

Shelburne Falls Trolley Museum – Start of Trolley Operation

- Open Shed – Secure stall doors open and place chain across the track.
- Place track skates on the rails in the appropriate position inside the shed.
- Open Barn – Secure Stall 2 doors open.
- Check the bulletin board for Special Orders.
- Get a radio from the crew cabinet and perform a radio test.
- Inspect track, turnouts, flange ways and the trolley wire.
- Confirm Car No. 10's trolley pole is off the wire.
- Confirm the reverser key is removed and the canopy switch is OFF.
- Perform Car No. 10's brake test. (see procedure)
- Remove and suspend the trigs.
- Energize the trolley wire and check the car barn indicator lights (see procedure).
- Move the trolley pole to the freight end and place on the trolley wire (see procedure).
- Perform the conductor's readiness check (see procedure).
- Prepare a new trip sheet.
- Confirm the reverser key is removed then turn ON the canopy switch.
- Remove the chain across Stall 2 door's opening.
- Move Car No. 10 one car length out of the car barn while ringing the gong.
- Replace the chain across Stall 2 door's opening.
- Run Car No. 10 to Salmon Falls.
- Check the trolley wire indicator lights on Pole 9.
- Line and secure TO2 for movement on the Main Track.
- Perform a radio check.
- Change ends and run to the Visitor Center.
- Report any problems or failures.
- Open the freight door and remove the chain across the boarding platform.
- Unlock the caboose with the key in the crew cabinet.

Shelburne Falls Trolley Museum – End of Trolley Operation

- Run Car No. 10 from the visitor center to Salmon Falls.
- Line and secure TO2 for movement on the House Track.
- Change ends and run Car No. 10 to a safety stop at the car barn.
- Remove the chain across Stall 2 door's opening.
- Move Car No. 10 into the car barn while ringing the gong.
- Stop Car No. 10 at the stop location indicator.
- Remove Car No. 10's reverser key and turn OFF the canopy switch.
- Set the trigs and release Car No. 10's brakes.
- Remove Car No. 10's trolley pole from trolley wire and rest it on a metal building frame member.
- De-energize the trolley wire and check the indicator lights (see procedure).
- Turn OFF all radios and return them to the charger in the crew cabinet.
- Return the reverser key and all ticket punches to the crew cabinet.
- Make an entry in the daily report log in the crew cabinet.
- Lock the crew cabinet.
- Close the Stall 2 door.
- Turn OFF the car barn's interior lights.
- Close and lock the car barn's front and rear doors.
- Lock the caboose.
- Close and lock the shed doors.
- Close and lock the pump car shanty.
- Close and lock the box car, tool cart, and paint shed.
- Close and lock the visitor center's rear door.
- Turn OFF the visitor center's lights, heat, and air conditioning.
- Close and lock the visitor center's front door.