(2)
3	1117	715	7	55	567-1	5515	649	49	
4	3292	730	34	89	2	7471	705	50	99
1	2276	804	11	(100)	3				
					4				
					5	7488	721	12	(117)
554-1	7044	71	39						
2	7093	7	11	(40)					

DAY - Thursday

DATE - 7-31-80

SUPERVISOR - J. Petty # 3123

HOLLYWOOD BOWL PARK & RIDE

GOING MOVE

DAY	TUE	WED	THU	FRI	SAT	SUN.
DATE	9-9-80	9-10-80	9-11-80	9-12-80	9-13-80	9-14-80
LINE	BUS TRIP PSGRS	BUS TRIP PSGRS	BUS TRIP PSGRS	BUS TRIP PSGRS	BUS TRIP PSGRS	BUS TRIP PSGRS
551	1 2 40	1 2 46	1 2 47	3 5 226	5 8 184	1 2 57
552	7 7 221	7 8 339	7 7 260	16 19 779	16 17 689	7 7 237
553	4 5 67	4 5 79	4 5 98	6 7 378	16 16 624	4 5 69
554	2 2 17	2 2 75	2 2 64	6 6 222	5 5 165	2 2 18
555	5 6 122	5 6 128	5 5 141	15 15 603	11 12 474	5 5 116
556	1 1 12	1 1 19	1 1 7	1 1 47	4 4 84	1 1 5
557	2 2 34	3 3 120	4 4 63	11 11 483	10 10 468	4 4 50
558	2 2 52	2 2 77	2 2 36	4 4 166	4 4 146	2 2 32
559	1 1 6	1 1 12	1 1 15	2 2 113	2 2 101	1 1 24
561	1 1 10	1 1 20	1 1 13	2 2 71	3 3 108	1 1 11
566	1 1 1	1 1 25	1 1 6	1 1 10	1 1 11	1 1 1
567	4 4 59	2 2 71	4 4 85	9 9 329	10 10 367	4 4 51
TOT	31 34 641	31 35 1021	33 35 825	76 82 3537	87 92 3421	33 35 65

AWAY MOVE

55	1 1 40	1 1 41	1 1 47	5 5 223	5 5 183	2 2 50
552	5 5 208	8 8 329	6 6 255	20 20 889	17 17 703	5 5 237
553	2 2 69	2 2 76	3 3 95	8 8 369	14 14 623	2 2 61
554	1 1 18	2 2 73	2 2 54	5 5 218	4 4 161	1 1 19
555	3 3 122	3 3 127	4 4 189	14 14 595	11 11 477	3 3 116
556	1 1 12	1 1 18	1 1 7	1 1 49	2 2 95	1 1 5
557	1 1 33	2 2 118	2 2 61	11 11 487	11 11 479	1 1 53
558	2 2 53	2 2 78	1 1 37	4 4 154	3 3 146	1 1 30
559	1 1 6	1 1 12	1 1 14	3 3 116	3 3 101	1 1 20
561	1 1 10	1 1 31	1 1 13	2 2 66	3 3 136	1 1 16
566	1 1 1	1 1 25	1 1 6	1 1 10	1 1 11	1 1 1
567	2 2 60	2 2 69	2 2 78	8 8 324	9 9 362	1 1 56
TOT	21 21 632	27 27 1002	25 25 806	82 82 3510	83 83 3477	20 20 65

	TO BOWL			FROM BOWL			TOTAL		
WEEKLY	BUS	TRIPS	PASSENGERS	BUS	TRIPS	PASSENGERS	BUS	TRIPS	PASSENGERS
	291	313	10,109	258	258	10,080	549	571	20,189
AC :	2485	2714	90,081	2376	2276	89,197	4761	4990	179,278

**TRANSPORTATION SERVICES
REPORT NO. 13**

CS No. 6 SCHEDULE BUS RUNS CANCELLED

8/79

P. M.

DAY _____ DATE _____

DIVISION NUMBER	LINE NUMBER	BR NUMBER	REASON

A. M.

DAY _____ DATE _____

DIVISION NUMBER	LINE NUMBER	BR NUMBER	REASON

COPIES TO: **GEN. SUPT. TRANSP.**
 SUPT. SCHEDULES
 OPR. STAFF ASST. ()
 SUPT. TRANSP. SERVICES

**TRANSPORTATION SERVICES
REPORT NO. 14**

RTD 32-18
REV 9/79

**SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
EMPLOYEE'S PERSONNEL RECORD MEMORANDUM**

Division No. _____

Date of Occurrence _____

The rule violation checked below will be placed on your personnel record seven days from the indicated date above and it is not necessary for you to contact the Division Manager unless you feel there is some reason that this violation should not be placed on your record.

NAME _____ BADGE NO. _____

LINE _____ BR NO. _____ VEHICLE NO. _____ DIRECTION _____

ASSIGNMENT NO. _____ TIME _____

PLACE _____ INSTRUCTED _____ OBSERVED _____ CLASSIFICATION _____

RULE VIOLATION

1. Appearance	6. Dash Signs	11. Schedules	16. Bus Run Number
2. Commendation	7. Equipment	12. Smoking	17. Uniform
3. Destination Signs	8. Freeway/Busway Operation	13. Stops	18. Fare Checking
4. Directional Signals	9. Operator/Passenger Relations	14. Terminal/Station Operation	19. R.T.D. Rule
5. Dispatcher-Radio Div.	10. Running Sharp	15. Traffic Violation	20.

Remarks: _____

MAKE IN TRIPLICATE

SIGNED _____

**TRANSPORTATION SERVICES
REPORT NO. 16**

SUPERVISORY EMPLOYEE'S ACCIDENT INVESTIGATION FORM

CS 18
Rev 6/77

DAY _____ DATE _____ TIME _____ ^{am}/_{pm} LOC _____ WEATHER _____
 VEH. NO. _____ LINE _____ DIV. _____ DIR. _____ YEAR SOLD _____ LIC. NO. _____
 NO. PASS _____ NO. INJ. _____ DAMAGE TO DIST. VEH. _____
 OPR. NAME _____ BIRTHDATE _____ BADGE _____ WITNESSES _____
 ADDRESS _____ CITY _____
 PHONE NO. _____ LIC. NO. _____ EXP. DATE _____ DATE EMPLOYED _____
 OPERATOR'S STATEMENT _____

TIME CALL REC'D. _____ LOCATION _____ TIME ARR. SCENE _____
OTHER VEHICLE OR PARTY
 REG. OWNER _____ ADDRESS _____ CITY _____ PHONE NO. _____
 (PARTY) DRIVER _____ ADDRESS _____ CITY _____ PHONE NO. _____
 OPR'S LIC. NO. _____ EXP. DATE _____ NO. PASS. _____ NO. INJURED _____
 MAKE _____ YEAR _____ MODEL _____ LIC. NO. _____ INS. CO. _____

NOTE: INDICATE BY (X) IF IN CO. VEHICLE

NOTE	NAME

INJURED PERSONS

ADDRESS	CITY	PHONE

ADDRESS _____ AMB. UNIT NO. _____

HOSPITAL _____
STATEMENT _____

TRANSPORTATION SERVICES
REPORT NO. 17

Form CS-28
2/76

ROUTE DIVERSION FORM

Because of an unusual condition along the regular route of line,
it will be necessary for you to detour on this trip only via:

Left on _____ Left on _____
Right on _____ Right on _____
Left on _____ Left on _____
Right on _____ Right on _____

Line _____ BR _____ Bus _____ Date _____

Supervisor

E	DA	NO. OF TRIPS	BUSES USED	ACTUAL PASSENGERS	LESS 1.5% ADJUST.	TOTAL PASSENGERS	@ \$90.00 PER BUS	@ 5¢ PER PASSENGER	ACCUMULATED	TOTAL TO R.T.D.
									@ \$70.00	@ 5¢ PASS
20	SAT	22	2	568	7	659	180.00	27.25	180.00	27.25
20	SUN	25	2	417	6	413	180.00	20.45	360.00	48.60
20	SAT	20	2	650	10	640	180.00	22.00	540.00	80.60
20	SUN	17	2	479	7	472	180.00	24.60	720.00	105.20
20	SAT	20	2	522	8	514	180.00	25.70	900.00	130.90
20	SUN	25	2	420	14	406	180.00	15.30	1080.00	176.20
20	SAT	22	2	440	7	433	180.00	21.65	1260.00	197.85
20	SUN	35	2	647	10	637	180.00	31.95	1440.00	229.80
20	SAT	15	2	348	8	340	180.00	27.00	1620.00	256.80
20	SUN	32	1	1722	36	1686	360.00	84.80	1980.00	341.60
TOTAL	20		22	6937	105	6832	1980.00	341.60	✓	✓

HOLLYWOOD PARK SHUTTLE BUS BILLING DATA

YEAR 1986

20

DAY	N OF TRIPS	BUSES USED	ACTUAL PASSENGERS	ADJUST -1.5% PASSENGERS	TOTAL PASSENGERS	COST PER BUS @ \$80.00	COST PER PASS @ \$4.50	Accumulated Cost @ \$83.00	COST @ \$4.50 P
Sat	27	4	336	5	331	360	16.55	360	16.55
SUN	33	4	594	9	585	360	29.25	720	45.80
SAT	32	4	1163	17	1146	360	57.30	1080	103.10
SUN	36	4	1415	21	1394	360	69.70	1440	172.80
LS:	128	16	3508	52	3456	1,440	172.80	✓	✓
SAT	36	4	871	13	858	360	42.90	360	42.90
SUN	88	4	4452	17	4385	360	214.25	720	262.15
SAT	33	4	1817	12	1805	360	40.25	1080	302.40
SUN	37	4	820	12	808	360	40.40	1440	342.80
SAT	37	4	811	13	878	360	113.90	1800	356.70
SUN	41	4	1604	25	1639	360	81.95	2160	468.65
SAT	39	4	1114	17	1097	360	54.85	2520	523.50
SUN	43	4	1056	16	1040	360	52.00	2880	575.50
MON	39	9	2673	40	2633	810	131.65	3640	707.15
SAT	31	4	983	15	968	360	48.10	4050	755.55
S:	424	45	15341	230	15111	4050	755.55	✓	✓
SUN	35	4	11270	19	11251	360	62.55	360	62.55
SAT	25	4	464	7	457	360	32.85	720	85.40
SUN	38	4	1085	16	1069	360	53.45	1080	138.85
SAT	30	4	435	7	428	360	21.40	1440	160.25
SUN	54	4	1314	20	1294	360	64.20	1800	224.70
SAT	38	4	704	12	722	360	39.60	2160	264.20
SUN	30	7	1178	22	1456	620	72.20	2790	337.20
SAT	20	4	706	11	695	360	34.75	3150	372.10
SUN	30	4	760	11	749	360	37.45	3510	409.50
S:	310	39	9316	125	9191	3510	409.55	✓	✓
SAT	27	4	847	13	836	360	41.90	310	41.70
SUN	35	4	1027	15	1014	360	50.70	720	92.50
SAT	32	4	1120	21	1359	360	67.95	1080	160.45
SUN	33	4	1137	17	1120	360	56.00	1440	216.45
SAT	40	4	1064	16	1048	360	52.40	1800	268.65
SUN	32	4	2013	30	1983	360	79.15	2160	348.00
SAT	40	4	2063	34	2247	360	112.45	2520	400.45
S:	247	26	9755	146	9609	#2520	#480.45	✓	✓

TRANSPORTATION SERVICES REPORT NO. 22

**TRANSPORTATION SERVICES
REPORT NO. 23**

S.C.R.T.D. SERVICE DIRECTORS SHIFTS

SUNDAY

DATE: _____

RTD/GREYHOUND STATION

Effective: 12-28-80

LOCATION 3216

<u>SHIFT NO.</u>	<u>WORK HOURS</u>	<u>WORK ASSIGNMENT</u>	<u>WORKED BY</u>	<u>PAYTIME</u>	<u>OVERTIME PAY</u>
1	6:00AM- 2:30PM	<u>SAYLOR</u>	_____	8:00 NW	_____ OT _____ NW
RELIEF #1	8:00AM- 4:30PM	<u>LONG</u>	_____	8:00 NW	_____ OT _____ NW
SANTA ANITA	9:00AM- 5:30PM	<u>THOMPSON</u>	_____	8:00 NW	_____ OT _____ NW
2	1:30PM-10:00PM	<u>GUINN</u>	_____	4:30 NW 3:30 SD	_____ OT _____ NW _____ SD

