

Minutes

DOWNTOWN MANAGEMENT BOARD

June 15, 2016

A special meeting of the City of Petoskey Downtown Management Board was held in the City Hall Community Room, Petoskey, Michigan, on Wednesday, June 15, 2016. The meeting was called to order at 7:20 P.M., and the following were

Present: Lawrence Rochon, Chairperson

Robin Bennett Doug Buck David Carlson

William J. Fraser, Mayor

S. Reginald Smith, Vice Chairperson

Absent: James M. Reid, Jr., Jason Keiswetter and Jennifer Shorter

Also in attendance were the Downtown Director Becky Goodman, City Manager Robert Straebel, Director of Parks and Recreation Allen Hansen, and City Councilmembers Kate Marshall, John Murphy, Grant Dittmar and Jeremy Wills.

Hear Trolley Presentation

Harvey Stone, from Stone Consulting, Inc., gave a presentation concerning the feasibility of operating a trolley in downtown. Mr. Stone

provided the Board with a report outlining three areas including regulatory oversight, training and safety and inspections. Mr. Stone reviewed the history of the trolley car and tracks; that the rules and regulations set forth by Great Lakes Central Railroad (GLCR), the Federal Railroad Administration (FRA) and MDOT no longer apply to the track north of Emmet Street because they don't meet FRA standards; that training will be needed for an operator, flag person and track inspector; that he inspected trolley car and track and both were in decent condition considering age; reviewed operational costs and insurance requirements.

The consultant recommended having a test period in 2016 to see if trolley is operational with everyday usage; that there is enough community support; that operations be tested on the track from Winter Park to Bay Street only; and reviewed costs. Mr. Stone then reviewed a five year operating budget beginning in 2017 if the trolley is supported, and that the annual budget would approximately be \$53,670; and that if enough interest the City could invest in capital needs at a later date.

Lastly, Mr. Stone reported on some of the economic development opportunities other communities have experienced with operating a trolley, and that the track in Pennsylvania Park is a real asset and should remain as a tribute to the age of the railroads in Petoskey.

Board members inquired on various sections of the report and had concerns with liability and regulations since the City would have authority and not the GLCR, FRA or MDOT.

The Downtown Management Board will fully discuss at a future DMB meeting and recommend to City Council for further review.

There being no further business to come before the Downtown Management Board, the meeting was adjourned at 8:45 P.M.

Feasibility Report for the Petoskey Trolley

Prepared for Petoskey Downtown



June 15, 2016

Prepared by:



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INTRODUCTION

Stone Consulting, Inc. was retained by Petoskey Downtown to review the downtown trolley project and make a determination of what is required for Petoskey Downtown to operate the trolley. Specifically, the project was divided into three main areas:

- 1. Who has regulatory oversight?
- 2. What type of training is required?
- 3. Is the streetcar safe and what inspections are required, is safety signing adequate or do changes need to be made?

HISTORY OF THE TROLLEY CAR

This car is one of four gasoline engine two-axle cars built by Wm. H. Ziegler Company (now ZieglerCAT) of Bloomington, Minnesota. The cars were originally built for the Valley Fair Amusement Park in Shakopee, Minnesota. They didn't work out well at Valley Fair and two of them went to the Minnesota Transportation Museum around 1996 to run on the Excelsior Streetcar Line which was being built at that time. The other Valley Fair cars went to Stillwater, Minnesota. The Stillwater cars were to be used as a shuttle between the Minnesota Zephyr dinner train's depot on the north end of Stillwater and the "downtown" area of Stillwater, about a half-mile run, thus the "St. Croix & Stillwater Valley Transit Co." name on the car. To the best of our knowledge, they were never actually used for that purpose.

HISTORY OF THE TRACK

The Grand Rapids & Indiana Railroad (GR&I) was organized in 1854 and successively built north out of Cincinnati, Ohio towards the Straits of Mackinac. The line between Paris, MI and Petoskey, MI was completed on November 25, 1873. The railroad was opened to Mackinaw City, MI and the Straits of Mackinac on July 3, 1882. The total length of the line at this time was 529 miles.

The major business in Northern Michigan at the time was timber and passenger service related to tourism. By the early 1900's the timber had largely been depleted and

passenger revenues were not supporting operating costs. The GR&I was sold to the Pennsylvania Railroad incorporating it into a larger system in 1918. In 1968 the Penn Central took over operation of the bankrupt Pennsylvania Railroad and itself entered bankruptcy in June 1970.

