

Attention

Important SEPTA Service Interruption Message

SEPTA's Transport Workers Union (TWU) is holding a strike vote on the afternoon of Sunday, October 26th. If a vote is passed, the union can take action at any time. If a service interruption occurs, regional and city transit service will be affected. The services that will be suspended include:

- The Market-Frankford Line
- Broad Street Line
- Trolley service
- Bus service

Regional Rail, CCT/Paratransit, and the LUCY will continue to operate.

Our goal is to maintain City services and operations and to minimize adverse effects. The attached packet of material contains helpful information about department transportation coordination, carpooling, city shuttle operations, and frequently asked questions. **Please share this information widely.**

In April, the City was planning to operate shuttles that were specifically designated for City employees and select partner agencies. That plan has been modified. Instead of operating a separate shuttle system, the City is partnering with Philadelphia Trolley Works. With valid identification, employees will be able to participate in the Philadelphia Trolley Works system along several routes: Market Street, South Broad Street, North Broad Street, and Callowhill. Employees can get on/off the routes at any location. Detailed information about the routes, timing of shuttle service, maps, and appropriate identification for riders is further outlined in the information packet. *Please note that the employees utilizing this service must find their own parking, but can ride at no cost with valid ID.*

Employees are encouraged to stay informed prior to their morning commutes on Monday October 27th. Current information on the service interruption will be available through the following sources:

- The SEPTA website: <http://www.septa.org/>
- The Philadelphia Office of Emergency Management website: www.phila.gov/ready
- Channel 64
- Philly 311

Note: pages 5 & 6 of the packet of materials have been intentionally omitted.

2014 City Employee SEPTA Service Interruption Information Packet

SEPTA and four of its transportation unions are currently in contract negotiations. While the participants are optimistic for a settlement, there is the possibility of a SEPTA service interruption (also known as a strike). If a service interruption occurs, regional and city transit service will be affected. The services that will be suspended include:

- The Market-Frankford Line
- Broad Street Line
- Trolley service
- Bus service

Regional Rail, CCT/Paratransit, and the LUCY Loop will continue to operate.

Our goal during a situation such as this is to assure that City services and operations are maintained and to minimize adverse effects. The following packet is intended to assist employees in their preparations, should a service interruption occur.

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Frequently Asked Questions

If I rely on SEPTA for my daily commute am I expected to come to work during a service interruption?

Yes. All employees are expected to continue to work their normal number of hours and take a normal lunch period in the event of a service interruption. While there are some tools to help City employees during a transit strike, it is the employee's responsibility to ensure they arrive at work as scheduled. Employees are encouraged to work with their departments to make arrangements to account for the time delays that will occur from increased traffic.

Are there services the City will provide to support me during a SEPTA service interruption?

The City has developed the following programs to assist employees during a transit interruption:

- [Employee Carpooling](#): Departments have established Transportation Coordinators to assist employees with finding transportation based on information provided through Employee Transportation Surveys. City vehicles (owned or leased) or employee personal vehicles may be used for carpooling. While employees are encouraged to share their transportation needs with their department Transportation Coordinator, completing the survey is voluntary. See p. 3 for additional information.

- [Shuttle service](#): Shuttle busses will be available to provide transportation to City Hall from several locations. Shuttles are available for use by:
 - City employees, interns, and City contractors
 - Court employees and jurors
 - School District of Philadelphia employees

Additional information such as routes and maps are available on p. 5.

How will I know if there is a SEPTA service interruption?

Employees are encouraged to stay informed prior to their morning commutes on Monday October 27th. Any and all updated information on the service interruption will be available on:

- The SEPTA website: <http://www.septa.org/>
- The Philadelphia Office of Emergency Management website: www.phila.gov/ready
- Channel 64
- Philly 311

If I have any questions or concerns, whom should I contact?

Employees are encouraged to direct questions regarding carpooling and shuttles to their supervisor or their department's Transportation Coordinator.

Employee Carpooling Information

Each department has been assigned a Transportation Coordinator to disseminate information and assist employees with carpooling options. The Employee Transportation Survey is available for employees to identify carpooling options within their department. Participation is voluntary.