EL MONTE STATION

LOCATION 3219

1	5:15AM- 1:45PM	<u>BROOKS</u>	_____	7:15 NW :45 SD	_____ OT _____ NW _____ SD
2	1:45PM-10:15PM	<u>PAYNE</u>	_____	4:15 NW 3:45 SD	_____ OT _____ NW _____ SD

OT - OVERTIME

NW - NORMAL WAGES

SD - SHIFT DIFFERENTIAL

SERVICE DIRECTOR(S) DAY OFF: YARBROUGH

HOLIDAY TAKEN: _____ HOURS _____ MINUTES _____

SICK LEAVE CLAIMED: _____ HOURS _____ MINUTES _____

VACATION DAY TAKEN: _____ HOURS _____ MINUTES _____

OVERTIME CLAIMED: _____ HOURS _____ MINUTES _____

OTHER: _____ HOURS _____ MINUTES _____

SUPERVISING SERVICE DIRECTOR
RATE CLAIMED: _____ HOURS _____ MINUTES _____

DAY WEDNESDAY

DATE FEBRUARY 24, 1991

ASSIGNMENT	SIGN ON TIME	ACTUAL TIME ON	NAME	BADGE	SIGN OFF TIME	ACTUAL TIME OFF	REMARKS
1-001	5:22A	5:22 A	J. JUREZ	1206	1:22P	1:22 P	J. Jurez
1-002	6:00A	5:40A	SANTOS, E.	2001	2:00P	2:00P	Santos
1-003	11:41A	11:36 A.M.	REED, P. B.	1119	7:41P	7:41 P.M.	P. B. Reed
1-004	10:15A	10:15	LACASSE, M.	1303	6:15P	6:15	Lacasse
1-005	10:15A	10:15	RANGE, J.	2935	6:15P	6:15	J. Range
1-006	10:15A	A.M. 10:15	RUSSELL, C. J.	1980	6:15P	6:15	C. J. Russell
1-007	10:15A	10:15	W.E.H. HILLMAN, W.	4073	6:15P	6:15	W.E. Hillman
1-008	10:15A	10:15	C.B.D. DICKERSON, C.	4801	6:15P	6:15	C. B. Dickerson
1-009	10:15A	9:20	F.S. SEDDIO, F.	3227	6:15P	6:15	F. Seddio
1-010	10:15A		WOMBLE, D.	3325	6:15P		
1-011	10:15A	10:10	G.P. TYREE, G.	1220	6:15P	6:15	G. Tyree
1-012	10:15A	10:15	B.H. HOLLIDAY, B.	1076	6:15P	6:15	B. Holliday
1-013	VACATION		FISHER C.	3176			VACATION
1-014	10:15A				6:15P		

* AUXILIARY ASSIGNMENT - TO BE WORKED IN THE EVENT VACATION RELIEF IS NOT REQUIRED.

NOTE: THE DIVISION TIMEKEEPER WILL PAY ONLY THOSE TRAFFIC LOADER ASSIGNMENTS WHICH HAVE VALID TRAFFIC LOADER SIGNATURES IN THE REMARKS COLUMN. ONLY AUTHENTIC SIGNATURES WILL BE CONSIDERED VALID FOR PAYMENT OF THE ASSIGNMENT.

TIMEKEEPER WILL RETURN COPY TO:

WILLIAM R. BENNETT
SUPERVISOR, PASSENGER SERVICES & FACILITIES
TRANSPORTATION DEPARTMENT, LOCATION #32

SERVICE DIRECTORS

VACATIONS FOR 1980-1981

JUN. 1 - JUN. 7	J. Long / <i>Evans</i>	NOV. 30 - DEC. 6	J. Long	
JUN. 8 - JUN. 14	J. Long / <i>Evans</i>	DEC. 7 - DEC. 13	J. Long	
JUN. 15 - JUN. 21	C. Yarbrough / <i>Evans</i>	DEC. 14 - DEC. 20	Y. Payne	
JUN. 22 - JUN. 28	C. Yarbrough / <i>Evans</i>	(H) DEC. 21 - DEC. 27		
(H) JUN. 29 - JUL. 5	T. Guinn / <i>Evans</i>	(H) DEC. 28 - JAN. 3		SANTA
JUL. 6 - JUL. 12	T. Guinn	JAN. 4 - JAN. 10		ANITA
JUL. 13 - JUL. 19	T. Guinn	JAN. 11 - JAN. 17		RACES
JUL. 20 - JUL. 26	M. Saylor	JAN. 18 - JAN. 24		
JUL. 27 - AUG. 2	M. Saylor	JAN. 25 - JAN. 31		
AUG. 3 - AUG. 9	M. Saylor	FEB. 1 - FEB. 7		
AUG. 10 - AUG. 16	M. Saylor	FEB. 8 - FEB. 14		
AUG. 17 - AUG. 23	E. Thompson	FEB. 15 - FEB. 21		
AUG. 24 - AUG. 30	E. Thompson	FEB. 22 - FEB. 28		
(H) AUG. 31 - SEP. 6	E. Thompson	MAR. 1 - MAR. 7		
SEP. 7 - SEP. 13	E. Thompson	MAR. 8 - MAR. 14		SANTA
SEP. 14 - SEP. 20	E. Thompson	MAR. 15 - MAR. 21		ANITA
SEP. 21 - SEP. 27	Y. Payne	MAR. 22 - MAR. 28		RACES
SEP. 28 - OCT. 4	Y. Payne	MAR. 29 - APR. 4		
OCT. 5 - OCT. 11	C. Todd	APR. 5 - APR. 11		
OCT. 12 - OCT. 18	C. Todd	APR. 12 - APR. 18	Y. Payne	
OCT. 19 - OCT. 25	C. Yarbrough	APR. 19 - APR. 25	C. Todd	
OCT. 26 - NOV. 1	C. Yarbrough	APR. 26 - MAY 2	J. Long	
NOV. 2 - NOV. 8	Y. Payne	MAY 3 - MAY 9	OPEN	
NOV. 9 - NOV. 15	T. Guinn	MAY 10 - MAY 16	OPEN Y. Payne	
NOV. 16 - NOV. 22	T. Guinn	MAY 17 - MAY 23	OPEN	
(H) NOV. 23 - NOV. 29	M. Saylor	(H) MAY 24 - MAY 30	T. Guinn	

NOTE: (H) - HOLIDAY

TRANSPORTATION SERVICES
REPORT NO. 26

FLOATER HOLIDAY

1980

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
1	X	T	F	M	W	S	M	T	S	S	W
2	X	W	S	T	T	S	T	F 1076	M	M	T
3	X	T 4134	S	W	F	M	W	S	T	T	F
4	X	F	M	T	S	T	T	S	W	W	S
5	X	S	T	F	S	W	F	M	T	T	S
6	X	S	W	S	M	T	S	T	F	F	<i>Business M 1303</i>
7	X	M 1980	T	S	T	F	S	W	S	S	T
8	X	T	F	M	W	S	M	T	S	S	W
9	X	W	S	T	T	S	T	F	M	M	T
10	X	T 2735	S	W	F	M	W	S	T	T	F
11	X	F 2501	M	T	S	T	T	S	W	W	S
12	X	S	T	F	S	W	F	M	T	T	S
13	X	S	W	S	M	T	S	T	F	F	M
14	X	M	T	S	T	F	S	W	S	S	T
15	S	T	F	M	W	S	M	T	S	S	W
16	M 4130	W	S	T	T	S	T	F	M	M	T
17	T	T	S	W	F	M	W	S	T	T	F
18	W	F	M	T	S	T	T	S	W	W	S
19	T	S	T	F	S	W	F	M	T	T	EASTER S
20	F 1206	S	W	S	M	T	S	T	F	F	M
21	S	M	T	S	T	F 3176	S	W	S	S	T
22	S	T	F	M	W	S	M 3325	T	S	S	W
23	M 3227	W	S	T	T	S	T	F	M	M	T
24	T	T	S	W	F	M	W	S	T	T	F
25							T				S

SUPERVISORS VACATIONS FISCAL 1980-81

FROM (1980)	TO	SUPERVISOR	SHIFT WORKED BY	VACATION
JUNE 1	JUNE 7	Dancy, E.	Johnson, P.	Ivory, W.
		Everett, W.B.	Lisenby, R.E.	Carlson, H.
		Joiner, C.E.	Fuller, J.A.	
		Douglas, L.F.	Trudeau, G.F.	
		Criss, L.R.	Stringer, P.W.	
		Kosman, J.H.		
		Coleman, C.E.		
JUNE 8	JUNE 14	Dancy, E.	Johnson, P.	Carlson, H.I.
		Smith, F.E.	Fuller, J.A.	
		Everett, W.B.	Lisenby, R.E.	
		Joiner, C.E.		
		Douglas, L.F.	Trudeau, G.F.	
		Criss, L.R.	Stringer, P.W.	
		Kosman, J.H.		
JUNE 15	JUNE 21	Dancy, E.		Williams, B.L.
		Smith, R.A.	Johnson, P.	
		Warren, W.A.		
		Smith, F.E.	Trudeau, G.F.	
		Fulbright, M.C.	Fuller, J.A.	
		Everett, W.B.	Lisenby, R.E.	
		Hunter, C.A.	Stringer, P.W.	
JUNE 22	JUNE 28	Jones, J.W.	Smith, C.H.	Williams, B.L.
		Warren, W.A.	Speed, H.A.	
		Smith, F.E.	Scott, R.E.	
		Fulbright, M.C.	Trudeau, G.F.	
		Hunter, C.A.	Baumgartner, D.R.	
		McReynolds, F.S.	Neal, J.W.	
		Boctor, A.		

TRANSPORTATION SERVICES
REPORT NO. 29

TRANSPORTATION DEPARTMENT

EXTRA DIVISION DISPATCHERS' VACATION SCHEDULE

1978-1979

EFFECTIVE: June 4, 1978

<u>NAME</u>	<u>DIVISION</u>	<u>1ST WEEK</u>	<u>2ND WEEK</u>	<u>3RD WEEK</u>	<u>4TH WEEK</u>
Crawford	1	7-23-78	7-30-78	8-06-78	12-24-78
Moore	5	7-02-78	11-19-78	11-26-78	12-03-78
Woodard	1	8-27-78	9-03-78	9-10-78	
Sauls	2				
Fields, H.	7	7-02-78	7-09-78	7-16-78	7-23-78
Denson	5	11-19-78	11-26-78		
Reedy	8	7-02-78	7-09-78	7-16-78	
Lautenbach	8	10-29-78	11-05-78	3-11-79	
Dailey	12				
Gordon, B	1	11-05-78	11-12-78	4-22-79	
Abrego	1	5-13-79	5-20-79	5-27-79	
Wooden	8	7-16-78	7-23-78	7-30-78	
Floyd	5	8-13-78	8-20-78	8-27-78	5-27-79
Young	3	7-02-78	7-09-78	7-16-78	
Villacorta	8	12-17-78	12-31-78		
Adams	1				
Merkle	6				
Gardner	1	5-20-79	5-27-79		
Weger	3	12-10-78	1-07-79		
Ledford	12	2-25-79	3-04-79		
Torres	1	8-13-78	8-20-78	8-27-78	4-08-79
Gray	8	12-31-78	6-03-79	6-10-78	
Cosner	2	4-01-79	4-08-79		
Snuffer	18	3-25-79	4-01-79		
Vaillencourt	15	2-11-79	2-18-79		
Wright	18	3-04-79	3-18-79		
Falicki	7	6-18-78	10-22-78		
Baliss					

TRANSPORTATION INSTRUCTION DEPARTMENT

The reports, lists and forms presented below are utilized by the Instruction Section of the Transportation Department:

1. Seniority List - Senior and Regular Instructors
2. Seniority List - Extra Instructors
3. Address List - Instruction Division
4. Address List - Christmas List
5. Address List - Extra Instructors
6. Shifts - Regular Instructors
7. Shifts - Extra Instructors
8. Payroll Distribution of Checks Forms
9. Payroll Report Sheets (Bi-weekly)
10. Radio Channel Instructor Sheets (by Division)
- *11. Lesson Plans for Operator (41)
- *12. Lesson Plans for Line Instructors (18)
- *13. Lesson Plans for Student Instructors (30)
- *14. Lesson Plans for Maintenance Students (10)
- *15. Lesson Plans for Courtesy (4)
16. Slide Narrations (3)
- *17. 180 Question Test
- *18. 180 Question Test Answer Sheets
- *19. Student Progress Tests
20. Monthly Pass T.D.
21. Monthly Pass Displays
22. Terminal of Routes Operated
23. Tariffs - All Express & LTD. Services by Line (approx. 90 documents).
24. Fare Instruction and Service Regulations for BEEP
25. Tariff Regulations
26. Transfer Instructions
27. Operator's Service Guide
28. Operator Qualifications (by divisions)
29. Monthly Division Record of Accidents by Type
30. Monthly Reports of Accidents - 1 through 69

The creation of an Instruction Department personnel data file would enable the extraction of data for a variety of reports

and would eliminate the need to retype and store large portions of the same data.

