

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD

DUTIES AND RESPONSIBILITIES OF DEPOT STARTERS

Depot Starters, as Officers of the Board, must at all times set a high standard in personal appearance and neatness. They must deal courteously but firmly with the employees under their control, and assist the Depot Master in maintaining a high standard of discipline.

In the absence of the Depot Master, they must assume responsibility for the maintaining of discipline on the Depot property, and are in charge of the traffic staff, subject to the instructions of the District Traffic Inspector.

Depot Starters will exercise strict supervision over all persons entering the Depot, and see that unauthorised persons are not permitted to remain on the Depot property.

TRAFFIC ADJUSTMENT:- Trams/buses brought into depot for adjustment (T/A) need:-

- Despatch Book - Alteration to hours run.
- Run-in altered.
- Stock Board - Altered.
- Run a line through the original entry in the Despatch Book.

TURN BACKS:- BY DEPOT STAFF OR INSTRUCTION NEED -

- Despatch Book - Alteration to hours run. Show as T/A.
- Lost Mileage - Each turn-back noted - reason for same - mileage
- Lost - who authorised.
- Run-in Board - Altered.
- Run a line through original entry in the Despatch Book.

BLOCK CARS:- Late running adjusted by a car leaving terminals on time - meeting

- Run. Show in Despatch Book as B/C. Run line through original entry.
- Needs:-
- Block Card - Made out and handed to driver of Block tram/bus with
- Clear instructions on operation and procedure.
- Despatch Book - All entered in SEPARATE column, and marked B/C.
- Run-in - Altered.
- Stock Board - Altered.
- Missed Shift - Entry made to show dates of crew manning the Block
- Car, time absent from depot.
- Lost Mileage - Show entry of Block Car - number of spare key used -
- Time from and to - How many trams/buses were blocked.
- or if no trams/buses blocked - minutes late of Runs
- blocked, and reason for.

CHANGE-OVERS:- This term used only if tram/bus is defective (otherwise treat as

- Traffic Adjustment - T/A - see above), needs:-
- Change-over Book - Showing time of call, then as procedure.
- Despatch Book - Alteration to hours run - run line through
- original entry, and show as C/O.
- Stock Board - Altered.
- Run-in - Altered.
- Matters for Attention Book - Enter as procedure.

AMENDED TIMES:- Generally used over holiday periods. Show as A/T.

- If quite a few Runs are altered, a Special Block is used, same
- with Despatch Book Sheet, Run-in - out Board, and Stand-by Board.

NOT RUN:- Normally caused through shortage of staff. Show as N/R in Despatch

- Book, running a line through the original entry. Needs -
- Despatch Book - Entry made to show that this Run as depicted is Not
- Run (N/R) - unless special sheet is being used - see above. Then in
- separate column, show new times of running.
- Run-out - altered so that depot run-out is not blocked - if necessary,
- car has to be moved.
- Lost Mileage - Entry made - reason, e.g., staff shortage.
- Missed Shift - entry made - not run.
- Again, the latter two items need not be done if a Special Block is
- being used.

SPECIALS:- To schools, Market, football, etc. Needs -

- Despatch Book - enter hours run under heading - "Specials".
- Run-out - make sure trams/buses are not locked in when needed.
- Missed Shift - Enter crews doing same - time away from depot -
- what they are doing.

DEPOT OFFICERS
DEPOT STARTERS OFFICE PROCEDURE (CONT)

2.

CUT IN CAR:- Used to relieve heavily congested loading - or in depots where a Lock Car is not used. Also to relieve progressive late running.
Shown as C/I in Despatch Book, needs -
Despatch Book - Show hours run.
Missed Shift - Show crew being used, reason, time out/in.
Stock Board - Alter.

TRANSPORT CARS:- Crews running from depot to depot, sometimes as "Special", sometimes in service. Method used to move trams/buses from one depot to another for vehicle stock reasons.
Despatch Book - Show hours run. Enter as "Transport".
Missed Shift - Show crew used - reason - time out/in.
Stock Board - remember to remove.
Matters for Attention Book - enter as transport, the next Depot Starter might spend valuable time looking for this tram/bus.

