

METROPOLITAN TRANSIT AUTHORITY

Tram & Bus Division.

Fleet Operations Centre

Training Procedure.

Part 1.           Basic.

1. Insert the run number card, at both ends of the tram, if no run number card or the run card is not properly inserted, then RUN CARD will be displayed on the CONTROL HEAD every 2 minutes.
2. Open Drivers Console, the A.V.M. Console will automatically open. Turn on battery switch, the A.V.M. equipment will come on.
3. Press TEST, the unit will then test all functions.
4. Wait till EMERGENCY test appears, then test the S.A.S. if the unit is working correctly then EMERGENCY O.K. will appear on the Control Head. should EMERGENCY FAIL appear on the Control Head, then refer the fault to the Depot Starter, for corrective action.
5. Once tested O.K. the unit will display the time of day.
6. You are now ready to proceed.

Part 2.

1. From here on, the Controller can contact you, or
2. Contact the passengers, or
3. You can contact the Controller as necessary.
4. You can address the passengers through the P.A.

Part 3.

1. You want to contact the controller (no urgency).
2. Press R.T.T. (RTT ACK will appear on the Control Head), wait until TALK appears.
3. Take the handset off the hook.
4. Press SPKR if you want to hear the controller through your speaker (if not use the telephone.)
5. Press the switch on the handset when you want to speak--release when listening. (Listening time is 30 seconds maximum, you must press the hand set switch to extend communication a further 30 seconds), or you

will be cut off, and you will have to send an R.T.T. again.

6. If message is urgent then use the P.R.T. button, procedure then as above.
7. EMERGENCY--- press S.A.S. switch (then wait for instructions) all other communications are cut off, the controller can hear everything that is happening on your vehicle, and will take whatever action is deemed necessary.

#### Part 4.

1. The Controller may send different types of messages (TACTICAL MESSAGES).
2. Every time a message is displayed on the Control Head press ACKNOWLEDGE, or else the message will keep re-appearing.
3. Tactical Messages are as per the reference card, anything you do not understand contact the Controller via a R.T.T. and request information.

#### Part 5.

##### EXPLANATIONS.

1. IF YOU DO NOT HAVE A RUN CARD, run without it (the reason will be sorted out later)
2. It is recommended that you are stationary during communication.
3. Occasionally you will be requested for a passenger count, after receiving such a message:-  
Press - ACK button.  
Press - PASSENGER COUNT. - visually estimate the number of passengers in the tram eg. empty, full, 1/3 or 2/3 full etc. then press SET until display matches your requirements.  
Press PASSENGER COUNT again to send message.
4. To address passengers, press P.A. when finished talking press P.A. again (resets system back to normal).
5. At all times, and after communication, return the handset to its holder.
6. Other functions as per Reference Card.

If Control Head displays "MANUAL RADIO" a computer fault has occurred but your handset is still working. You are still in voice communication with the F.O.C.