Due to the unprofitable nature of rail freight in Northern Michigan in the 1970's the State of Michigan stepped in and purchased many light density lines in an effort to preserve rail service. Many lines in the area including the line into Petoskey were part of the MDOT line purchases.

The Great Lakes Central (GLC) is the current operator into Emmet County with freight service being operated on the south edge of town and the City having bought the northern mile plus of railroad of which only .6 miles of track through town to the former PRR (GR&I) passenger depot opposite the Perry Hotel still remains.

WHO WILL HAVE REGULATORY OVERSIGHT FOR THE TROLLEY

The answer to this question is not an easy one. According to a letter from Chris Bagwell, General Manager of the Great Lakes Central Railroad dated February 26, 2016, they determined that the track north of Emmet Street that is owned by the City of Petoskey no longer meets FRA standards and that they will be severing the track from the general system by removing two sticks of rail south of Emmet Street.

Once the rail has been severed, it is the opinion of the GLC that the Petoskey owned track will no longer fall in the general railroad system and therefore the rules and regulations set forth by GLC, Michigan DOT Rail Division and the Federal Railroad Administration (FRA) will no longer apply to that track.

Generally, the FRA takes jurisdiction for any track that has active grade crossings (non-insular) regardless of whether or not it is connected to the general railroading system. A document that is available at the following web site -

http://utu.org/worksite/PDFs/safetylawsummary/FRA_lightrail_operations.pdf and was prepared by the FRA (49CFR Part 209 Appendix A) states in part;

Urban Rapid Transit Operations

One type of short-haul passenger service requires special treatment under the safety statutes: "rapid transit operations in an urban area." Only these operations are excluded from FRA's jurisdiction, and only if they are "not connected to the general railroad system." It goes on to state "the kinds of vehicles ordinarily associated with street railways, trolleys, subways and elevated railways are the types of vehicles most often used for urban rapid transit operations."

There are many trolley operations in cities and towns throughout the US and the FRA has declined to take jurisdiction for these operations. It is our opinion that once the track is severed and if a trolley is operated on the remaining track, it will not be under the jurisdiction of the FRA.

To try to clarify if Michigan DOT Rail Division would have oversight on the severed track section, City Manager Robert Straebel and Director of Parks and Recreation Al Hansen contacted Daniel Harris, the State Safety Oversight Manager to request a determination. We spoke with Mr. Harris and he is of the opinion that if the FRA does not have jurisdiction (and he would want to see a letter from FRA to that effect), he might have jurisdiction depending upon the funding used to purchase the track by the City. Regardless of who has jurisdiction, we are recommending that the first year will be a shake-down period with no passenger service on a piece of track that does not include any road crossings (insular track). If that is successful, then we are recommending a second year where it will be considered a demonstration period where Petoskey Downtown can determine if the trolley adds a positive benefit to the downtown and if it is worth perpetuating the service on a yearly basis.

Mr. Harris suggested that as an absolute minimum, the City have a letter from any municipal body that owns the roads that would be crossed by the trolley, agreeing to the use of the crossing for the trolley operations. The City owns most of the roads so a resolution from the city would be in order. Mitchell Street might require permission from the county or the state depending upon who has jurisdiction.

TRAINING

In most of the communities where streetcars are operated, they are operated by qualified bus drivers. Little Rock, Kenosha and Tampa are all examples of this. The operator is required (by the operating entity) to have a CDL license in good standing and meet all of the requirements, including drug testing. The operator should also be familiar with the trolley equipment and be able to perform the safety check required before each day's runs.

The flag person will be required to undergo training as required by the operating entity and be familiar with the operating requirements of the trolley. Generally, the training is similar to that for a school crossing guard. They will need to be physically capable of getting on and off the trolley at each intersection and flagging it across the intersections. At the very least, a reflective safety vest will be necessary for the flag person.

A track inspector will be required but it may be the operator or the flagging person can be qualified. They should be familiar with the track and know what to look for in the way of track defects that might require shutting down the trolley operation until a defect that has been found is corrected. As the trolley will not fall under the track safety standards of the FRA, the operating entity will have to establish the inspection protocol. The three safety items that will be looked for are tight joints and joint bolts, no breaks in the rail and proper gage for the track.