Additionally, placement of the numerous lesson plans and student tests on the word processor would reduce the time and efforts of updating the lesson plans and student tests by utilizing the "Text-Edit" capabilities.

The following analysis discusses the aforementioned report's priority levels for the word processor applications.

HIGH PRIORITY

The creation of an Instruction Personnel Data File and the storage and use of this file on the word processor is highly desirable. Reports 1 through 9 are all related to personnel data. Such a file should contain the following data:

1. Name
2. Badge Number
3. Division
4. Hours Worked
5. Seniority Number
6. Company Seniority Date
7. Extra Appointment Date
8. Regular Appointment Date
9. Address
10. Telephone Number
11. Shift Assignment
12. Birth Date
13. Social Security Number
14. Weeks of Vacation

*REPORTS NOT INCLUDED DUE TO CONFIDENTIALITY

In addition to the items listed above, the departments could incorporate into the file any other personnel data it might consider useful.

By forming a personnel data file, reports 1 through 9 can be

generated and updated as needed and the duplication of substantial portions of information in each individual report can be eliminated, thus resulting in a more accurate and efficient system of personnel information.

Report 10 "Radio Channel Instruction" is also highly suitable for placement on the word processor. This report gives all radio operation instructions, including channel assignment for each line. Due to the minor modification from one report to another the word processor's editing capabilities should be utilized to reduce time spent in generating these reports.

MEDIUM PRIORITY

Reports 11 through 19 include many operator lesson plans, slide narrations and test questions. These materials could be placed on the word processor expediting changes which arise from equipment modifications or new instruction needs.

Over 100 lesson plans for operators and maintenance students are included in reports 11 through 15. These plans justify a medium priority placement on the word processor due to continuous changes and adaptations to new training material. Slide narrations (Report 16) also require constant change.

Reports 17 through 19 contain an 180 question test. Answers could be placed on the word processor in order to permit revision of selected questions as pertinent information and lesson plans change. The final examination could be used to generate the weekly examinations by selecting questions which apply to the subject matter covered during that week. Additionally, different variations of all the tests, both weekly and final, could be generated to help curtail dishonest action while taking the examination.

Reports 20 and 21 relate to monthly pass displays and notices. The monthly pass display is a combination of text and attached passes. The text portion of the display could be

entered into the word processor as only minor modifications are made monthly.

Report 22 lists the terminals of routes operated and are modified with route changes. The word processor "Text-Edit" feature could change the modified route without the need to retype the entire list.

LOW PRIORITY

Although reports 23 through 28 are classified as low priority for word processor applications, they benefit from its capabilities. Tariff Regulations and Instructions Reports (Reports 22-24) change occasionally and only in part. The text may stay the same while the fare figures may change. Report 25, Operators Service Guide also could be placed on the word processor for minor occasional modifications.

Reports 29 and 30 record monthly accidents by line and by type. These reports are a duplicate effort of reports prepared by the Safety Department which collects and comprehensively analyses district-wide accidents by type, division, date and other categories. The Safety Department should be the sole source for accidents data since they are charged with the responsibility of district accidents analysis and prevention. Additionally, the Safety Department has a District-wide overview and receives daily accident data from the Operating Divisions and from the Radio Dispatch Center. It is therefore recommended that reports 27 and 28 in the Instruction Department as well as the "Accident Report" in the Transportation Department be eliminated and all concerned departments rely on the Safety Department to generate and provide essential accident information.

SENIORITY LIST

REGULAR & SENIOR INSTRUCTORS

Effective 12-14-80

TRANSPORTATION INSTRUCTIONS REPORT NO. 1

BA NUMBER	POSITION NUMBER	NAME	COMPANY SENIORITY	* EXTRA APPOINTMENT	REGULAR APPOINTMENT
1828	1	Powers, Philip B.	9-15-45	1-15-58	6-01-59
1376	2	Liles, William C.	7-15-47	10-23-58	10-11-59
1002	3	Hayes, Robert L.	12-02-46	4-22-60	1-13-61
1107	4	Hubert, Louis J.	8-17-56	4-25-60	10-06-63
758	5	Fleming, William C.	2-28-46	2-08-61	1-12-64
0006	6	Adams, Charles W.	3-05-45	2-08-61	12-29-68
2037	7	Seale, John	2-08-56	12-29-68	6-27-71
3761	8	Scoggins, Donald T.	9-21-59	8-16-70	1-23-72
0501	9	Devers, James H.	4-18-56	1-05-71	7-23-72
2129	10	Smith, Robert L.	10-22-57	1-11-71	7-15-73
1254	11	Oliver, Robert E.	7-11-60	1-15-71	8-26-73
1692	12	Rucker, Joseph L.	10-13-62	7-11-71	10-28-73
3869	13	Bernard, James E.	11-02-59	7-18-71	11-25-73
1279	14	Colbert, Charles V.	7-25-60	8-24-72	4-07-74
0941	15	Dietz, Dennis W.	5-28-66	8-26-72	11-03-74
2620	16	White, Michael D.	7-12-69	8-28-72	11-03-74
0128	17	Iverson, Benny R.	10-23-65	2-11-73	11-03-74
0567	18	Costley, Billy L.	8-31-68	2-12-73	11-03-74
3359	19	Dimmitt, Charles E.	9-12-64	6-15-73	11-03-74
0571	20	Mitchell, Lawrence O.	6-14-69	6-17-73	11-03-74
2703	21	Rodriguez, Albert	7-19-69	6-18-73	11-03-74
3629	22	Daniels, Charles	7-27-59	1-08-74	1-26-75
0512	23	Fowler, Glen H.	1-22-66	1-09-74	1-26-75
3983	24	Holt, Melvin M.	3-20-71	1-13-74	1-26-75
0519	25	White, Charles T.	11-06-71	1-14-74	1-26-75
2177	26	Winston, Jake Jr.	10-27-62	4-01-74	4-01-75
0692	27	Small, Richard L.	9-21-63	4-01-74	4-01-75
1025	28	Gibson, Lawless Jr.	10-28-67	4-01-74	6-29-75
3575	29	Aiken, Joseph	12-05-70	4-01-74	6-29-75
3252	30	Campbell, Houston J.	2-23-59	2-20-75	9-07-75
1157	31	Cabrere, Francis X.	5-16-60	2-21-75	9-08-75
2909	32	Romo, Jose G.	9-19-70	2-22-75	2-29-76
3529	33	Diaz, Jesse J.	8-04-72	2-24-75	2-29-76
2271	34	Thomas, Isaac F.	12-19-56	2-27-75	2-29-76
2967	35	Smith, Alvin L.	11-20-58	2-28-75	2-29-76
2012	36	Eierce, Donald F.	6-20-70	3-01-75	2-29-76
2950	37	Barrows, Martin A.	7-03-71	3-02-75	6-20-76
3016	38	Smith, Philip G.	9-29-72	3-03-75	8-29-76
3512	39	Singleton, Joseph R.	3-31-72	3-10-75	11-05-78
0165	40	Cooper, Donald R.	5-13-58	3-13-75	12-10-78
1150	41	Guajardo, Jesus R.	8-13-66	3-14-75	12-10-78
1111	42	Scott, Luke E.	7-16-66	3-30-75	12-10-78
1055	43	Linares, Stalo M.	6-05-71	4-01-75	12-10-78
0339	44	Summers, Richard M.	11-06-71	4-02-75	12-10-78
3351	45	Maul, Rudolph E.	3-23-59	7-24-75	12-10-78
2703	46	Flores, Jeronimo P.	7-28-72	7-28-75	12-10-78
3047	47	Maye, Richard C.	4-20-59	7-31-75	12-10-78
0770	48	Powell, Larry M.	6-23-72	8-02-75	12-10-78
1132	49	Harris, Billy J.	1-11-69	12-27-75	12-10-78
1605	50	Johnson, Willie L.	11-09-68	1-25-76	12-10-78
0157	51	Cooper, Benjamin F.	6-16-47	3-31-76	12-10-78
0572	52	Hale, Johnny J.	4-14-72	4-01-76	12-10-78

TRANSPORTATION INSTRUCTIONS
REPORT NO. 2

Revised 12-14-80

SENIORITY LIST
EXTRA INSTRUCTORS

ADGE NO.	POSITION	NAME	COMPANY SENIORITY	* EXTRA APPOINTMENT
4873	1	Izbinski, Frank	02-27-75	1-7-79
9789	2	Jasmin, Tom	03-29-76	1-7-79
3794	3	Mittman, Jeff	04-19-76	1-7-79
1807	4	Bethel, Maceo	10-31-74	1-7-79
3216	5	Whitney, Ronald	01-04-74	1-7-79
4085	6	Thompson, Paul	04-01-76	1-7-79
3405	7	Mahoney, Charles	09-19-64	1-7-79
3985	8	Hill, Eddie	08-15-75	1-7-79
0512	9	Smith, Ozell	05-09-70	1-7-79
0585	10	McDonald, Charles	01-15-74	1-7-79
1568	11	Steens, Roy	07-15-74	1-7-79
3323	12	Ornelas, Isaac	11-07-74	1-7-79
9651	13	Kelso, Tom	02-20-76	1-7-79
9426	14	LaPatka, James	04-29-76	1-7-79
8571	15	Cortez, Noe	06-01-76	1-7-79
8619	16	Brewer, Yvonne	06-28-76	1-7-79
-	17	Quick, Lee W.	10-01-66	3-2-80
212	18	Cecere, Frank A.	10-24-74	3-2-80
4455	19	Gonzalez, Robert (NMI)	01-02-75	3-2-80
2904	20	Jones, Nathaniel M.	10-21-58	3-2-80
3228	21	Thomas, Grace L.	09-15-75	3-2-80
6619	22	Garcia, Abel R.	03-02-63	3-2-80
0179	23	Green, James J.	07-03-70	3-2-80