City Vehicles

- City departments are encouraged to make all City-owned vehicles available for employee carpooling.
- All City employees driving City vehicles must have a current, valid driver's license.
- All employees with take-home privileges must use vehicles to drive other employees in a carpool arrangement or surrender their vehicles to an employee willing to drive a carpool.
- Employees without existing take-home privileges must provide a copy of their valid Pennsylvania Driver's License to their HR Department.
- City contractors may ride as passengers in a City-owned car, but are **not** allowed to drive City vehicles.
- Drivers in City-owned vehicles are indemnified against losses or claims arising from participation in a car-pooling arrangement.
- City employees who drive carpools using City-owned vehicles will be covered by the City's Injured on Duty Program if injured while transporting carpool participants.

Personal Vehicles

- Any car-pooling arrangements made with personal vehicles are strictly voluntary and are similar to carpooling arrangements that employees make on a daily basis.
- The City is not responsible for any passengers or drivers participating in car-pooling arrangements in personal vehicles

Whether in City-owned or personal vehicles, employees are not considered "on the clock" until they reach their work site. The use of a vehicle to commute or carpool is not considered hours worked and will not result in additional compensation.

Shuttle Information

The City has contracted with Trolley Works to provide shuttle service along Broad and Market Streets. City employees, contractors, interns, court employees, jurors, and school district employees can either drive or walk to shuttle pick-up locations. Shuttles will attempt to run every 30-45 minutes, but this will depend on the number of riders and traffic.

Any employee that may require special accommodations are encouraged to register with CCT prior to a service disruption. This service will continue to be available, but individuals must register by calling CCT Customer Service at (215) 580-7145.

The table below lists those passengers who are authorized to use the shuttle service. Required ID must be presented to board. See page 6 for examples of valid IDs.

Permitted Passengers	Required ID
City Employees	Work ID
City Contractors and Interns	Letter on Department Letterhead authorizing that specific individual use of shuttle w/ matching picture ID
Court Employees	Work ID
Jurors	Court Summons or Receipt w/ matching picture ID
School District Employees	Work ID

Under the Pennsylvania Ride Sharing Act, employee passengers are not covered by Workers' Compensation or the Injured on Duty Program for any injuries, which occur while participating in a shuttle bus program.

Shuttle Stops

The table below lists all stops along the shuttle route. See page 8 for additional information on route timetables and maps.

Market St Loop	Broad St North	Broad St South	Callowhill
68 th and Market	Broad and Ogontz	Broad and Pattison	Callowhill and Columbus
63 rd and Market	15 th and Cheltenham	Broad and Oregon	9 th and Spring Garden
58 th and Market	Broad and Olney	Broad and Snyder	15 th and Buttonwood
42 nd and Market	Broad and Erie	Broad and Passyunk	MSB Building
36 th and Market	Broad and Alleghany	Broad and Washington	
30 th and Market	Broad and Lehigh	Broad and Carpenter	
22 nd and Market	Broad and Girard	Broad and Locust	
15 th and Market	City Hall	Broad and Chestnut	
		City Hall	

Rules of Ridership

1. Shuttles will not make any stops or pick-ups other than those designated above. There are no exceptions.
2. Eating or drinking on the shuttle is prohibited.
3. Passengers must show ID every time they board a shuttle.
4. Children or guests are not permitted on City shuttles.
5. There are no designated parking areas along the shuttle routes. Employees park at their own risk. The City is not responsible for damages to vehicles

Market Street Loop Timetable

MARKET STREET LOOP

MORNING SERVICE

STOPS	AM	AM	AM	AM
68th & Market Sts	6:00 AM	6:30 AM	7:00 AM	7:30 AM
63rd & Market Sts	6:03 AM	6:33 AM	7:03 AM	7:33 AM
58th & Market Sts	6:05 AM	6:35 AM	7:05 AM	7:35 AM
42nd & Market Sts	6:10 AM	6:40 AM	7:10 AM	7:40 AM
36th & Market Sts	6:15 AM	6:45 AM	7:15 AM	7:45 AM
30th & Market Sts	6:18 AM	6:48 AM	7:18 AM	7:48 AM
22nd & Market Sts	6:23 AM	6:53 AM	7:23 AM	7:53 AM
15th & Market Sts	6:30 AM	7:00 AM	7:30 AM	8:00 AM