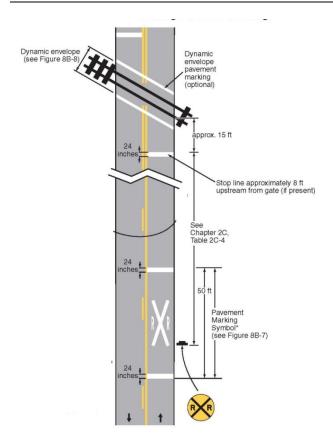
SAFETY INSPECTION OF TROLLEY CAR AND TRACK

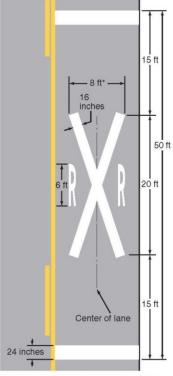
The trolley car was viewed by representatives of Stone Consulting, Inc. in the storage facility at the City of Petoskey Public Works garage. The car appears to be in better condition than was expected given its age. The body appears to be in excellent condition as is the roof canopy. The car was not started up so we cannot issue an opinion on the engine or running gear.

The car is equipped with operating controls at both ends of the car. There is a throttle, brake and kill switch at each end. It does not have tail lights or warning lights, just a headlight and an overhead light in the canopy for night running. Before it is put into regular service it will be necessary to install tail lights at each end and some type of warning strobe light to aid drivers in spotting the car as it crosses the street. Brakes will need to be checked and tested and the operator should become familiar with the equipment. It was also noted that the step into the trolley is very high off the ground. Initially, the driver should have a step stool to be used for boarding passengers. If it is decided to modify the car for ADA accessibility, an additional hinged step can be added at each corner of the vehicle to reduce the height of the first step for boarding and disembarking.

A check list should be developed for the operator with a list of things that should be checked each morning when starting up the trolley.

Crossing signs were inspected. The cross-bucks are the correct size and the correct height. Some of the cross-buck signs are somewhat further from the track than the ± 15 ' that is shown in the MUTCD. All of the cross-buck signs lack a 2" wide white reflecting tape on the pole beneath the sign. Reflecting tape should be added to each sign post from 2' above the ground to just below the center of the cross-bucks. Pavement markings are missing at all of the grade crossings and depending upon the requirements of Table 2C-4, the advance signs may need to be relocated.





*Width may vary according to lane width

Table 2C-4. Guidelines for Advance Placement of Warning Signs										
	Advance Placement Distance ¹									
Posted or 85th-Percentile Speed	Condition A: Speed reduction and lane changing in heavy	Condition B: Deceleration to the listed advisory speed (mph) for the condition								
	traffic ²	03	10 ⁴	20 ⁴	30 ⁴	40 ⁴	50 ⁴	60 ⁴	70 ⁴	
20 mph	225 ft	100 ft ⁶	N/A ⁵	_	××	7 <u></u>	_	_	_	
25 mph	325 ft	100 ft ⁶	N/A ⁵	N/A ⁵	-	_	_	_	_	
30 mph	460 ft	100 ft ⁶	N/A ⁵	N/A ⁵	0-0	_	-		-	
35 mph	565 ft	100 ft ⁶	N/A ⁵	N/A ⁵	N/A ⁵	-	-	_	-	
40 mph	670 ft	125 ft	100 ft ⁶	100 ft ⁶	N/A ⁵	1/2/20	<u></u> -1	(<u>-</u> 1)	1 <u>222</u>	
45 mph	775 ft	175 ft	125 ft	100 ft ⁶	100 ft ⁶	N/A ⁵	-	_	-	
50 mph	885 ft	250 ft	200 ft	175 ft	125 ft	100 ft ⁶	-		-	
55 mph	990 ft	325 ft	275 ft	225 ft	200 ft	125 ft	N/A ⁵	-	-	
60 mph	1,100 ft	400 ft	350 ft	325 ft	275 ft	200 ft	100 ft ⁶	102_11	_	
65 mph	1,200 ft	475 ft	450 ft	400 ft	350 ft	275 ft	200 ft	100 ft ⁶	-	
70 mph	1,250 ft	550 ft	525 ft	500 ft	450 ft	375 ft	275 ft	150 ft	_	
75 mph	1,350 ft	650 ft	625 ft	600 ft	550 ft	475 ft	375 ft	250 ft	100 ft ⁶	

^{1.} The distances are adjusted for a sign legibility distance of 180 feet for Condition A. The distances for Condition B have been adjusted for a sign legibility distance of 250 feet, which is appropriate for an alignment warning symbol sign. For Conditions A and B, warning signs with less than 6-inch legend or more than four words, a minimum of 100 feet should be added to the advance placement distance to provide adequate legibility of the warning sign.