* Denotes department seniority

dams, C.	2510 Tenth Ave.	Los Angeles	90018		732-6056
iken, J.	1294 Aster St.	Upland	91786	(714)	981-3956
Wig, L.T.	11730 Whittier Blvd. Sp. 38	Whittier	90601		696-8955
erson, E.M.	2104 S. Westminster Ave.	Alhambra	91803		289-1978
nderson, T.	1486 W. 8th St., Apt. 88	Upland	91786	(714)	935-6105
arrows, M.A.	4580 Bernard St.	Simi Valley	93063	(805)	527-5459
ernard, J.E.	4129 West 58th Place	Los Angeles	90043		296-7377
Bialobzeski, S.	1404 Nadeau St.	Los Angeles	90001		757-9725
Bierce Jr., D.F.	15642 California St.	Tustin	92680	(714)	838-7434
Cabrere, F.X.	521 Norumbego Road	Monrovia	91016		357-9325
Campbell, H.	1043 W. 125th St.	Los Angeles	90044		779-0135
Colbert, C.	8151 Chastain	Reseda	91335		342-5926
Cooper, B.	3634 Homeway Drive	Los Angeles	90008		295-3961
Cooper, D.	15819 Maplegrove St.	Valinda	91744		918-3120
Costley, B.	5060 Trail St.	Korco	91760	(714)	735-8005
Cure, E.	5706 Castana Ave.	Lakewood	90712		531-8654
Daniels, C.	3518 S. Norton Ave.	Los Angeles	90018		734-4513
Devers, J.	4666 Northridge Drive	Los Angeles	90043		291-2959
Diaz, J.	1230 Pennel Drive	Glendora	91740		963-7902
Dietz, D.	291 Pasco Picaro	Anaheim	92807	(714)	974-5546
Dimmitt, C.	2249 Alsace	Los Angeles	90016		938-9460
Fleming, W.	22328 Liberty Bell Road	Woodland Hills	91364		346-6325
Flores, J.	5417 Halifax Road	Temple City	91780		444-6522
Fowler, G.	640 Stanley Ave., #10	Long Beach	90814		438-2256
Gibson Jr., L.	4215 Platt Ave.	Lynwood	90262		979-0327
Guajardo, J.	10186 Hampshire	Cucamonga	91730	(714)	989-6064
Hale, J.	3206 Pontiac	La Crescenta	91214		248-3060
aris, B.	2205 San Antonio	Pomona	91766	(714)	591-4273
Hayes, R.	13818 Caulfield Ave.	Norwalk	90650		921-2800
Henderson, M.	2406 W. 74th St.	Los Angeles	90043		673-7968
Holt, M.	17025 Vanowen St., #1	Van Nuys	91406		881-1012
Hubert, L.	4014 - B West 132nd St.	Hawthorne	90250		675-1513
Iverson, B.	1437 W. 92nd St.	Los Angeles	90047		777-2464
Johnson, R.	202 No. Mardina St.	West Covina	91790		966-2375
Johnson, W.	3061 Grandeur Ave.	Altadena	91001		684-4329
Liles, W.	10518 Mohall Lane	Whittier	90604		941-4956
Linares, S.	7614 Morella Avenue	No. Hollywood	91605		764-0696
Martel, D.	1539 N. Mullender	Valinda	91744		918-0046
Maul, R.	483 Mark Drive	Simi Valley	95065	(805)	522-4840
Maye, R.	949 Helmick Ave.	Carson	90746		979-2950
McGee, W.M.	16163 Appleblossom St.	La Puente	91744		333-5778
Mitchell, L.	1129 E. 77th Place	Los Angeles	90001		587-7027
Nelson, E.L.	1661 N. Puente, #83	Baldwin Park	91706		338-7587
Oliver, R.	4471 Don Tomaso Drive	Los Angeles	90008		299-1164
Packard, W.L.	3800 N. Bradford St., Sp. 174	La Verne	91750	(714)	593-7386
Powell, L.	1354 N. Grove Ave.	Upland	91786	(714)	981-4476
Powers, P.	4929 N. 118th Place	Hawthorne	90250		675-5312
Rodriguez, A.	440 E. Newmark	Monterey Park	91754		280-6141
Romo, J.	1617 Annadel Ave.	Rowland Heights	91748	(714)	594-1934
Rucker, J.	15541 Cabot Circle	Huntington Beach	92647	(714)	892-5940
Scoggins, D.	3513 W. 78th St.	Inglewood	90305		778-6144
Scott, L.	3125 Eucalyptus Ave.	Long Beach	90806		426-4163
ale, J.	11522 Emelita Street	No. Hollywood	91601		980-0949
Singleton, J.	1309 Fleetwell Ave.	West Covina	91791		919-3000
Small, R.	909 S. Bonnie Brae, #202	Los Angeles	90006		487-4427
Smith, A.L.	110 Pico Blvd.	Santa Monica	90405		399-0367
Smith, P.G.	3425 A Bernadette St.	West Covina	91792		912-6709
Smith, R.L.	1309 Maplegrove	West Covina	91790		968-9871
Soto, A.	14510 Novack St.	Hacienda Heights	91745		330-1949
	2102 Travis St.	Simi Valley	93063	(805)	522-4020

ADDRESS LIST
EXTRA INSTRUCTORS

Effective 12-15-80

NAME	ADDRESS			PHONE
Bel, M.	P.O. Box 443 (Mailing Address) 6671 E. Caro St.	Paramount Paramount	90723 90723	628-0834
Ber, Y.	3839 Baldwin Ave.	El Monte	91731	444-6815
Bere, F.	405 W. Walnut Ave.	Arcadia	91006	447-3053
Betz, N.	12981 Branford St.	Arleta	91331	896-1620
Bocia, A.	1771 Brookport St.	Covina	91724	967-7737
Breen, J.	2923 W. 136th St.	Gardena	90249	770-1555
Brazalez, R.	9402 Lochinvar St.	Pico Rivera	90660	949-6054
Bull, E.	1508 Hacienda Pl.	Pomona	91768	714/622-3169
Burinski, F.	11418 Kerwood St.	El Monte	91732	443-4261
Burmin, T.	116 S. Astell	West Covina	91790	919-3718
Burnes, N.	2103 W. 129th St.	Gardena	90249	321-0857
Burso, T.	110 Terwind Ave.	Long Beach	90813	439-5159
Burpatka, J.	333 E. London Ave.	Arcadia	91006	574-1160
Burney, C.	13115 Manhalton Pl.	Gardena	90249	321-6725
Burnfield, C.	5525 Ash St.	Los Angeles	90042	257-8825
Burnman, J.	14811 Roscoe Blvd.	Panorama City	91412	892-5563
Burneles, I.	426 Siesta Ave.	La Puente	91746	338-5017
Burnick, L.	1349 S. Orange Grove Ave.	6 Los Angeles	90019	857-1791
Burnth, O.	2457 Silverlake Blvd. Apt	#C Los Angeles	90039	665-8969
Burnsteens, R.	2119 Carmona Ave.	Los Angeles	90016	934-0310
Burnthomas, G.	855 Victor Ave., #312	Inglewood	90302	674-0707
Burnthompson, P.	1909 West 115th St.	Los Angeles	90047	418-1838
Burnthony, R.	1616 Fuente Ave.	West Covina	91791	331-6810

C. ADAMS
2510 Tenth Avenue
Los Angeles, CA 90018

J. AIKEN
1294 Aster Street
Upland, CA 91786

L. T. ALTIG
11730 Whittier Blvd., Sp. 38
Whittier, CA 90601

E. M. ANDERSON
2104 S. Westminster Avenue
Alhambra, CA 91803

* T. ANDERSON
1486 W. 8th Street, Apt. 88
Upland, CA 91786

M. A. BARROWS
4580 Bernard Street
Simi Valley, CA 93063

J. E. BERNARD
4129 West 58th Place
Los Angeles, CA 90043

S. BIALOBZESKI
1404 Nadeau Street
Los Angeles, CA 90001

D. F. BIERCE, JR.
15642 California Street
Tustin, CA 92680

F. X. CABRERE
521 Norumbego Road
Monrovia, CA 91016

H. CAMPBELL
1043 W. 125th Street
Los Angeles, CA 90044

C. COLBERT
8151 Chastain
Reseda, CA 91335

B. COOPER
3634 Homeway Drive
Los Angeles, CA 90008

D. COOPER
15819 Maplegrove Street
Valinda, CA 91744

* B. COSTLEY
5060 Trail Street
Norco, CA 91760

E. CURE
5706 Castana Avenue
Lakewood, CA 90712

C. DANIELS
3518 So. Norton Avenue
Los Angeles, CA 90018

J. DEVERS
4666 Northridge Drive
Los Angeles, CA 90043

J. DIAZ
1230 Pennel Drive
Glendora, CA 91740

D. DIETZ
291 Pasco Picaro
Anaheim, CA 92807

C. DIMMITT
2249 Alsace
Los Angeles, CA 90016

W. FLEMING
22328 Liberty Bell Road
Woodland Hills, CA 91364

J. FLORES
5417 Halifax Road
Temple City, CA 91780

G. FOWLER
640 Stanley Avenue, #10
Long Beach, CA 90814

L. GIBSON, JR.
4215 Platt Avenue
Lynwood, CA 90262

J. GUAJARDO
10186 Hampshire
Cucamonga, CA 91730

* UNMARRIED

INDEX	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
101 Mitchell, M.	OFF	5:00A-1:00P	5:00A-1:00P	5:00A-1:00P	5:00A-1:00P	5:00A-1:00P	OFF
102 Rucier, J.	OFF	7:00A-3:00P	7:00A-3:00P	7:00A-3:00P	7:00A-3:00P	7:00A-3:00P	OFF
103* Winston, J.	OFF	10:00A-6:00P	10:00A-6:00P	10:00A-6:00P	10:00A-6:00P	10:00A-6:00P	OFF
104* Cabreere, F.	OFF	OFF	12:30P-8:30P	12:30P-8:30P	12:30P-8:30P	12:30P-8:30P	7:00A-3:00P
105* Johnson, W.	7:00A-3:00P	2:30P-10:30P	2:30P-10:30P	2:30P-10:30P	OFF	OFF	10:00A-6:00P

TRANSPORTATION INSTRUCTIONS
REPORT NO. 6

	NAME	SUNDAY	MONDAY	TUES	WEDNESDAY	THURSDAY	FRIDAY	SA...
	Izbinski, F.							
1	Jasmin, T.							
15	Mittleman, J.							
12	Bethel, M.							
9	Whitney, R.							
5	Thompson, P.							
18	Mahoney, C.							
	W. ...							
1	Hill, E.							
	Smith, Ozell							
3	McDonald, Chas.							
15	Steens, Roy							
1	Ornelas, Isaac							
12	Kelso, Tom							
1	LaPatka, James							
15	Cortez, Noe							
3	Brewer, Yvonne							
7	Quick, L.							
9	Cecere, F.							

TRANSPORTATION INSTRUCTIONS
REPORT NO. 8

INSTRUCTION DIVISION
#3297

Date: _____

Please send Instructor's payroll checks to the following locations:

<u>BADGE #</u>	<u>NAME</u>	<u>DIV.</u>	<u>BADGE #</u>	<u>NAME</u>	<u>DIV.</u>	<u>BADGE #</u>	<u>NAME</u>	<u>DIV.</u>
0006	Adams, C. W.	_____	1111	Scott, L.	_____	2967	Smith, A. L.	_____
0128	Iverson, B. R.	_____	1376	Liles, W. C.	_____	3016	Smith, P. G.	_____
0339	Summers, R.	_____	1432	Harris, B. J.	_____	3128	Cure, E.	_____
0467	Cooper, B.	_____	1450	Guajardo, J.	_____	3262	Campbell, H. J.	_____
0468	Cooper, D.	_____	1653	Soto, A.	_____	3294	Henderson, M.	_____
0511	Fowler, G. H.	_____	1692	Rucker, J. O.	_____	3351	Maul, R.	_____
0519	White, C. T.	_____	1805	Johnson, W.	_____	3359	Dimmitt, C. E.	_____
0573	Hale, J.	_____	1828	Powers, P. B.	_____	3417	Maye, R.	_____
0601	Devers, J. H.	_____	2012	Bierce, D. F.	_____	3529	Diaz, J. J.	_____
0707	Mitchell, L. O.	_____	2018	Flores, J.	_____	3542	Singleton, J.	_____
0758	Fleming, W. C.	_____	2037	Seale, J.	_____	3575	Aiken, J.	_____
0770	Powell, L.	_____	2063	Rodriguez, A.	_____	3629	Daniels, C.	_____
0867	Costley, B. L.	_____	2129	Smith, R. L.	_____	3761	Scoggins, D. T.	_____
0892	Small, R. L.	_____	2274	Thomas, I. F.	_____	3869	Bernard, J. E.	_____
0941	Dietz, D. W.	_____	2477	Winston Jr., J.	_____	3983	Holt, M. M.	_____
1002	Hayes, R. L.	_____	2800	Anderson, T.	_____	4148	Johnson, R.	_____
1025	Gibson, L.	_____	2820	White, M. D.	_____	4157	Cabrere, F. X.	_____
1055	Linares, S.	_____	2909	Romo, J. G.	_____	4254	Oliver, R. E.	_____
1107	Hubert, L. J.	_____	2950	Barrows, M.	_____	4279	Colbert, C. W.	_____
						4596	Bialobzeski, S.	_____
						9140	Martel, D.	_____

W. L. PACKARD
Superintendent of Instruction

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
GENERAL ELECTRIC BUS RADIO SYSTEM DIV. 3201
CHANNEL SELECTOR SWITCH

REVISED: 1/11/81

It is the responsibility of each operator to set the channel selector switch to the channel assigned to the line which he or she is working prior to pulling out of the division yard. The channel selector switch must be left in the originally selected position even though the operator's work assignment calls for operating over more than one line.

