

Operating the J&S Dreamland Express

Coordinator's checklist prior to operations. (complete at least one day before operation)

1. Confirm that we have adequate fuel for planned operations (usually staged during the week).
2. Confirm with City ahead of time if we are planning anything special.
3. Determine if driver & coordinator will meet at Edison or at Concession bldg at about noon.
4. _____ will have the cash to start the day's sales. (*specify name*)
5. _____ take cash home that evening. (*specify name*)
6. Arrange to have a key for the Edison St and the concession building.

Verified by _____ (Coordinator's signature) on _____ (date)

The Coordinator will be at the operating area or available within 10 minutes of a phone call.

Coordinator's checklist immediately prior to operations on _____ (date).

1. ___ Rear door (*river side*) is all the way up and stationary.
2. ___ Full tank is mounted on the engine, and full spare is on the last car.
3. ___ Fuel line is connected.
4. ___ Checked oil, coolant, and battery water levels and topped off as necessary.
(Note in logbook whatever fluids are added)
5. ___ Visually checked for other problems.
6. ___ Tires have been checked. Use gauge on any that look suspicious. Change tire if flat.
(Note any low pressure findings or flats in logbook.)
7. ___ Seats are clean.
8. ___ Driver has adjusted mirrors.
9. ___ Train cars are connected. (Pull train partway out of garage, turn left on path, leave last car still in garage. Pull into position and connect next to last car. Pull into position and connect last car)
10. ___ Connections for each car are secure. (plugged in, hitches locked in place, cotter pins set.)
11. ___ Checked lights (note any problems in logbook)
12. ___ Turned on strobe light.
13. ___ Pull train out of building
14. ___ Building is closed, doors are locked doors, and lights are off.

Verified by _____ (Coordinator's signature)

After leaving the storage building

- Drive train slowly to operating area using a chase car.
- Verify posts have been pulled at both ends of the river run (same key as buildings).
- Ensure all volunteers are present and signed in.
- Assist crew at concession building set up. Get fences, signs, traffic cones up. Ensure cone or sign over fitting in patio area beside AC unit.
- Check if anyone needs training. If anyone is new, ensure they know what to do and who will help them.
- Get radios for driver and conductor.
- Adjust route for usual park usage, if needed.
- Adjust plans if anyone has to leave early or arrive late.
- Decide how tickets will be collected that shift (at gate or on the train).
- Get cash bank, tickets & log set up for use. Open window for sales a little before scheduled startup.
(*earlier OK if everything is ready to go.*)
- Determine if volunteers want to rotate jobs

J&S Dreamland Express Log for _____ completed by _____
 (date) (name)

Number of full fuel tanks at beginning of the day: _____

Number of full fuel tanks at end of the day: _____

Fluids added for (*check all applicable*): ___ battery water ___ engine oil ___ coolant

Visual Tire check (*codes: "LP" for low pressure, "WT" for worn tread or other wear problem*)

	engine	yellow car	red car	white car	blue car	green car
front right						
front left						
back right						
back left						

Electrical Problems

Engine Problems

Problems with the Cars

Other Items to Check

Operational Issues

Other Comments, Observations or Recommendations