SERVICE CUTS:- Temporary - caused by staff shortage, needs -
Special Block used, with Despatch sheet, or, if only a few, needs -
Despatch Book - line run through normal times, new times on new runs (sometimes one or more are amalgamated)
shown under column headed "CUTS".
Run-out/in Board - Make temporary alterations with a Stabilo pencil.
Stand-by Boards - Alter as required, again with a Stabil pencil.

SUBJECT:- READING A BLOCK

1. CAR OUT/IN - RED FIGURES.
2. STAND BY LIST - EMERGENCIES.
3. ROUND TRIP TIMES - COMPOSED OF:-
 - (A) RUNNING TIME
 - (B) LAY UP TIME
 - (C) SHUNTING TIME
 - (D) ALLOWANCES FOR PEAK RUNNING
4. TABLE TAKES - ^{Depot}DEPOTTED BY RED TIME FIGURES.

N.B. WATCH FOR TABLES THAT WERE IN SERVICE BEFORE THIS TABLE RELIEF, AND THOSE THAT PICK UP AND CONTINUE IN SERVICE AGAIN. (DEPOTTED BY A SMALL "C" - FOR 'CONTINUE') THIS LETTER CAN BE EITHER BEFORE OR AFTER THE TABLE NUMBER ON TOP OF THE RED TABLE LINE.
5. WALKING OR TRANSPORT TIME - TO OR FROM DEPOT/RELIEF POINT.
6. THE LINE THAT SHOWS CONTINUATION OF SERVICE TO THE DESTINATION LAST SHOWN.
7. THE STORY - SYMBOLS THAT SHOW:-
 - (A) CREWS CHANGING TRAMS/RUNS.
 - (B) PROCEED VIA A PARTICULAR STREET/ROUTE.
 - (C) CERTAIN DESTINATIONS.
 - (D) OTHER CREWS TO BE PICKED UP AND TRANSPORTED TO A RELIEF POINT OR DEPOT.
 - (E) CONNECTIONS.
 - (F) METHOD OF OPERATION WHEN RECONSTRUCTION IS IN PROGRESS,
- WHEN V.I.P. VISITS, MARCHES, CUT-OFFS, JUMP-UPS ETC., ARE IN PROGRESS.
 - (G) TRACK PHONES TO BE TESTED.
 - (H) AUXILIARY BOARDS - WHICH ONES TO CARRY, AND WHEN TO DISPLAY THEM.
 - (I) CERTAIN RUNS TO BE ASSISTED - BY CONDUCTOR.
 - (J) LAY UP AT TERMINUS AND LET CAR/CARS BEHIND SHUNT OVER.
 - (K) SHUNT OVER RUN AHEAD AT TERMINUS.
 - (L) CERTAIN RUNNING TIMES.
 - (M) WHEN TRAMS ARE TO BE LEFT ON SIDINGS - FOR FOOTBALL, RACES, ETC.
 - (N) ANY OTHER DEVIATION FROM NORMAL SERVICE WORK.
8. A TABLE HAS STAND-BY AFTER IT IS RELIEVED - DOES NOT GO TO MEAL OR SIGN OFF, CAN BE USED FOR FURTHER WORK.
9. THE DATE THE BLOCK WAS ISSUED - YOU MIGHT BE USING AN OUT OF DATE BLOCK.
10. IS IT A WEEKDAY BLOCK, A SATURDAY OR SUNDAY BLOCK, OR A SPECIAL BLOCK - I.E., ONE USED FOR FOOTBALL, RACES, TROTS, LATE NIGHT SHOPPING, MARKET LOADING - OR THE ONE USED WHEN CERTAIN TABLES CAN'T BE RUN (A/C STAFF SHORTAGE).
11. CROSS REFERENCE - I.E., A LIST OF TABLES AND RUNS THEY WORK ON.
12. RELIEF TABLES AND DAY-OFF LIST.
13. NOTE THE DIFFERENCE BETWEEN THE HOURS RUN ON THE DIFFERENT RUNS -
1 - 3 HOURS - USE TO BRING CARS IN FOR SERVICING (DAY-INS ETC.)
9 - 12 HOURS - USE TO BRING CARS IN AND PLACE FOR BRAKE ADJUSTING AND NEXT DAYS SERVICING.