<u>LINE NO.</u>	<u>CHANNEL NO.</u>	<u>LINE NO.</u>	<u>CHANNEL NO.</u>	<u>LINE NO.</u>	<u>CHANNEL NO.</u>
3	2	57	1	801	7
12	1	75	6	820	8
15	1	92	2	826	4
18	2	142	2	860	*4-8
26	2	177	1		
28	9	496	8		
32	2	499	8		

*Change channel enroute

NOTE: Between Long Beach &
Olive -4
Between Olive &
Riverside - 8

REQUEST TO TALK (REQ.)

Operators making a routine call to the Radio Dispatcher, must use the request to talk (REQ) button.

PRIORITY CALLS (PRI)

If the operator has a priority call, he/she may use the priority call (PRI) button.

The following shall be considered priority calls:

1. Accidents involving extensive property damage and/or fatal or serious injuries.
2. Sick passenger or operator, if ambulance is requested.
3. Blockades with immediate affect to service.
4. Notifying Radio Dispatcher if operator is aware alarm activated accidentally.
5. Bus observed with flashers activated.
6. To report a situation that caused the operator to activate the silent alarm. This shall not be done until danger to the operator or his passengers is no longer present.

TRANSPORTATION INSTRUCTIONS
REPORT NO. 16

SLIDE NARRATION - RTS BUS

SLIDE #1 Show new Logo

NARRATION - This is the third series of accessible buses that the Southern California Rapid Transit District has added to its fleet, further promoting our policy of system-wide accessibility operating full size accessible buses on regularly scheduled fixed route services.

This slide narration will show step by step how to operate the lift and kneeling units, while assisting the handicapped passengers boarding and alighting.

SLIDE #2

When approaching a loading zone, extreme caution must be exercised and sufficient clearance allowed so that the bus can be spotted 12" from and parallel to the curb.

SLIDE #3

At this point operator must make a decision where the rear door will be spotted so that it will be safe to deploy and lower the ramp to load or unload a wheelchair passenger.

SLIDE #4

Bus is now spotted correctly. Operator will announce over the P.A. system that the wheelchair lift is going to be activated and that all passengers must keep clear of the lift area.

SLIDE #5

Before allowing handicapped passengers to alight or board you must stop the coach and pull the "PARKING BRAKE" control valve knob up to apply the parking brake.

SLIDE #6

Move the transmission shift lever to the "N" NEUTRAL position.

SLIDE #7

Place the door control in the "REAR DOOR OPEN" position.

Placing the door control in the "REAR DOOR OPEN" position is designed to render the accelerator inoperative, apply the brakes, and turn on the "REAR DOOR" telltale lamp, the rear stepwell lamp, and the exit door lamp.

SLIDE #8

Rotate the WHEELCHAIR LIFT MASTER key switch, located on the right-hand switch panel, to the "ON" position and remove the key. This is designed to lock the exit door in the open position, energize the wheelchair lift outside overhead lamp and the wheelchair lift telltale, located on the instrument panel, and flash the "LIFT IN OPERATION" lamp on the control tower.

SLIDE #9

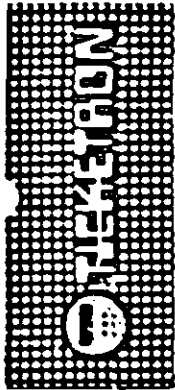
Leave the driver's seat taking the "WHEELCHAIR MASTER" key.

SLIDE #10

The operator should then raise seat in wheelchair area to allow wheelchair to be accommodated.

TRANSPORTATION INSTRUCTIONS
REPORT NO. 20

FEBRUARY 1981



\$26.08 FEB. FEB. FEB.
 SEAT ROW-BOX SEC LOC 0 **SAMPLE**
 \$26.00 RTD REGULAR
 01/15
 4305/264
 FEB 81 ST
 026920428X5580 03126
 FEB. '81

FEBRUARY 1981

RTD OCTD PARK 'n RIDE
FULLERTON

 \$60
 MONTHLY
 RTD PASS
FEB'81

000876

SUBJECT TO CONDITIONS ON REVERSE FPRMP-1

SAMPLE

Make the most of your monthly pass by using the complete RTD Bus System Map & Guide for Los Angeles. The Guide is available by sending a check or money order for \$1 per copy (includes tax and postage) to RTD, LA 90001.

SOUTHERN CALIFORNIA
RAPID TRANSIT DISTRICT



GENERAL NOTICE

TO REMAIN POSTED UNTIL MARCH 13, 1981

NOTICE
TRANSPORTATION DEPARTMENT
TD-81- 256

February 23, 1981

TO ALL EMPLOYEES OF THE
TRANSPORTATION DEPARTMENT

SUBJECT: MONTHLY PASSES FOR MARCH, 1981

Passes for the month of March will be sold to the public commencing Wednesday, February 25, 1981, and will continue through Tuesday, March 10, 1981. These passes are to be honored from 12:01 A.M. on March 1, 1981, until 12:00 midnight on March 31, 1981.

All passes are printed on china board stock. A silver block, upon which the pass designation is printed, is being used to assist in deterring the counterfeiting of passes by xeroxing. Silver ink will turn blue when xeroxed and operators should be watchful so that such passes may be identified as counterfeit.

Student, Senior Citizen and Express Stamps for March are purple.

Monthly passes must be in their original form when presented for transportation. Both front and back must be visible. Monthly passes are not good on minibuses quoting reduced fares. Passes designated "Commuter" are the only passes honored on subscription service.

Passes by County are as follows:

LOS ANGELES COUNTY

<u>PASS</u>	<u>COLOR</u>	<u>PRICE</u>	<u>GOOD FOR</u>
Regular	White	\$26.00	Local service, entire County - Base fare on Express
Regular (Promotional Pass)	Off-White (No logo)	26.00	Same as above
Senior Citizen	Yellow	6.00	Entire County
Reduced (HDCPD)	White	6.00	Entire County

LOS ANGELES COUNTY (Cont'd.)

<u>PASS</u>	<u>COLOR</u>	<u>PRICE</u>	<u>GOOD FOR</u>
Student	White	\$16.00	Entire County
College	Pink (Over 18)	20.00 (Expires 3/31/81)	Entire County
College	Brown	20.00	Entire County
Commuter	White	Determined by Distance	Subscription Service - Good on all RTD lines to any destination.
Fullerton Park-Ride	White	60.00	Full fare on Lines 757 and 800. Pass will be honored as \$.65 toward fare on local and express lines in L.A. County. Also good for fare on R.T.D. lines in Orange County.

<u>PASSENGER</u>	<u>FARE</u>	<u>PASS AMOUNT</u>	<u>TICKETRON STAMP</u>	<u>RTD STAMP</u>
Regular	.65	26.00	"0"	None
Regular	.95	34.00	Discontinued	"1"
Regular	1.25	42.00	Discontinued	"2"
Regular	1.55	50.00	Discontinued	"3"
Regular	1.85	58.00	Discontinued	"4"
Regular	2.15	66.00	Discontinued	"5"

All passes are good only for the base fare they represent towards the fare on Special Event lines. Express stamps will not be honored.

RIVERSIDE COUNTY

<u>PASSENGER</u>	<u>PASS</u>	<u>COLOR</u>	<u>GOOD FOR</u>
Regular	\$18.00 - "RTA" - 3 Keys	Green	Entire County
SC-HDCPD	8.00 "RTA" - 1 Key	Green	Entire County
Student	14.00 - "RTA" - 2 Keys	Green	Entire County
Dial-A-Ride (SC-HDCPD)	14.00 - "RTA" - DAR	Green	Entire County

TRANSPORTATION INSTRUCTIONS
REPORT NO. 22

TERMINALS OF ROUTES OPERATED

3rd & La Cienega - Compton & Willowbrook
Div. 6 yards (Sunset & Main) - (San Vicente Blvd. & El Tovar Pl.)
9th & Olive - Fountain & Edgemont or Laurel Cyn. & Sunset Blvd.
Adams & Washington - Santa Monica Blvd. & Canon Drive
L.A. Term. 17 - UCLA or Ocean & Colorado
Adams & Washington - Hollywood and/or Santa Monica & Western
Olive & 11th St. (via Sunset) - Beverly & Pico - Constellation
Blvd. & Avenue of the Stars or Westwood & Wilshire
15th & Olive to Division 7 yards
Santa Barbara & Crenshaw to Erwin St. & Canoga Ave.
Vermont & Wilshire to Erwin St. & Canoga Avenue.
Westwood Federal Building - Hollywood Bowl
Hollywood - Culver City - Playa Del Rey - Los Angeles Airport
Gower St. & Hollywood Blvd. - Hollywood Bowl
Fairfax & Venice - Hollywood Bowl
Hollywood Bowl - Santa Monica & Western
Hollywood Bowl - Hill & 18th Street
Hollywood Bowl - Hill & 18th Street
Hollywood Park - Culver City - Hollywood
Hollywood Park - Hollywood Blvd. & La Brea

Burroughs Jr. High - Wilshire & McCadden to Melrose & Fairfax
Burroughs Jr. High - Wilshire & McCadden to Melrose & La Brea or
Adams & La Brea
Burroughs Jr. High - Wilshire & McCadden to Pico & Fairfax
Fairfax High - Melrose & Fairfax to Hollywood & Vine
Bancroft Jr. High - Highland & Willoughby to Wilshire & Fairfax
Bancroft Jr. High - Santa Monica & Highland to Santa Monica & Palm
Bancroft Jr. High - Santa Monica & Las Palmas to Santa Monica
& Palm
Bancroft Jr. High - Santa Monica & Fairfax to Santa Monica &
Highland

LINE 496 - Los Angeles - Pomona - Riverside - San Bernardino

LOCAL SERVICE: Local service will be provided between Montclair Plaza and San Bernardino Station.

EXPRESS - PREMIUM FARE

BETWEEN	San Bernardino Station			Riverside Fwy. & Main St.			Country Vill. Rd. & Riverside Rd. (Fillippi's Winery)		
	ADULT	SC-HDCPD	STUDENT	ADULT	SC-HDCPD	STUDENT	ADULT	SC-HDCPD	STUDENT
Riverside Fwy. & Main St.	.50	.25	.35						
Country Village Rd. & Riverside Rd. (Fillippi's Winery)	.95	.45	.80	.45	.20	.45			
San Brndno Fwy. & Milliken	.95	.45	.80	.95	.45	.80	.50	.25	.35
San Brndno Fwy. or Keystone & Mills	.95	.45	.80	.95	.45	.80	.50	.25	.35
Orange Grove & Garey	2.40	1.00	1.65	1.90	.75	1.30	1.45	.55	.85
EASTLAND CENTER	2.70	1.00	1.65	2.20	.75	1.30	1.75	.55	.85
AZUSA AVE. & San Brndno Frwy.	3.00	1.00	1.65	2.50	.75	1.30	2.05	.55	.85
Puente Ave. & San Brndno Frwy.	3.30	1.00	1.65	2.80	.75	1.30	2.35	.55	.85
El Monte Station	3.60	1.00	1.65	3.10	.75	1.30	2.65	.55	.85
Los Angeles	3.00	1.00	1.65	2.10	.75	1.30	2.05	.55	.85

A minimum fare of .95 must be collected between Riverside Station & Country Village Rd. & Riverside Rd. (Fillippi's Winery) & El Monte Station.