Although the requirement for marking the grade crossings is one the City is responsible for and has been while the track has been in service, it will be important to get the streets painted where the trolley will be using the crossings. That should not be necessary until 2017 at the earliest.

INSURANCE

The most cost effective way to acquire the insurance for general liability as well as damage is to obtain a rider to the City's insurance. If it is necessary for the Petoskey Downtown to obtain the insurance on their own, it will cost in excess of \$10,000 per year for minimal general liability insurance. We highly recommend that the insurance be procured through the city. We have included recommendations by the city's insurer in the safety plan.

RECOMMENDATIONS

Before any new transportation system starts up, a shakedown period is scheduled for operator training, making sure the infrastructure is properly installed and to make sure the vehicle will perform as it is required to.

^{2.} Typical conditions are locations where the road user must use extra time to adjust speed and change lanes in heavy traffic because of a complex driving situation. Typical signs are Merge and Right Lane Ends. The distances are determined by providing the driver a PRT of 14.0 to 14.5 seconds for vehicle maneuvers (2005 AASHTO Policy, Exhibit 3-3, Decision Sight Distance, Avoidance Maneuver E) minus the legibility distance of 180 feet for the appropriate sign.

3. Typical condition is the warning of a potential stop situation. Typical signs are Stop Ahead, Yield Ahead, Signal Ahead, and Intersection Warning signs. The distances are based on the 2005 AASHTO Policy, Exhibit 3-1, Stopping Sight Distance, providing a PRT of 2.5 seconds, a deceleration rate of 11.2 feet/second2, minus the sign legibility distance of 180 feet.

4. Typical conditions are locations where the road user must decrease speed to maneuver through the warned condition. Typical signs are Turn, Curve, Reverse Turn, or Reverse Curve. The distance is determined by providing a 2.5 second PRT, a vehicle deceleration rate of 10 feet/second², minus the sign legibility distance of 250 feet.

^{5.} No suggested distances are provided for these speeds, as the placement location is dependent on site conditions and other signing. An alignment warning sign may be placed anywhere from the point of curvature up to 100 feet in advance of the curve. However, the alignment warning sign should be installed in advance of the curve and at least 100 feet from any other

The minimum advance placement distance is listed as 100 feet to provide adequate spacing between signs.

We have inspected the track and found it to be adequate for the proposed service, but it is important to take the time to train the operator and at the same time make sure that the trolley will perform as required and be dependable.

This car has not been used in regular service for many years and just starting it up and moving it back and forth is not an indication of how it will perform in regular service.

It is our recommendation that the car be moved from the DPW garage to the track behind the former depot and an operator be engaged to operate the car for at least four weeks on that section of track. The track is about 800' in length and it has no road crossings. No flag person will be required for the test period and that will be an adequate test to determine if the car can be depended upon to run a regular schedule for the following summer. We have prepared a budget for operating the car over a 4-week period this summer. It will also be interesting to see what type of interest the car generates while being tested on the track from Winter Park to Bay Street.

We have discussed tourist volumes with the Visitor's Bureau. We believe that the car should not be expected to run 7 days per week during the peak tourist season as it will need a day a week to be serviced, and it is their recommendation that we shut down the car on Tuesday's as that is the slowest day of the week from a tourist standpoint during the summer. We have prepared an operating budget for years 2-5 if it is decided to run the car on a regular basis after the shakedown shows that the car is dependable or that it can be repaired to be dependable.

Our recommendation is that for regular operations the car runs from Winter Park to Mitchell Street behind the Chamber of Commerce building. There is no pressing reason to go any further south and it avoids crossing the double intersection at JC Penney. The car can be housed in the future, permanently, at some location between Grove and Emmet Streets but that would only require a move across those intersections twice a day instead of at every run.