STOPS	AM	AM	AM	AM
68th & Market Sts	7:00 AM	7:30 AM	8:00 AM	8:30 AM
63rd & Market Sts	6:53 AM	7:23 AM	7:53 AM	8:23 AM
58th & Market Sts	6:50 AM	7:27 AM	8:04 AM	8:41 AM
42nd & Market Sts	6:45 AM	7:22 AM	7:58 AM	8:34 AM
36th & Market Sts	6:41 AM	7:00 AM	7:19 AM	7:38 AM
30th & Market Sts	6:38 AM	7:13 AM	7:48 AM	8:23 AM
22nd & Market Sts	6:33 AM	7:08 AM	7:43 AM	8:18 AM
15th & Market Sts	6:30 AM	7:00 AM	7:30 AM	8:00 AM

AFTERNOON SERVICE

STOPS	PM	PM	PM	PM
68th & Market Sts	1:30 PM	2:00 PM	2:30 PM	3:00 PM
63rd & Market Sts	1:33 PM	2:03 PM	2:33 PM	3:03 PM
58th & Market Sts	1:35 PM	2:05 PM	2:35 PM	3:05 PM
42nd & Market Sts	1:40 PM	2:10 PM	2:40 PM	3:10 PM
36th & Market Sts	1:45 PM	2:15 PM	2:45 PM	3:15 PM
30th & Market Sts	1:48 PM	2:18 PM	2:48 PM	3:18 PM
22nd & Market Sts	1:53 PM	2:23 PM	2:53 PM	3:23 PM
15th & Market Sts	2:00 PM	2:30 PM	3:00 PM	3:30 PM

STOPS	PM	PM	PM	PM
68th & Market Sts	2:00 PM	2:30 PM	3:00 PM	3:30 PM
63rd & Market Sts	1:55 PM	2:25 PM	2:55 PM	3:25 PM
58th & Market Sts	1:52 PM	2:22 PM	2:52 PM	3:22 PM
42nd & Market Sts	1:48 PM	2:18 PM	2:48 PM	3:18 PM
36th & Market Sts	1:41 PM	2:11 PM	2:41 PM	3:11 PM
30th & Market Sts	1:38 PM	2:08 PM	2:38 PM	3:08 PM
22nd & Market Sts	1:33 PM	2:03 PM	2:33 PM	3:03 PM
15th & Market Sts	1:30 PM	2:00 PM	2:30 PM	3:00 PM

EVENING SERVICE

STOPS	PM	PM
68th & Market Sts	4:30 PM	5:00 PM
63rd & Market Sts	4:33 PM	5:03 PM
58th & Market Sts	4:35 PM	5:05 PM
42nd & Market Sts	4:40 PM	5:10 PM
36th & Market Sts	4:45 PM	5:15 PM
30th & Market Sts	4:48 PM	5:18 PM
22nd & Market Sts	4:53 PM	5:23 PM
15th & Market Sts	5:00 PM	5:30 PM

STOPS	PM	PM
68th & Market Sts	5:00 PM	5:30 PM
63rd & Market Sts	4:55 PM	5:25 PM
58th & Market Sts	4:52 PM	5:22 PM
42nd & Market Sts	4:48 PM	5:18 PM
36th & Market Sts	4:41 PM	5:11 PM
30th & Market Sts	4:38 PM	5:08 PM
22nd & Market Sts	4:33 PM	5:03 PM
15th & Market Sts	4:30 PM	5:00 PM