- *NOTE: In Riverside County: Honor for fare Riverside Transit Agency (RTA) Student Pass and/or RTA Student Ticket.
- NOTE: Passengers requesting transfer in San Bernardino County, collect additional 5¢ and issue TAB-1 transfer.
- NOTE: In San Bernardino County: Honor "RTD" Student Identification Cards over-stamped "San Bernardino County Only". Card is valid for all routes.

FARE CHECKS - ISSUING AND HONORING INSTRUCTIONS:

<u>EASTBOUND:</u>	Fare Limit	Check	<u>WESTBOUND:</u>	Fare Limit
	San Brndno. Fwy. & Milliken	None		Riverside Fwy. & Main
	Country Village Road & Riverside Road	None		Country Village Road & Riverside
	Riverside Fwy. & Main	Brown		San Brndno. Fwy. & Mills
	San Bernardino Station	Orange		Orange Grove & Garey
				Eastland Center
				Azusa Ave. & San Brndno. Fwy.
				Puente Ave. & San Brndno. Fwy.
				El Monte Station
				Los Angeles

EASTBOUND: Collect checks as passengers alight front door from Country Village & Riverside Roads to east terminal. Collect over-rides as necessary.
WESTBOUND: Collect checks as passengers alight bus via front door from minimum fare zone to El Monte Station. Collect white checks as necessary. Collect over-rides as necessary.

SERVICE RESTRICTIONS

EASTBOUND: Passengers will be received only at all designated stops in Los Angeles County whose destination is points in San Bernardino County. From Montclair Plaza to east terminals passengers will be received and discharged at all designated stops.
WESTBOUND: From east terminal to Montclair Plaza passengers will be received and discharged at all designated stops. From Montclair Plaza to west terminals passengers will be received and discharged at all designated stops.

TRANSPORTATION INSTRUCTIONS
REPORT NO. 24

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
FARE INSTRUCTIONS & SERVICE RESTRICTIONS

BUS EXPRESS EMPLOYEES PROGRAM (BEEP)

LINE 520 - ROUTES 522, 523, 524, 525, 535, 537, 541, 542, 543, 544 and 545

OPERATORS MUST REFER TO STOP SHEETS FOR FARE UNITS BETWEEN BUS STOPS AND EMPLOYMENT CENTERS

FARE UNITS	ONE-WAY CASH FARE	MONTHLY TICKET BOOK	FARE UNITS	ONE-WAY CASH FARE	MONTHLY TICKET BOOK
2	.50	8.00	7	.50	15.50
3	.50	9.50	9	.75	18.50
4	.50	11.00	11	.75	21.50
5	.50	12.50	13	.75	24.50
6	.50	14.00	15	.75	27.50

FARES: Fares may be paid with tickets from BEEP monthly ticket books or on a single trip basis and regular RTD tickets. RTD employee and dependent passes, monthly passes, tokens or transfer

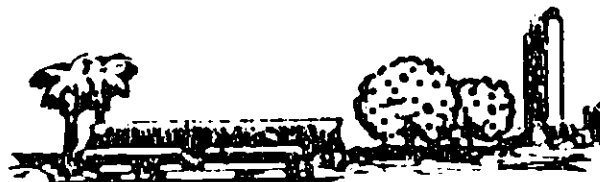
MONTHLY TICKET BOOKS: "BEEP" ticket books consist of a cover and twenty-three (23) A.M. and two

SOUTHERN CALIFORNIA
RAPID TRANSIT DISTRICT

TARIFF REGULATIONS
IN EFFECT JULY 1, 1980
AS REVISED DECEMBER 21, 1980

ISSUED BY AUTHORITY OF RTD BOARD OF DIRECTORS

PREPARED BY INSTRUCTION DIVISION



25

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TRANSPORTATION INSTRUCTIONS
REPORT NO. 26

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
TARIFF REGULATIONS - - TRANSFER SUPPLEMENT 1D

SUPERSEDES TRANSFER SUPPLEMENT DATED JUNE 1, 1980

EFFECTIVE JULY 1, 1980

To effect the transferring of passengers between PTD buses or RTD and Municipal buses in Los Angeles County, operators of RTD buses will use Transfer Form GV-11. This ticket, illustrated in the following pages, is a daily dated form designed to indicate line number, expiration time, direction and optional privileges, by use of the ticket punch.

Transfer tickets are assigned to operators on a daily basis. Tickets must not be punched in division operators rooms whereby debris, as a result of punching, will litter division floors and tables. Tickets on buses not in immediate use are to be kept in a secure location, out of the sight of passengers. Operators must, when leaving their seats, keep transfers in their possession. All transfer tickets must be turned in at the close of work as defined in rule number 8.71 of the operators service guide.

The GV-11 transfer ticket is primarily a paid ticket requiring a charge of twenty (20) cents to the regular fare passenger and ten (10) cents to the reduced fare passenger each time the transfer is requested, for a maximum of two usages. On occasion, GV-11 tickets are issued free of charge to passengers who, due to scheduling, emergencies and other conditions beyond their control, are required to change buses or lines.

GV-11 tickets are of two parts; the upper part contains the information pertaining to line, time, etc., which will be detailed in the following pages; the lower part, a coupon containing the date and factual information regarding the transfer. The coupon plays an important role in the issuing and honoring of tickets. ALL PAID TRANSFER TICKETS MUST BE ISSUED WITH THE COUPON ATTACHED. All tickets issued free must have the coupon removed before issuing.

S.C.R.T.D.	TRANSFER GOOD FOR BASE FARE ONLY				ISSUING LINE									
	SUN., JUNE 22-'80								1	1	1	20	1	20
									2	2	2	11	11	11
									3	3	3	10	10	10
									4	4	4	9	9	9
									5	5	5	8	8	8
									6	6	6	7	7	7
									7	7	7	6	6	6
									8	8	8	5	5	5
									9	9	9	4	4	4
								1X	1X	1X	3	3	3	
								2X	2X	2X	2	2	2	
								0	0	0	1	1	1	
TO LOCAL				TO LIMITED				NEXT						
RTI				ST				SC						
LC				EM				A.M.						
N				S				E						
W								9:11						

LINE NUMBER SECTION

Each ticket issued must indicate line of issue.

- A. Line numbers with one digit - Punch number in the right column (example-Line 4).
- B. Line numbers with two digits - Punch first number in center column, second number in right column (example-Line 76).
- C. Line numbers with three digits - Punch first number in left column, second in center column, third in right column (example-Line 800).

RTD TRANSFER TICKET
PLEASE PRESENT TICKET TO OPER
ATOR FACE UP & UNFOLDED. VALID
ONLY ON DATE and WITHIN TIME in-
dicated on Ticket face. See Reverse
Side for further information.

SUN., JUNE 22-'80

RTD TRANSFER TICKET PLEASE PRESENT TICKET TO OPER- ATOR FACE UP & UNFOLDED. VALID ONLY ON DATE and WITHIN TIME in- dicated on Ticket face. See Reverse Side for further information.	S.C.R.T.D.				TRANSFER GOOD FOR BASE FARE ONLY				ISSUING LINE					
	SUN., JUNE 22-'80								1	1	1	20	1	20
									2	2	2	11	11	11
									3	3	3	10	10	10
									4	4	4	9	9	9
									5	5	5	8	8	8
									6	6	6	7	7	7
									7	7	7	6	6	6
									8	8	8	5	5	5
									9	9	9	4	4	4
TO LOCAL				TO LIMITED				NEXT						
RTI				ST				SC						
LC				EM				A.M.						
N				S				E						
W								9:11						

DETERMINING EXPIRATION TIME

Time limits for transfer tickets will be determined as follows:

Terminal arriving time and the Los Angeles Central Business District (CBD) will be utilized.

CLASSIFIED	LINE NO.	TYPE OF SERVICE	TERMINALS OF ROUTES OPERATED
	3	Local	Compton & Willowbrook - Alden & San Vicente
	12	Local	Washington & La Cienega - Huntington & Monterey Road
	15	Local	Forest & Wabash - Herbert & Whittier
	18	Local	Coliseum & Sycamore - 41st & Ascot
	18	School	Rodero & La Cienega - Audubon Jr. High School
	26	Local	Rimpau & Pico - Collegian & Riffin (Garfield High)
	28	Local	6th & Pvt R.O.W. - Concourse & Whittier
	32	Local	Washington & Figueroa - State University
	57	Express	L.A. Terminal #15 - Santa Anita Race Track & Shuttle
	57	Express	L.A. Terminal #16 - Los Alamitos Race Track
	75	Local	Santa Monica Blvd. & 2nd St. - Echo Park & Donaldson
	92	Local	Greenleaf & Long Beach - Hampton Terrace & Main
	112	Local	Gen. Hosp. - Busway Station - Imperial Hwy & Western
	177	Special	Olympic Blvd. & Main St. - Dodger Stadium
	196	Intr Cty	L.A. Term. 16 - Riverside - San Bernardino
	500	Local	L.A. Terminal #15 & 22
	501	Local	L.A. Terminal 16 - Rosecrans & Corby Ave. (Norwalk)
	526	Local	Perry & Loveland - Brookshire & Davis
	550	Intr Cty	Ocean & Pine - Riverside Station

SPECIAL EVENTS

MC/95	Local	Monroe & Vermont - Vernon Yards
MC/560	Limited	Disneyland - Ocean Blvd. & Pine Ave. (Long Beach)
MC/199	Express	L.A. Term. #16 - Pomona Fair
MC/500	Express	L.A. Term. #15 - Disneyland

USWAY
TERMINALS 13 - 16 - 17 - 19
ANNUAL TRANSMISSIONS
AUDIO

OPERATOR'S NAME

BADGE NUMBER

REVISED: 6/15/80

TELECOMMUNICATIONS DEPARTMENT

Reports generated by the Telecommunications Department are limited in number and are primarily used for internal information purposes only. The majority of the reports produced and analyzed could be placed on the word processor and benefit from its sorting and editing capabilities.

The following forms and reports are routinely used by the Telecommunications Department:

1. Absentees and Alterations from Normal Time Worked
2. Hourly Rate of Pay (Roster)
3. Maintenance Repair Summary
4. Monthly Activity Report
5. Open Account Balance Sheet
6. Weekly Holiday Sheet
7. Weekly Overtime Totals

Reports 1 and 4 could be generated by establishing a Telecommunications Department personnel file. The pertinent data in the file should include:

1. Name
2. Badge Number
3. Classification
4. Hourly Rate
5. Roster Seniority
6. Company Seniority
7. Total Overtime Hours Charged
8. Total Overtime Hours Worked
9. Social Security Number
10. Date of Birth

Report 2, Maintenance Repair Summary, is a monthly report of maintenance records. This report could be updated daily and aggregated at the end of the month for the monthly report. The use of the word processor to generate this report is justified as it

will reduce updating time and facilitate the monthly maintenance summaries.

The Monthly Activity Report, (Report 3), is a summary report that could be generated by grouping and selectively sorting individual activity reports which could be located on the word processor. Sorting and editing capabilities of the word processor justify its utilization for the Monthly Activity Report.

Placement of report 5 on the word processor will allow an ongoing update of expenditures of the open accounts by account number and by vendor. It would also indicate the remaining balance in each account and thus minimize over spending due to lack of information.