If the trolley operation proves to be a viable use of funds for the Petoskey Downtown, then additional improvements can be made and they are budgeted for the third year with proposed 5 year financing. They include upgrading the track, adding ADA accessibility to the car, repainting the car, changing the lettering and installing a building over the end of the track for storage and security. That work should all be done in the third year once the decision has been made to continue the operation. To keep costs down we are recommending that a pole building be erected over the existing track, that way no additional switches or track is needed and costs are kept to a minimum.

We are also concerned about the replacement of the ties. Our costs include the replacement of every third tie between Bay and E. Lake Streets and then between E. Lake Street and Mitchell Street. All of the track in this area is embedded in the ground with no ballast or adequate drainage. That will cause standard hardwood ties to deteriorate at a much faster rate than if they were in ballasted track. To improve the longevity of the ties, we are recommending that composite ties be used instead of wood. They are made from recycled materials and will last a lot longer than wood ties in this environment. Cost for these ties is about \$30 per tie more than timber, and we have costed out the tie replacement projects accordingly in the budget.

WHY DO IT AT ALL???

Admittedly, we are biased towards the use of trolley cars. History now shows that a trolley on rails is a much bigger draw than a trolley or bus on rubber tires. People generally will not seek out a bus just to take a ride. They will seek out a trolley car if it is available. It does not matter that it does not go anywhere, the important thing is that it goes on the rails and you know you will get back to where you started from.

We don't believe that a trolley car in Petoskey running back and forth through Pennsylvania Park will draw crowds of people that would not otherwise visit Petoskey, but people will be attracted to the trolley car and ride it just because it is there. There is not another trolley car in the area. It is something special to do and to talk about. Word will get around and yes, some people will come to Petoskey just because it is there.

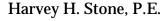
The trolley car can also be rented out for weddings and other receptions where people will think it is cool to have an old time trolley car on rails for photo opportunities or just to give their guests rides. Although not a major source of income, it can help defray the operating cost of the trolley.

A WORD ABOUT THE TRACK

There has been some discussion that if the trolley car is not used, the track should be removed. Communities all around the country have decided to remove their track from parks and other areas to make it easier to mow or to insure that a train will never come back. Many years after the track is removed, the communities regret the loss of their history as well as their ability to bring back the track for a new industry or tourism. Once the track is gone, it will never come back. Parks such as the Highline Park in New York City celebrate the passing of the railroads and reconstruct sections of track to give the feeling that a railroad was there.

Here in Petoskey you have a unique park. Pennsylvania Park celebrates the passing of the railroad and whether the trolley runs or not, the track is a real reminder of why the park is there. We don't know what is coming in the future or what regrets future residents of Petoskey may have about the passing of the railroad, but we think that the track in Pennsylvania Park is a real asset and should remain as a tribute to the age of the railroads.

Respectfully submitted,



Attachment 1 Budget

Petoskey Trolley Car 5 Year Budget									
1st Year Mid July to Labor Day	1 500	4th Year	1 500						
Engine Repairs	1,500	Engine Repairs	1,500						
Move Trolley to and from Track	4,000	Pavement Marking	250						
Signs and Pavement Marking	0	Labor	10.77						
8 hrs, 5days, 4 weeks	2.640	Operator 653 hours	10,77						
Operator hours 160	2,640	Flag Person 653 hours	8,163						
Flag person	1.500	Trolley Operating Costs \$11/hr	7,183						
Trolley Operating Costs \$10/hr	1,600	Uniforms	2,00						
Uniforms	0	Administration							
Administration	500	Insurance	3,000						
Insurance	<u>0</u>		\$33,670						
	\$10,240	Capital Loan	\$20,000						
2 d Van de Godenska		Total	\$53,670						
2nd Year June to September	2 500								
Engine Repairs	2,500								
Move Trolley to and from Track	4,000								
ADA compliance	0								
Refurbish and Paint	0								
Pavement Marking	250	<u>5th Year</u>							
Labor		Engine Repairs	1,50						
Operator 594+59=653 hours	10,775	Pavement Marking	250						
Flag Person 653 hours	8,163	Labor							
Trolley Operating Costs \$10/hr	6,530	Operator 653 hours	10,775						
Uniforms	800	Flag Person 653 hours	8,163						
Administration	2,000	Trolley Operating Costs \$11/hr	7,183						
Insurance	<u>3,000</u>	Uniforms	800						
	\$38,017	Administration	2,000						
		Insurance	3,000						
3rd Year			\$33,670						
Design of Car Storage Facility	5000	Capital Loan	\$20,000						
ADA compliance	8,500	Total	\$53,670						
Refurbish and Paint	8,000								
Car Storage Facility 20x40x\$40	32,000								
Tie Replacement Bay to E. Lake	17,000								
Tie Replacement East Lake to Mitchel	17,000								
Engine Repairs	1,500								
Move Trolley to Track	2,000								
Pavement Marking	250								
Labor									
Operator 653 hours	10,775								
Flag Person 653 hours	8,163								
Trolley Operating Costs \$11/hr	7,183								
Uniforms	800								
Administration	2,000								
Insurance	3,000								
sarunec	\$123,170								
Take Capital Loan for \$87,500 to pay ove									
Would be about \$20,000 per year.	5 ,000.15								
	-\$87,500								
Total	\$35,670								