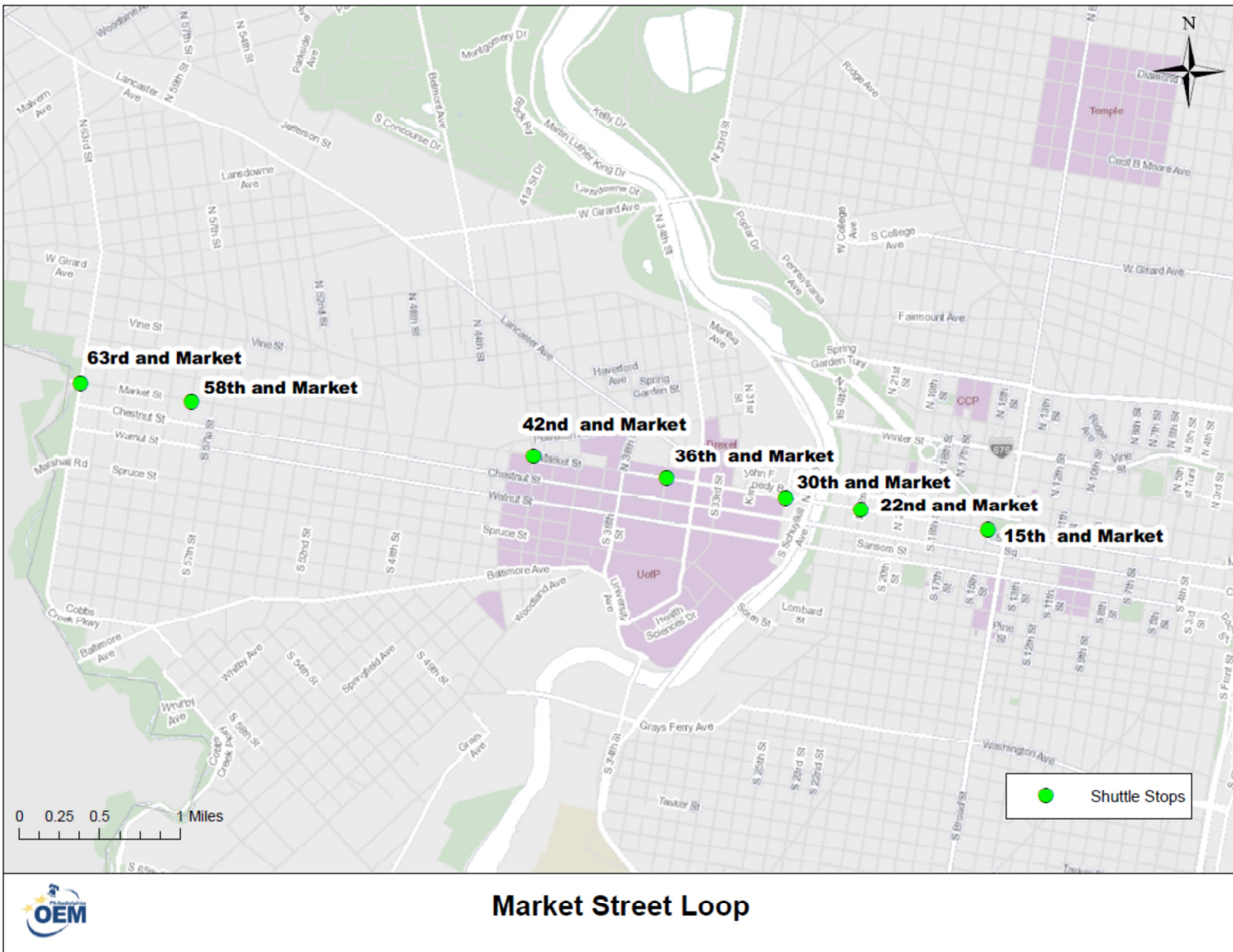
STOPS	PM	PM
68th & Market Sts	10:15 PM	11:15 PM
63rd & Market Sts	10:20 PM	11:20 PM
58th & Market Sts	10:23 PM	11:23 PM
42nd & Market Sts	10:27 PM	11:27 PM
36th & Market Sts	10:30 PM	11:30 PM
30th & Market Sts	10:37 PM	11:37 PM
22nd & Market Sts	10:42 PM	11:42 PM
15th & Market Sts	10:45 PM	11:45 PM

STOPS	PM	AM
68th & Market Sts	11:15 PM	12:20 AM
63rd & Market Sts	11:10 PM	12:15 AM
58th & Market Sts	11:07 PM	12:12 AM
42nd & Market Sts	11:03 PM	12:08 AM
36th & Market Sts	10:58 PM	12:05 AM
30th & Market Sts	10:53 PM	11:58 PM
22nd & Market Sts	10:48 PM	11:53 PM
15th & Market Sts	10:45 PM	11:50 PM

