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General Bulletin

TO: All Concerned - Bus

SUBJECT: Union Station Transit Center (USTC) Terminal Operating Procedures

EFFECTIVE: Sunday, September 4, 2016

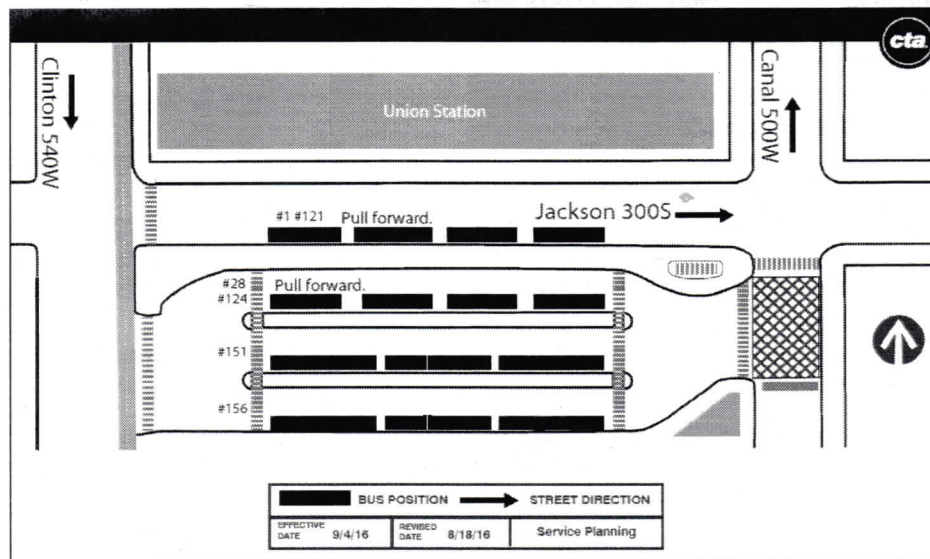
On September 4, 2016, the Union Station Transit Center (USTC) Bus Terminal opens for operation. The USTC is designed for **CTA bus use only**.

The following four (4) bus routes are scheduled to operate service into the USTC:

- #28 Stony Island
- #124 Navy Pier
- #151 Sheridan
- #156 LaSalle

Eastbound Jackson Street between Clinton and Canal Streets, north of the USTC, will serve as the terminal for the following two (2) routes:

- #1 Bronzeville/Union Station
- #121 Union/Streeterville Express



When servicing the USTC terminal and operating on the adjacent streets, Bus Operations personnel must adhere to the following specific operating procedures, all applicable Bus System Rules and Standard Operating Procedures.

TERMINAL ENTRANCE OPERATION

- Operators can access the USTC terminal service drive from southbound Clinton immediately south of the Jackson intersection (above).
- When turning left from southbound Clinton into the terminal service drive, Operators must stay alert for pedestrians and bicyclists crossing the service drive. Operators must be prepared to stop safely and yield the right of way.

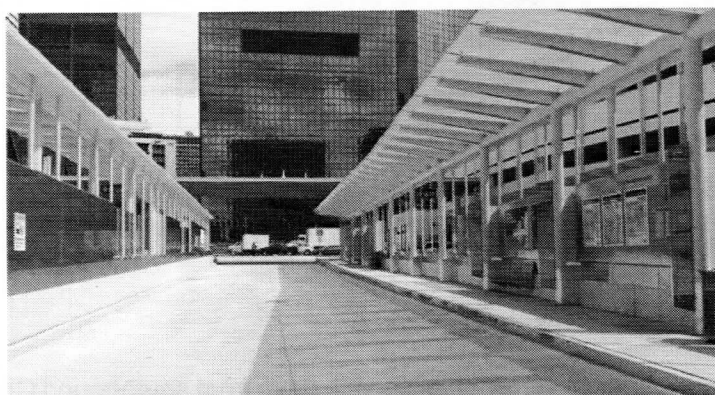
- A bi-directional bike lane is positioned along the east curb of Clinton and crosses the service drive into the terminal. The traffic control for the Clinton/Jackson intersection is phased to provide a green light to southbound motorists and northbound/southbound bicyclists at the intersection.
- A marked pedestrian crosswalk crosses the service drive into the terminal.
- When turning into the terminal service drive, Operators must stay alert for motorists and bicyclists illegally using the terminal service drive to travel westbound from Canal to Clinton.



Terminal Entrance

TERMINAL OPERATION

- The terminal is designed with two (2) bus islands and one (1) curb lane boarding/alighting area for customers.
- Stop signs and marked pedestrian walkways cross the service drive connecting the boarding/alighting area to the sidewalk along Jackson at the front end of each of the bays.
- The speed limit is 6 mph within the terminal.
- Operators must stay alert for pedestrians crossing the service drive when entering the bays and be prepared to stop safely and yield the right of way.
- The designated service stop in each bay is at the front of the boarding/alighting area.
- Operators of a standard bus or articulated bus entering the bay behind a standing standard bus must stop a minimum of ten (10) feet behind the first bus to provide sufficient clearance to pass safely if necessary.
- After boarding/alighting at the service stop, Operators must stop and then yield the right of way to pedestrians prior to proceeding safely.



Terminal

NOTE: The terminal restroom is located on Canal south of Jackson.

TERMINAL EXIT OPERATION

- After departing the service bays, Operators must pull forward to the stop bar at the terminal exit to Canal. Operators must wait for the camera motion detection system to identify the bus and activate the signal.
- Operators must monitor the traffic signals facing the terminal exit. When the signal is activated a green arrow pointing left (northbound) will illuminate.
- A marked pedestrian crosswalk crosses the service drive out of the terminal and is controlled by a pedestrian crosswalk signal that is coordinated with the intersection traffic signals. Operators must be prepared to stop safely and yield the right of way to pedestrians crossing the service drive.
- Operators must stay alert for pedestrians crossing Canal in front of the service drive. Operators must be prepared to stop safely and yield the right of way.
- When two buses arrive simultaneously at the terminal exit stop bar, the bus on the inside (left) proceeds first. The second bus must maintain proper clearance and proceed, safely.
- Operators must adhere to the terminal exit signal system. Left turns on red are not permitted.
- If the terminal exit signal fails to activate after two full traffic light signals for northbound Canal, contact the Control Center immediately to report the issue.
- The stop line for northbound motorist traffic on Canal at Jackson is immediately south of the terminal exit. Operators must ensure all motorists have come to a complete stop prior to entering the intersection and must monitor the position of standing vehicles in relation to the stop line. Operators must ensure proper clearances when passing standing vehicles.
- If motorists are stopped northbound on Canal blocking the terminal exit, Operators must wait until the motorists are clear prior to exiting the terminal.
- Buses exiting the terminal turn left onto Canal and continue northbound on Canal or immediately turn right to eastbound Jackson.

NOTE: All buses traveling northbound on Canal between Van Buren and Jackson must stop at the stop bar immediately south of the USTC terminal exit. Operators must not stop in nor block the area between the stop line and crosswalk on Canal at Jackson.



Terminal Exit

ADHERENCE

The above guidelines must be strictly adhered to and will be enforced by management personnel. Failure to comply with the information contained in this bulletin is serious and can result in disciplinary action in accordance with Chicago Transit Authority Corrective Action Guidelines.

If you have any questions regarding the contents of this bulletin contact a Supervisor, Instructor, Controller or Manager.

Robert L. Smith

Chief Transit Officer