Attachment 2 – Safety Plan

Petoskey Trolley Operational Safety Plan

Safety & Training

Safety is the most important function of the job.

All personnel involved with the trolley operation will be under the jurisdiction and must comply with all rules and regulations of City and Municipal policy and hiring practices including pre-employment screening and drug & alcohol random testing.

Trolley Operator (Bus Driver)

The Trolley Operator will be responsible for the safe and efficient operation of the rail trolley. The employee will be trained in the operation of the vehicle by an approved supervisor or designated trainer.

No one who is not authorized, trained and certified will be permitted to operate the vehicle.

Each day before operations begin, the operator will do a thorough safety check to make sure the following are in good order:

- Safety Hand Holds
- > Seats
- > Aisle free of trash or obstructions
- ➤ All lights are in working order
- Warning horn and or bell is operative
- > Wheels show no abnormal wear pattern
- Fuel and Lube Oil Levels are adequate
- ➤ Nothing is loose or dragging under the car
- No fluid leaks are visible
- ➤ Normal service and maintenance dates are in compliance
- Fire extinguisher and first aid kits are in proper order

After starting the vehicle it must be ascertained that:

- ➤ The vehicle properly takes forward and reverse power
- ➤ The vehicle when moved will stop properly (brake check)
- Any parking brake applied is properly functioning and or the car can be properly secured

While operating the car in service, written note must be made of any safety or operational functions not compliant and properly reported. The car must not remain in service if there is any question as to the safety of the car in any way that could injure the operator, flagman, or general public. A signed and dated post trip inspection report

must be made and filed noting any defects, and if there are none, "No defects noted" must be entered.

The operator must not move the car either in the forward direction or reverse direction unless the way is known to be clear of any and all obstructions, vehicles or persons. A warning bell or horn must be annunciated prior to initiating all movements in any direction. This also includes making sure no one is under the car.

Operators must carefully and gently stop and start the car in order to give a smooth ride and avoid injury to riders.

Operator must not attempt to move the car while persons are boarding

The operator will not allow riders who are visibly intoxicated to board the car, and any riders noted to be intoxicated will be put off at the next stop.

If taking leave of the car for any reason, or any length of time, the operator must ascertain that the car is secure in that no unauthorized person or persons can move it by manipulating the controls and the car is securely parked in that it cannot roll free.

Operators will be tested by a supervisor at least once every 30 days or more often if called for under the rules of the governing body of which the employee operates under. The supervisor will keep a copy of this test and retain it on record. Any deficiencies will be brought to the attention of the operator for remediation.

A written safety test will be devised and administered by the governing department with the employee needing a passing grade of 90% in order to stay proficient. This test will be given at a cycle not to exceed 360 days.

Operator will sound horn / bell at all highway crossings and upon approaching all station stops.

Operator will be responsible for the on-board safety of all riders and any rider not obeying the operator's instructions will be discharged at the next station.

In case of emergency, the operator will comply with the emergency communication protocol of the governing agency by cell phone, radio or other means provided.

During the course of the day, the operator will monitor and observe the condition of the track structure and any deviations, deficiencies or concerns will be reported to the supervisor. If there is doubt as to the safety of any deficiency, the safe course must be taken and the operation ceased until it can be determined safe to resume and / or the deficiency is repaired. Observation is to include the normal gage of the rails, joint bolts and joint bars in place, rails not broken or debris fouling the track or flangeways.