Note a Supervisor will make One trip Eastbound from Love Park on Market Street to Front, departing at 2:30 pm

One return trip will be made from 2nd and Market to Love Park depart 2nd street at 11:30pm for East Side Hotels

Market Street Loop Map



Market Street Loop

Broad Street North Timetable

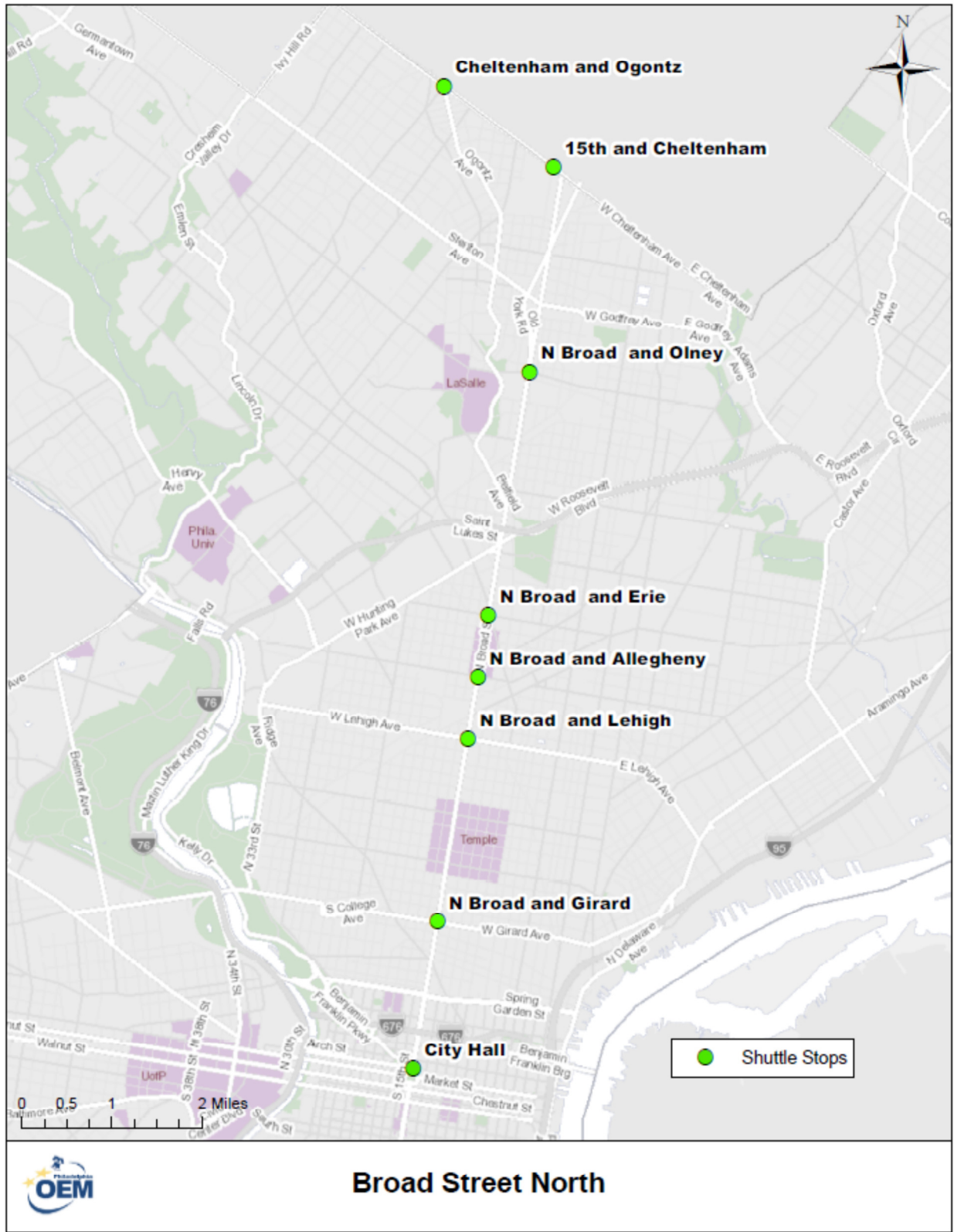
BROAD STREET NORTH

		MORNING SERVICE				AFTERNOON SERVICE						EVENING SERVICE			
STOPS		AM	AM	AM	AM	PM	PM	PM	PM	PM	PM	PM	AM	PM	PM
S O U T H B O U N D	Cheltenham & Ogontz	7:45 AM	8:30 AM	9:15 AM	10:00 AM	2:30 PM	3:15 PM	4:00 PM	4:45 PM	5:30 PM	6:15 PM		10:45 PM	12:15 AM	1:45 AM
	15th & Cheltenham	7:37 AM	8:22 AM	9:07 AM	9:52 AM	2:22 PM	3:07 PM	3:52 PM	4:37 PM	5:22 PM	6:07 PM		10:37 PM	12:07 AM	1:37 AM
	Broad & Olney	7:27 AM	8:12 AM	8:57 AM	9:42 AM	2:12 PM	2:57 PM	3:42 PM	4:27 PM	5:12 PM	5:57 PM		10:27 PM	11:57 PM	1:27 AM
	Broad & Erie	7:19 AM	8:04 AM	8:49 AM	9:34 AM	2:04 PM	2:49 PM	3:34 PM	4:19 PM	5:04 PM	5:49 PM		10:19 PM	11:49 PM	1:19 AM
	Broad & Allegheny	7:15 AM	8:00 AM	8:45 AM	9:30 AM	2:00 PM	2:45 PM	3:30 PM	4:15 PM	5:00 PM	5:45 PM		10:15 PM	11:45 PM	1:15 AM
	Broad & Lehigh	7:11 AM	7:56 AM	8:41 AM	9:26 AM	1:56 PM	2:41 PM	3:26 PM	4:11 PM	4:56 PM	5:41 PM		10:11 PM	11:41 PM	1:11 AM