13. (CONTINUED)

- 19 HOUR RUNS - THESE WOULD BE BIG CARS AND HAVE TO BE ADJUSTED THAT DAY, OR AS SOON AS POSSIBLE.
- N.B. WATCH ANY ALTERATION TO BLOCK, OR IF NEW RUNS ARE INTRODUCED.
- THERE WILL SOMETIMES BE AN ALTERATION IN THE HOURS RUN, AND THE DEPOT STARTER HAS TO NOTE THESE ON THE RUN-OUT/IN BOARDS, IN THE "HOURS RUN" AND "TIME IN" COLUMNS.
14. L.N. - THESE LETTERS STAND FOR "LARGEST NUMBER". REFERS TO THE MAXIMUM NUMBER OF CARS ON THE ROAD IN THE A.M./P.M. PEAK. (NOT ALWAYS THE SAME NUMBER).
15. WATCH THAT THE STAND-BY LIST DOES NOT ALTER. THUS "NOT ON FRIDAY".
16. WATCH THAT RUNS, TRIP TIMES, DESTINATIONS, ROUTES, TRIP LAY UP TIMES ETC., DO NOT ALTER ON ANY ONE PARTICULAR DAY. E.G., MARKET SPECIALS, RACE SPECIALS, SCHOOL HOLIDAYS ETC.
17. LEARN HOW TO CALCULATE TOTAL HOURS FOR D/R - C/R (SIGN ON/OFF) IF NEED ARISES TO WRITE OUT A TABLE.
18. CHECK THAT ALTERATIONS THAT COME OUT FROM THE ROSTER DEPARTMENT (AMENDMENTS) HAVE BEEN PUT IN.
19. HAVE SHORT RUNS PIN POINTED AND CLEARED FOR CANCELLATION BY THE DISTRICT TRAFFIC INSPECTOR FOR CREW USE BY YOU IN THE EVENT OF STAFF SHORTAGE.
20. SOME BLOCKS ARE SO BADLY FADED THAT THEY ARE ALMOST IMPOSSIBLE TO READ BY A RELIEVING DEPOT STARTER. IN THIS CASE, RING THE ROSTER DEPARTMENT AND ORDER A NEW ONE.
21. REMEMBER THAT RUN NUMBERS DO NOT ALWAYS FOLLOW EACH OTHER IN SUCCESSION, ESPECIALLY IN THE PEAKS.

METROPOLITAN TRANSIT AUTHORITY

TRAM & BUS DIVISION

ABBREVIATIONS IN USE BY DEPOT STARTERS

1. ACCIDENT	-	ACCID
2. ATTENDING COURT	-	COURT (Authority or private)
3. COLLISION	-	COLLIS.
4. CONDUCTOR DRIVER	-	C/DVR
5. CONDUCTOR	-	C/R
6. CONDUCTRESS	-	C/ss
7. DRIVER	-	DVR
8. DEATH IN FAMILY	-	D/I/F
9. FIRST PORTION	-	1st PORT.
10. INJURED ON DUTY	-	I.O.D.
11. JURY SERVICE	-	JURY
12. MISTAKEN TIMES	-	MIS/TIMES
13. FAILED TO REPORT	-	F/T/R
14. ORDINARY LEAVE	-	O/L
15. OVER-TIME	-	O/T
16. PER MATTERS FOR ATTENTION BOOK	-	PER M/F/A
17. RELIEVED	-	REL
18. REPATRIATION	-	REPAT.
19. SIGNED ON	-	S/ON
20. SICKNESS IN FAMILY	-	S/I/F
21. SLEPT IN	-	S/IN
22. SUSPENDED	-	SUSP.
23. STAND BY	-	S/BY
24. STRIKE	-	ST.
25. SICK LEAVE	-	S/L
26. STOP WORK MEETING	-	S.W.M.
27. UNION DELEGATE RELIEVED	-	UNION/BUS.
28. WORD RECEIVED	-	W/R
29. NOT REQUIRED	-	N/R
30. LATE REPORT	-	L/R
31. OFF TILL FURTHER NOTICE	-	O/T/F/N
32. CHANGED BY MANAGEMENT	-	C/B/M
33. NOT COVERED	-	N/COV
34. AS INSTRUCTED	-	AS INST.
35. CALL OF NATURE	-	C/O/N
36. FULL SHIFT	-	F/S
37. RELIEVED OWN REQUEST	-	R/O/R

