

LOADERS DUTIES - upper level

The upper level loaders primary task is to assign the riders to the cars based on each groups size. The following guidelines will help:

- Cars are designed to carry 3 adults/teenagers comfortably. **Never board 4 adults/teenagers on one car.** The mix of adults and children that can be boarded on a single car will require some judgement on your part. The following are some examples:
 - 3 adults and a baby
 - 2 adults and 2 or 3 small children
 - 1 adult and up to 4 small children
- Assigning groups to cars:
 - Ask how many people are in the group and divide by 3.
 - If group has more people than can be assigned to 1 car, assign the group to 2 or more cars. Examples below.
 - group has 2 people, 2 adults/teens – assign to 1 car
 - group has 3 people, 3 adults/teens – assign to 1 car
 - group has 4 people, 4 adults/teens – assign to 2 cars
 - group has 5 people, 2 adults/3 small children assign to 1 car
 - group has 8 people, 8 adults/teens – assign to 3 cars
 - group has 8 people, 4 adults/4 small children – assign to 2 cars
 - group has 14 people, 8 adults/6 small children – assign to 4 cars
 - group has 15 people, 6 adults/9 small children – assign to 3 cars
 - If an individual, assign them to a car by themselves unless they say they are willing to ride with another individual or a group of 2.
 - Once decide on # of car(s) for group hand out boarding cards starting with car #10 and work way back to car #1 (example below). Tell the people that this card is to remind them of their car assignment and that the card will be collected as they exit the building to board the train
 - 1st group has 2 people, 2 adults/teens – assign to car 10
 - 2nd group has 3 people, 3 adults/teens – assign to car 9
 - 3rd group has 4 people, 4 adults/teens – assign to cars 8 & 7
 - 4th group has 5 people, 2 adults/3 small children assign to car 6
 - 5th group has 12 people, 9 adults/3 small Children– assign to cars 5, 4, 3 & 2
 - 6th group has 8 people, 4 adults/4 small children – requires 2 cars but only have 1 left. You will have to tell the group that there is not enough room for all of them. They can split the group and travel on different trains (car 1 and car 10 on next train) or be cars 10 & 9 on next train. If chose next train look for a group that will fit on 1 car and assign car 1.
- When the group on the lower level is released to board the train, allow them to exit the building. When lower level is empty allow people in cars 10 thru 1 to proceed to the lower level. Remind them to drop their ride token in the fare box before they head down the stairs.
- Repeat process. Lower level loader will bring back boarding cards from the train just loaded.

LOADERS DUTIES - lower level

- The lower level loaders primary task is to welcome the next train of riders to the railroad, give them the safety orientation talk and get them loaded on the train.
- When the next train load of riders comes down from the upper level, get their attention (blow whistle, shout, whatever) and address them using the following script:
 - Welcome to the Midnight Express built and operated by volunteers of CPR&SS. The train equipment is 1/8th full size, so you will be sitting on the train, not in the train. So be prepared for the weather. This is our hobby and we want you to enjoy your experience. Your safety is our primary concern, so to have a fun & safe ride please observe the following on board the train:
 - STRADLE THE CAR SEAT AND SIT FACING THE ENGINE
 - **KEEP FEET ON CAR FLOOR WITH TOES IN**
 - **DON'T REACH OUT TO GRAB ANYTHING GOING BY**
 - **STAY SEATED. NO STANDING, TURNING AROUND OR LEANING OUT TO THE SIDE**
 - NO CHILDREN HELD IN ARMS. MUST SIT ON SEAT.
 - PLACE PURSES, BACK PACKS ON THE SEAT (IF ROOM) OR LEAVE WITH THE STATION MASTER OUTSIDE FOR PICK UP AT END OF RIDE.
 - IF DERAILMENT OR OTHER ACCIDENT OCCURS, FOLLOW INSTRUCTIONS OF THE TRAIN CREW.
 - AT END OF RIDE STAY SEATED WITH FEET ON FLOOR UNTIL THE CONDUCTOR BLOWS WHISTLE ONE TIME. THIS TELLS YOU THE TRAIN IS STOPPED AND SAFE TO GET OFF.
- When the previous train has pulled in and those riders have departed, release the group to board the train. Car 10 leading. Collect the boarding cards as riders exit the building. Help the riders find their car and assist them getting seated in accordance with our guidelines. Collect the boarding card from each car.
- With everyone seated make a last check for dragging shoe laces, coat tails, etc, and repeat the importance of:
 - Feet on car floor, toes in
 - Don't reach out to grab things
 - Sit still, no standing turning or leaning
- When satisfied everyone is ready, call "All Aboard" and indicate to the conductor he can signal the engineer to proceed.
- Go back inside, take the boarding cards to the upper level loader, get warm and repeat the process.