	Broad & Girard	7:06 AM	7:53 AM	8:38 AM	9:23 AM	1:53 PM	2:38 PM	3:23 PM	4:08 PM	4:53 PM	5:38 PM		10:08 PM	11:38 PM	1:08 AM
City Hall	7:00 AM	7:45 AM	8:30 AM	9:15 AM	1:45 PM	2:30 PM	3:15 PM	4:00 PM	4:45 PM	5:30 PM		10:00 PM	11:30 PM	1:00 AM	
		AM	AM	AM	AM	PM	PM	PM	PM	PM	PM		PM	PM	PM
N O R T H B O U N D	Cheltenham & Ogontz	7:00 AM	7:45 AM	8:30 AM	9:15 AM	1:00 PM	1:45 PM	2:30 PM	3:15 PM	4:00 PM	4:45 PM		10:45 PM	12:15 AM	
	15th & Cheltenham	7:08 AM	7:53 AM	8:38 AM	9:23 AM	1:08 PM	1:53 PM	2:38 PM	3:23 PM	4:08 PM	4:53 PM		10:53 PM	12:23 AM	
	Broad & Olney	7:18 AM	8:03 AM	8:48 AM	9:33 AM	1:18 PM	2:03 PM	2:48 PM	3:33 PM	4:18 PM	5:03 PM		11:03 PM	12:33 AM	
	Broad & Erie	7:26 AM	8:11 AM	8:56 AM	9:41 AM	1:26 PM	2:11 PM	2:56 PM	3:41 PM	4:26 PM	5:11 PM		11:11 PM	12:41 AM	
	Broad & Allegheny	7:30 AM	8:15 AM	9:00 AM	9:45 AM	1:30 PM	2:15 PM	3:00 PM	3:45 PM	4:30 PM	5:15 PM		11:15 PM	12:45 AM	
	Broad & Lehigh	7:33 AM	8:18 AM	9:03 AM	9:48 AM	1:33 PM	2:18 PM	3:03 PM	3:48 PM	4:33 PM	5:18 PM		11:18 PM	12:48 AM	
	Broad & Girard	7:37 AM	8:22 AM	9:07 AM	9:52 AM	1:37 PM	2:22 PM	3:07 PM	3:52 PM	4:37 PM	5:22 PM		11:22 PM	12:52 AM	
City Hall	7:45 AM	8:30 AM	9:15 AM	10:00 AM	1:45 PM	2:30 PM	3:15 PM	4:00 PM	4:45 PM	5:30 PM		11:30 PM	1:00 AM		
		AM	AM	AM	AM	PM	PM	PM	PM	PM	PM		PM	AM	