Reports 6 and 7 do not justify the use of the word processor as they are handwritten, for internal purposes and have more than 75% of the content changed from one report to the other.

TELECOMMUNICATIONS
REPORT NO. 1

T DISTRICT

RTD 20-10
REV. 9/78

ABSENTEES AND ALTERATIONS FROM NORMAL TIME WORKED

9500

DATE 7/1/81

LEGENDS F-SICKNESS IN FAMILY H-HOLIDAY L-LATE R-REGULAR DAY OFF S-SICK V-VACATION N-ACCIDENT NON-OCCUPATIONAL O-ACCIDENT OCCUPATIONAL P-ABSENT WITH PERMISSION W-RETURNED TO WORK X-ABSENT WITHOUT PERMISSION LAP-LEAVE OF ABSENCE WITH PAY

ALL OTHER CASES MUST BE EXPLAINED

NAME	EMPLOYEES NUMBER	PAY TIME	RATE	NORMAL TIME	LEGEND	REMARKS
Guthrie W	6305	8		8		CC61
Murphy J	8748	8		8		CC61
Pierce G	1771	11		8		2-CC61D
Smith E	2111	11		8		2-CC61D
Kristianson	5354	11		8		1-2361/12-CC61
Walters P	5071	12		8		7-CC61D/14-2361
Reed P	4622	11		8		30-2359/2-CC61D
Brown R	5539	11		8		
Brown P	6315	8		8		11-leave-terminated
Johnson W	6629	8		8		" "
Johnson W	6668	8		8		" "
Johnson W	1474	8		8		" "
Johnson W	9599	8		8		" "

ORIGINAL — HEAD OF DEPARTMENT
DUPLICATE — WITH DAILY TIME CARDS
TRIPPLICATE — DIVISION FILES

SUPERVISOR

W. M. Anderson

HOURLY RATES OF PAY EFFECTIVE MARCH 1981

<u>ATU</u>	<u>BADGE</u>	<u>CLASSIFICATION</u>	<u>RATE</u>	<u>ROSTER SENIORITY</u>	<u>COMPANY SENIORITY</u>
BIGNO, Alejandro	6771	E.C.T. Ldrn.	\$12.88	05-22-59	-
URASAKI, Charles	6605	S.E.C.T. Ldrn.	13.97	10-30-70	-
HIGGINS, Eugene	6720	S.E.C.T.	13.62	12-15-71	-
FRESLER, Robert	5076	S.E.C.T.	13.62	06-22-72	-
DAVIS, Robert	5071	E.C.T. Ldrn.	12.88	06-26-72	-
KOBASHIGAWA, Charles	5354	E.C.T.	12.53	01-17-74	-
HEYMAN, Alex	6362	E.C.T.	12.53	07-18-77	-
BOEHR, Bob	6862	S.E.C.T.	13.62	12-24-78	12-31-74
ANDRUS, David	6863	S.E.C.T. Ldrn.	13.97	01-01-79	01-05-75
ARTHUR, William	6205	E.C.T.	12.53	01-08-79	-
CLIFFORD, Richard	6213	S.E.C.T.	13.62	01-22-79	-
KING, Arthur	6209	S.E.C.T.	13.62	01-29-79	-
SALVIEJO, Perfecto	7131	E.C.T.	12.53	04-02-79	-
ANANIZU, Rodney	6923	S.E.C.T.	13.62	04-16-79	-
AFTOORA, Albert	7129	E.C.T.	12.53	05-16-79	-
SKARSETH, Robert.	8091	E.C.T. Ldrn.	12.88	05-21-79	-
JENSEN, Harold	8119	E.C.T.	12.53	05-21-79	-
SAYLES, Adolphus	8111	E.C.T.	12.53	06-11-79	-
SUMMERS, Steven	4326	E.C.T.	12.53	12-16-79	-
SAUCEDO, Ignacio	4924	E.C.T.	12.53	12-23-79	-
RETAMOSA, James	5592	E.C.T.	12.53	01-27-80	-
CONNER, Allen	5539	E.C.T.	12.53	02-03-80	-
CHRISTENSEN, Charles	3384	E.C.T.	11.95	04-21-80	-
MOCKLER, Michael	9771	E.C.T.	11.95	07-22-80	-
SONNENWALD, Donald	6029	E.C.T.	11.95	07-28-80	-
KOGA, Jim	5991	E.C.T.	11.95	08-04-80	-
JARUTIRASARN, Santi	6008	E.C.T.	11.95	08-11-80	-
BURNS, Richard	6315	E.C.T.	11.95	08-18-80	-
GROVECZ, Louis	9599	E.C.T.	11.37	11-04-80	-
NUNN, Marshall	9798	E.C.T.	11.37	11-10-80	-
SCHULER, Andrew	1474	E.C.T.	11.37	12-01-80	-
ROSA, Ruben	4622	E.C.T.	11.37	01-26-81	-
<u>BRAC</u>					
MIYASATO, James	6800	Equip. Rec. Sp.	10.36	03-13-67	-
JANOWICK, Leo	6835	Storekeeper	10.02	02-27-75	-
GALONGO, Linda	6136	General Clerk II	9.46	04-12-76	-
POWERS, Mary	6265	Typist Clerk	9.03	02-12-79	-

MAINTENANCE REPAIR SUMMARY

SYSTEM

NO. OF REPAIRS

ALARM	6
COMPUTER & DATA	82
MICROWAVE	0
P.A.	85
RADIO	697
TV	1

TOTAL REPAIRS 871

SPECIAL ITEMS

QUANTITY

BUS REMOVALS	4
BUS INSTALLS	130
SUPV REMOVALS	0
SUPV INSTALLS	4
MAINT REMOVALS	1
MAINT INSTALLS	2
HEADSIGN MAINTENANCE REPAIR	106

TOTAL REPAIRS 247

DEPOT REPAIR

QUANTITY

EQUIPMENT REPAIR & MODIFICATIONS	919
DEZIGNATOR REPAIR	50

TOTAL REPAIRS 969

COMPUTER & DATA REPAIR RECORD

LOCATION	EQUIPMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
SO. MAIN ST.	DEC.			1								1												1								1	4	
SO MAIN ST.	G.E. RKP																																	
SO. MAIN ST.	AVM			1															1								1							3
	AVI																							1	1	1								3
	CRT																1			1	1												3	
2	AVI																								1		1							2
	CRT												1														1							2
3	AVI																									1				1	1			3
	CRT													1		1			1															3
5	AVI																																	
	CRT											1																						1
6	AVI																																	
	CRT												1										1											2
7	AVI	1																					1			1								3
	CRT													1																				1
8	AVI																										1	1			1			3
	CRT																1			1														2
9	AVI																																	
	CRT																																	
12	AVI																									1						1		2
	CRT											1																						1
15	AVI																			1	1						1	1			1			5
	CRT																1																	1
18	AVI																																	
	CRT											1																						1
MONTE	SHOP COMPUTER																																	
MONTE	TERMINAL COMPUTER																																	
V 2	TEL. SYS.		1	1							1	1		1		1	1	1	1	1	1				1	1		1			1		14	
RIOUS	TELCO							1			1			1					1	1				2			1							8
D GREYHOUND	BERTH DESIGNATOR		1																						1									2
RIOUS	FUSE COMPUTERS																																	
S SO. MAIN ST.	CRT'S										1						1																	2
RIOUS	MOEEMS																1							1										2
S SO. MAIN ST.	CABLES		1																															1
RIOUS	VMS		1																															
RIOUS	UHIVAC			1									1				1											1				2		6

TELECOMMUNICATIONS
REPORT NO. 4

RTD 32-11
REV. 3/65

DEPARTMENTAL

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

425 SOUTH MAIN STREET
LOS ANGELES

DO NOT INCLUDE MORE THAN ONE
SUBJECT IN THIS COMMUNICATION

DATE: February 3, 1981

TO: Richard Hunt
FROM: Arlen Sanders *Arlen Sanders*
SUBJECT: Monthly Activity Report - January 1981

Listed below are the highlights of the month's activities:

1. The Dezipnator tester project is now approximately 95% complete. Eight testers have been completed and the remaining two have only to be mounted in their cases. Documentation and schematics are now in process.
2. Six Dezipnator testers have been delivered to Field Service. Field Service has begun routine checking and returning of bad dezipnators to Data group.
3. Installation of AVI loops was completed at Divisions 2 and 18. Division 18 is fully operational and Division 2's antenna will be tuned and operational shortly.
4. The V.M.S. project at Division 2 is approximately 75% complete. The loop cable for the badge readers is installed and we are awaiting station connectors to complete the badge reader installs. The protective covers (telephone booth type) for the badge readers are in place.
5. Ninety seven dezipnators were repaired and returned to service. This is a part of the ongoing effort to ensure working dezipnators on every coach.
6. The Data group supported the radio strip program for the RTS II coaches two days a week.

AS:lg

DEPARTMENTAL

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

425 SOUTH MAIN STREET
LOS ANGELES

DO NOT INCLUDE MORE THAN ONE
SUBJECT IN THIS COMMUNICATION

DATE: February 4, 1981

TO: Mr. Samuel M. Black
FROM: Ed Walsh *Ed Walsh*
SUBJECT: Monthly Activity Report for January 1981

Following is an activity summary of the Administrative, Engineering and Maintenance groups of the Telecommunications Department. Activity Reports and non-routine items cover the month of January.

Administration

1. Completed the ATU bid shake-up and group reassignments. This shake-up became effective on February 1, 1981.
2. Mr. R. Rosa started work as an ECT on January 26, 1981. He replaces Mr. Johnson who resigned.
3. Interviewed and selected Mr. Dave Andrus as the new SECT Leader replacing Mr. Presler who resigned the lead position to become the Union Steward.
4. Completed the report and project outline regarding SAS relocations and AVI system upgrading. SAS relocations were started at Division 13 (Riverside).

Engineering

1. Began identifying and categorizing the data transmission requirements for District projects including VMS, Non-revenue vehicle inventory, inventory control, transportation/scheduling and word processing.
2. Completed preliminary functional design of the District computer room technical control center. We identified the need for 96 ELA data channels in the near term, with a long range expansion capability of 192 channels.

3. Reviewed several options for the deployment of a back-up system for the silent alarm function of the CAD in the event of the failure of the CAD-CPU sub-system. We are currently analyzing an in-house proposal to back-up CAD/CPU with a dedicated microprocessor, and a vendor proposal to monitor the ten radio channels with redundant decoder microprocessor devices.
4. Completed a report and made recommendations regarding the radio system frequency availability for the radio transit starter line.
5. Continued the follow-up of the FCC status on matters relating to the Microwave System Applications.
6. Reviewed the status of the Division 7 CCTV surveillance project and submitted material requirement to Property Maintenance.
7. Prepared and drafted various sketches and drawings for the Division 2 VMS installations.
8. Prepared two management presentations.
9. Started the layout of the functional block diagram on a technical control center.

Maintenance

1. The designator tester project is now approximately 95 percent complete. Eight test sets have been completed and the remaining two have only to be mounted in their cases. Documentation and schematics are now in process.
2. Six designator test sets have been delivered to the field services group. This group has begun routine checking and returning of bad designators to the depot for repair.
3. The VMS installation at Division 2 is approximately 75 percent complete. The loop cable for the badge readers is installed and we are awaiting station connectors to complete the installation.

4. We have completed 300 radios and electronic headsign installations in the RTS-II coaches. This project is now 31.9 percent complete.
5. We have removed and refurbished 421 radio and designators from various coaches for reinstallation in the new RTS-II coaches. These coaches are from Divisions 2, 5, 6, 7, 9, 15 and 18.
6. Met with the Scheduling Department regarding this department maintaining passenger counters. I recommend that we not assume the maintenance of this equipment as it is not a tested and working system.
7. We installed a logging recorder in the Dispatch Center. This recorder records all radio and telephone traffic that takes place in the Dispatch Center.
8. Installed an Executon key telephone system at Division 1 Maintenance. The system is operating on an intercom basis only until the telephone company gives us the line terminations that we ordered.
9. Continued the car radio installations on the staff cars being reassigned to the Security Department.
10. Shifted the schedule for radio strips from overtime on the week ends to one where we could use people throughout the week.