Flagman

A flagman will be assigned to ride with the operator and flag all public highway grade crossings. If no riding flagman is assigned to the car, a qualified ground flagman or police officer can be substituted as needed.

The flagman will dismount the vehicle upon the operator stopping prior to fouling the grade crossing. The flagman will carry a red / orange flag and wear a Hi-Viz vest compliant with City "Hi-Viz" specifications. After determining that highway and pedestrian traffic is stopped, he will communicate to the operator to move the car through the intersection while at all times remaining vigilant to traffic and pedestrians. After the vehicle is safely across the flagman will remount the vehicle and continue to the next crossing. No riders will be allowed to board or dismount while the car is crossing a public street during the flagging operation.

Each day the operator and flagman will hold a job briefing with their supervisor to go over the proposed operation for the day. Each will verify they understand the operation, and anomalies and the nature of their job and duties. Any safety concerns discussed will be resolved or mitigated before the operation commences.

The flagman will assist the operator as needed in functions related to safety of the general public and vehicle riders. The flagman is not permitted to operate or take control of the vehicle unless also qualified as an operator. If the flagman is a volunteer, all applicable screenings, rules, regulations and policies shall apply as if the volunteer was an employee. Flag persons shall have training and guidance in proper traffic flagging and safety operations by the DPW or equivalent department prior to and or during their qualification period.

Track Inspector

The track inspector will also report to the trolley supervisor and be required to inspect the track a minimum of once each 7 days. The inspector will look for defects that would compromise the safety of the operation. This may include but not be limited to:

- Damaged track by highway vehicles or storms
- Debris on track
- ➤ Wide gage; greater than 57-1/2 inches
- Broken rails
- > Center broken joint bars
- ➢ Broken, missing or loose bolts
- > Ties worn so as to not support the track structure under the weight of the car, hold gage or maintain structural integrity
- Missing or damaged signage

Trolley Mechanic

Once every 30 days, or less as required a qualified mechanic will perform a safety inspection on the car to verify:

- The vehicle operates as intended; starts, stops and can be properly secured.
- ➤ All lights and warning devices such as horns, bells or other indicators work
- > Fluid levels are topped off and no abnormal leaks are occurring.
- ➤ The cooling system is properly operating and if cold weather is approaching it is either drained or has anti-freeze so as to not freeze damage the engine or cooling system.
- ➤ Oil changes are made at the proper time intervals according to manufactures recommendations
- ➤ Oil is not showing contamination
- ➤ All hoses and belts are in good working order
- ➤ All filter changeouts are not overdue
- ➤ All safety handholds are in place and secure
- > Steps are secure and safe to use
- ➤ The operator controls respond properly and nothing is "rigged" or otherwise modified to bypass normal operation.
- ➤ Wheels and suspension parts are in good order and wheel flanges are not getting thin or sharp due to wear.
- ➤ Wheels are in-line and properly in tram with no wheel or axle bearing defects
- > All defects written up by the operator in his post trip report have been reviewed and repairs signed off.

Trolley Safety Equipment

The safety equipment of the trolley shall at a minimum consist of:

- A radio or cell phone to alert emergency personnel in case of an accident or incident and as a way to communicate with and be reached by supervisory personnel shall be provided. The operator will not use a cell phone while under motion to either call or text.
- ➤ A fire extinguisher suitable for use with a gas powered engine properly inspected and in date
- A first aid kit equivalent to that on a city bus or shuttle as designated by local municipal ordinance and or MDOT.
- Reflective warning strips on the sides of the vehicle for enhanced visibility
- Safety signage in the interior of the car to alert passengers to prohibited acts or safety issues



Prohibited Acts

- ➤ No smoking allowed on vehicle
- ➤ No eating or drinks
- Riders are to keep heads, arms and hands inside at all times

POSTED TROLLEY RULES

Please wait for trolley to come to a complete stop before boarding or exiting the trolley.

While waiting for the trolley, always stand behind the yellow line on the platform.

DO NOT stand on the tracks at any time. Do not skateboard or rollerblade on platforms.

No food or drink is allowed on the trolley.

Please place any garbage in the disposal bins on the platforms.

Strollers are welcome on trolley.

Please give seniors and people with disabilities priority for seating

While riding, please remain seated.

Stay alert and stay safe around train stations, on rail station platforms and on trains