

Clearing car recommendations

Single level cars

- Closed cars must be checked
- Start at last open car door ensure cars are clear if that point is beyond last door
- Close door
- Walk coach till next open door (center or end) close locally
- Check all toilets as you pass
- As you pass between cars raise the safety bar behind you (signaling to other employees that car is clear)
- Continue moving through train closing doors locally as you proceed
- Continue until you meet another crewmember or reach end of train
- Properly clearing trains is priority over delays, please adhere to the recommendations regardless of location

Multi-level cars

- **Work with a partner**
- Closed cars must be checked
- Start at last open car door ensure cars are clear if that point is beyond last door
- Close door
- One crewmember walks high one lower level
- Walk coach till next open door (quarter point or end) close locally
- Check all toilets as you pass
- As you pass between cars raise the safety bar behind you (signaling to other employees that car is clear)
- Continue moving through train closing doors locally as you proceed
- Continue until you meet other crewmembers or reach end of train
- Properly clearing trains is priority over delays, please adhere to the recommendations regardless of location