Note a Supervisor will make One trip Eastbound from Love Park on Market Street to Front, departing at 2:30 pm

One return trip will be made from 2nd and Market to Love Park depart 2nd street at 11:30pm for East Side Hotels

Broad Street North Map



Broad Street North

Broad Street South Timetable

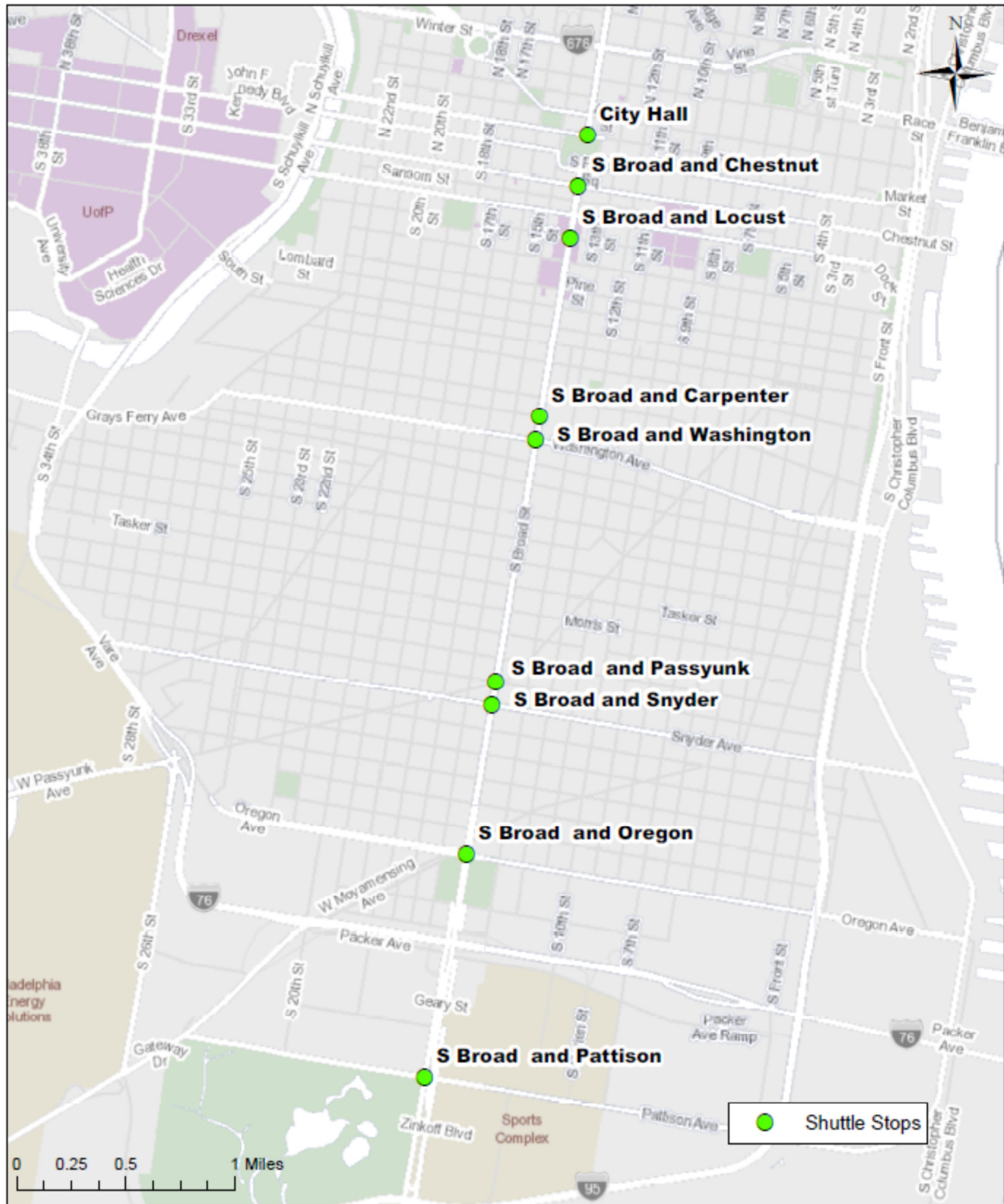
BROAD STREET SOUTH

MORNING SERVICE					AFTERNOON SERVICE				EVENING SERVICE				
STOPS		AM	AM	AM	AM	PM	PM	PM	PM	PM	PM	PM	PM
S O U T H B O U D	1 City Hall	6:30 AM	7:09 AM	7:30 AM	8:00 AM	1:00 PM	2:30 PM	3:00 PM	3:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM
	2 Broad & Chestnut	6:32 AM	7:02 AM	7:32 AM	8:02 AM	1:02 PM	2:32 PM	3:02 PM	3:32 PM	5:02 PM	5:32 PM	6:02 PM	6:32 PM
	3 Broad & Locust	6:34 AM	7:04 AM	7:34 AM	8:04 AM	1:04 PM	2:34 PM	3:04 PM	3:34 PM	5:04 PM	5:34 PM	6:04 PM	6:34 PM
	4 Broad & Washington	6:38 AM	7:08 AM	7:38 AM	8:08 AM	1:08 PM	2:38 PM	3:08 PM	3:38 PM	5:08 PM	5:38 PM	6:08 PM	6:38 PM
	5 Broad & Patsyink	6:41 AM	7:11 AM	7:41 AM	8:11 AM	1:10 PM	2:40 PM	3:10 PM	3:40 PM	5:10 PM	5:40 PM	6:10 PM	6:40 PM
	6 Broad & Snyder	6:45 AM	7:15 AM	7:45 AM	8:15 AM	1:15 PM	2:45 PM	3:15 PM	3:45 PM	5:15 PM	5:45 PM	6:15 PM	6:45 PM