EW:bb

TELECOMMUNICATIONS
REPORT NO. 5

RTD 37-11
REV. 5/85

DEPARTMENTAL

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT

425 SOUTH MAIN STREET
LOS ANGELES

DO NOT INCLUDE MORE THAN ONE
SUBJECT IN THIS COMMUNICATION

DATE: April 9, 1981

TO: Richard Hunt
FROM: Nick Garrisi
SUBJECT: Open Accounts

The following is a complete update of expenditures as of March 1, 1981.

<u>VENDOR</u>	<u>ACCOUNT NO.</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
RPS Electronics	Y53363/\$ 7,000.00	\$ 402.40	\$ 1,577.36
Advance	Y53364/\$ 5,000.00	\$ 0	\$ 3,799.20
A.M.P.	Y53365/\$ 5,000.00	\$ 44.40	\$ 1,460.30
Electro Dimensions	Y53366/\$ 5,000.00	\$ 289.42	\$ 526.88
G.E.	Y53367/\$40,000.00	\$ 36.50	\$10,957.90
Graybar	Y53368/\$ 5,000.00	\$ 472.92	\$ 2,707.03
Hamilton	Y53369/\$ 5,000.00	\$ 100.07	\$ 3,098.39
Industrial	Y53370/\$ 5,000.00	\$ 227.32	\$ 2,000.96
Kierulff	Y53371/\$ 5,000.00	\$ 158.00	\$ 3,989.82
Kimball & Stark	Y53372/\$20,000.00	\$2,218.92	\$ 7,057.00
Lear Siegler	Y53373/\$ 5,000.00	\$ 86.92	\$ 4,598.08
R.C.A.	Y53374/\$28,000.00	\$ 395.00	\$18,990.77
Ross	Y53375/\$10,000.00	\$ 0	\$ 7,127.80
Western Security	Y53376/\$ 5,000.00	\$ 356.25	\$ 2,258.66

cc: E. Walsh
R. Hunt
A. Carrillo
D. Fleishman
N. Garrisi
S. Sanders
G. Oropeza

WEEKLY HOLIDAY SHEET

DATE: 3-15 TO 3-21

NAME	SUN	MON	TUE	WED	THU	FRI	SAT
<i>Bigno</i>		V	V	V	V	V	
<i>Retamosa</i>					<i>PH</i>	<i>PH</i>	V
<i>Frutiviam</i>			<i>PH</i>	<i>PH</i>	<i>PH</i>		
<i>Higgins</i>		<i>S</i>			<i>F/H</i>		
<i>Kaga</i>			<i>F/H</i>				

- V - VACATION
- F - FLOATING HOLIDAY
- A - ANNIVERSARY
- B - BIRTHDAY

[Signature]

WEEKLY OVERTIME TOTALS
 THRU March 9, 1981

TELECOMMUNICATIONS
 REPORT NO. 7

<u>BADGE</u>	<u>NAME</u>	<u>HOURS CHARGED</u>	<u>HOURS WORKED</u>	<u>CALL OUT QUALIFICATIONS</u>					
6771	BIGNO, A.	117:45	66:45						5
6605	UFASAKI, C.	56:30	8:30	1		3	4		5
6720	HIGGINS, E.	104:15	11:15	1	2	3	4		5
5076	PRESLER, R.	128:15	94:15	1			4		5
5071	DAVIS, R.	145:30	133:30				4		5
5354	KOBASHIGAWA, C.	120:00	84:00				4		5
6862	HELMAN, A.	149:15	125:15				4		5
6862	BIER, B.	100:45	10:45	1		3	4		5
6863	ANDRUS, D.	100:30	49:30	1	2	3	4		5
6205	ARTHUR, W.	101:00	0:00	1	2		4		5
6213	CLIFFORD, R.	115:07	76:07			3	4		5
6209	KING, A.	83:00	32:00	1	2	3	4		5
7131	SALVIEJO, P.	131:00	36:00	1			4		5
6923	ANAMIZU, R.	56:00	2:00	1		3	4		5
7129	AFTOORA, A.	108:00	0:00						5
8091	SPARSETH, R.	138:00	36:00			3	4		5
8119	JENSEN, H.	135:00	123:00	1	2				5
8111	SAYLES, A.	30:00	30:00						5
4326	SUMMERS, S.	111:00	72:00						5
4924	SAUCEDO, I.	114:00	39:00						5
5592	RETAMOSA, J.	120:00	66:00						5
5539	CONNER, A.	135:00	96:00						5
3384	CHRISTENSEN, C.	114:00	66:00						5
9771	MOFFLER, M.	145:30	145:30						5
6029	SCHEINWALD, D.	67:30	31:30						5
5991	KOGA, J.	79:30	52:30						5
6008	JARUTIPASARN, S.	153:00	153:00						5
6315	BURNS, R.	100:30	5:30						5
9599	OROVECZ, L.	75:50	42:50						5
9798	NUNN, M.	78:52	5:52						5
1474	SCHULER, A.	107:00	9:00						5

- 1 - Dispatcher Consoles and Base Stations
- 2 - Computers, CRTs and AVIs
- 3 - Alarm Systems and CCTV (Security Equipment)
- 4 - P.A. and Intercom
- 5 - Field Service (Bus and Supervisors Mobiles)

EQUIPMENT ENGINEERING DEPARTMENT

Although the Equipment Engineering Department does not utilize forms or reports on a regular basis, it does generate procedures and equipment specifications. Equipment specifications provide an excellent use of the word processor's capabilities, as specifications for equipment may be partially changed, modified or updated as departmental needs or technological advancements are made.

Building up a bank of equipment specifications would substantially reduce the time required to develop specifications for equipment previously purchased. By utilizing the editing and storing capabilities of the word processor, the Equipment Engineering Department can respond faster to District needs and may reduce work time allocated to specification development.

Other paperwork in this department is conducted on an irregular basis and the justification for a word processor application will have to be evaluated individually for each report.

General Specifications
Folding Machine
Specification No. EE-21-6

1.0 SCOPE OF WORK

The work herein proposed consists of furnishing and delivering one folding machine for use of the Print Shop of the Southern California Rapid Transit District.

1.1 QUALIFICATION OF BIDDERS

Bidders shall be either the manufacturer of the equipment bid upon, or authorized dealer of such manufacturer and shall satisfy the District of their ability to furnish the specified equipment. Only Contractors of established reputation having proper facilities to provide the equipment called for in these specifications will be considered in making the award.

The District reserves the right to require, prior to the award of a contract, a detailed presentation of evidence describing the business and technical organization and plant of a bidder, including the financial resources, experience and ability of the organization.

Each bidder shall submit evidence to the District to show that the folding machine he/she proposes to furnish has been tested under operating conditions similar to those experienced in the District's service area.

A pre-bid conference shall be scheduled to assess the applicability of equipment to the District's needs.

1.2 PERFORMANCE OF WORK

All items of labor and materials necessary for the proper manufacture and operation of the folding machine shall be as described in these requirements. The equipment described shall be subject to tests and inspections deemed necessary by the District to ascertain that the performance of the equipment is in accordance with the technical specifications.

Vendors electing to bid on this proposal shall arrange a demonstration of their equipment with the District Manager of Printing prior to bid opening.

Vendors shall be required to provide a training program of two hours minimum for Print Shop employees in the operation of the specified equipment, to be included in the bid price.

1.3 MATERIALS AND WORKMANSHIP

The units covered by this specification shall be of first quality. The workmanship shall be the best obtainable in the various trades. The design shall be such as to assure substantial and durable construction in all respects. Folding machine shall be new, complete, and ready to operate upon delivery. Any item or accessory not mentioned, but required for operation of the unit, shall be included. All equipment classified as standard will be provided at no additional cost to the District. Folding machine and all components shall be new. No rebuilt or remanufactured components shall be acceptable.

In accordance with Section 401 of the Surface Transportation Assistance Act of 1978 P.L. 95-599, November 6, 1978, and regulations published thereunder, RTD requires that only such articles, materials and supplies as have been manufactured in the United States substantially all from articles, materials and supplies mined, produced or manufactured, as the case may be, in the United States, will be used.

1.4 REGULATIONS COMPLIANCE

The folding machine shall be in compliance with all applicable federal, state and local laws and regulations including when applicable, but not limited to, the State Division of Industrial Safety Orders (Cal-OSHA), California Administrative Code Title 13, California Vehicle Code, Federal Motor Vehicle Safety Standards, Federal Occupational Safety and Health Act, and all other laws and regulations pertaining to this equipment.

1.5 WARRANTY

The Contractor shall warrant the folding machine furnished to be free from defects in design, material and workmanship for a period of ~~4000 hours~~ or one year for parts and 90 days for parts and labor from the date of final acceptance by the District or manufacturer's standard warranty, whichever is greater.

Any failure due to defective design, material or workmanship of any unit or assembly under warranty, shall be repaired or replaced by the Contractor at no cost to the District, including labor and material for 90 days and materials only for one year. If the Contractor does not diligently pursue and promptly provide corrective actions, the District may at its option and at the Contractor's expense, arrange for such necessary work to be done by private vendors and/or repair personnel considered by the District to be qualified to perform such work.

Vendor shall state the cost of a one year full service maintenance contract, which the District may or may not choose to exercise after the warranties expire.

If, during the warranty period, repairs or modifications on any item furnished under the contract, made necessary by defective design, material or workmanship, are delayed due to lack of material or inability to provide the proper repair, such delay shall not be considered in computing the warranty period, and the warranty shall be extended by the period of delay.

The Contractor shall assume full responsibility for obtaining and enforcing equivalent warranty from the manufacturer of any components that are not manufactured by the Contractor. Whenever possible, repairs shall be made by providing a new spare component as a replacement.

Manufacturer's required maintenance records shall be made available by the District to the manufacturer or dealer. Manufacturer shall assume no responsibility for routine maintenance, oil and filter changes, tune-ups, etc.

In the event that the manufacturer offers any extended warranty at no additional cost, bidder shall state the terms of such warranty or warranties.

1.6 DELIVERY AND ACCEPTANCE

Date of delivery of the units specified shall be stated by the bidder. The terms "ASAP" or "As Required" are not sufficient for the purpose of this bid.

The contractor shall notify the District's Purchasing Agent, at (213) 972-6150, NOT LESS THAN 5 DAYS PRIOR TO SCHEDULED DELIVERY DATE that the folding machine is ready for a pre-delivery inspection at the manufacturer's location.

Delivery and acceptance of the folding machine shall be at the District's central facility print shop at 425 S. Main St., Los Angeles, California 90013, after final inspection and tests demonstrate that the folding machine operates and conforms to the specifications.

The equipment furnished under this contract shall be completely serviced locally by the dealer prior to delivery to the District.

1.7 PAYMENT

Unless otherwise specified in the order, no invoice shall be issued prior to receipt of goods. Payment due dates, including discount period, will be computed from date of receipt of goods, acceptance of goods or receipt of correct invoice (whichever occurs last) to date District check is mailed. Any discount taken will be taken on full amount of invoice, unless freight or other charges are itemized and discount thereon is specifically disallowed.

Payment 85% will be made within 20 days after inspection and formal acceptance of the equipment by the Director Equipment Engineering or his designee. The remaining 15% will be withheld for a period of 60 additional days to assure specification compliance.

OPERATIONS GENERAL

The Operations General Department staff indicated that the nature of the work in this department does not warrant the use of forms or reports on a repetitive basis.

Since each written product in this department may be totally different from previous ones, the use of the word processor, in most instances, may not be justified. However, each report would have to be evaluated to determine if its placement on the word processor would be cost effective.

The "Text-Editing" capability of the word processor should be used for editing drafts of all major reports and other written documents when the equipment is available.