	7 Broad & Patton	6:50 AM	7:20 AM	7:50 AM	8:20 AM	2:20 PM	2:50 PM	3:20 PM	3:50 PM	5:20 PM	5:50 PM	6:20 PM	6:50 PM
		AM	AM	AM	AM	PM	PM	PM	PM	PM	PM	PM	PM
N O R T H B O U D	1 City Hall	6:50 AM	7:20 AM	7:50 AM	8:20 AM	1:00 PM	2:30 PM	3:00 PM	3:30 PM	4:50 PM	5:20 PM	5:50 PM	6:30 PM
	2 Broad & Chestnut	6:45 AM	7:15 AM	7:45 AM	8:15 AM	1:45 PM	2:15 PM	2:45 PM	3:15 PM	4:45 PM	5:15 PM	5:45 PM	6:15 PM
	3 Broad & Locust	6:42 AM	7:12 AM	7:42 AM	8:12 AM	1:42 PM	2:12 PM	2:42 PM	3:12 PM	4:42 PM	5:12 PM	5:42 PM	6:12 PM
	4 Broad & Washington	6:36 AM	7:06 AM	7:36 AM	8:06 AM	1:36 PM	2:06 PM	2:36 PM	3:06 PM	4:36 PM	5:06 PM	5:36 PM	6:06 PM
	5 Broad & Patsyink	6:34 AM	7:04 AM	7:34 AM	8:04 AM	1:34 PM	2:04 PM	2:34 PM	3:04 PM	4:34 PM	5:04 PM	5:34 PM	6:04 PM
	6 Broad & Snyder	6:32 AM	7:02 AM	7:32 AM	8:02 AM	1:32 PM	2:02 PM	2:32 PM	3:02 PM	4:32 PM	5:02 PM	5:32 PM	6:02 PM
	7 Broad & Patton	6:30 AM	7:00 AM	7:30 AM	8:00 AM	1:30 PM	2:00 PM	2:30 PM	3:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM
		AM	AM	AM	AM	PM	PM	PM	PM	PM	PM	PM	PM

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Broad Street South Map



Broad Street South

Callowhill Street Loop Timetable

CALLOWHILL STREET LOT TO MSB

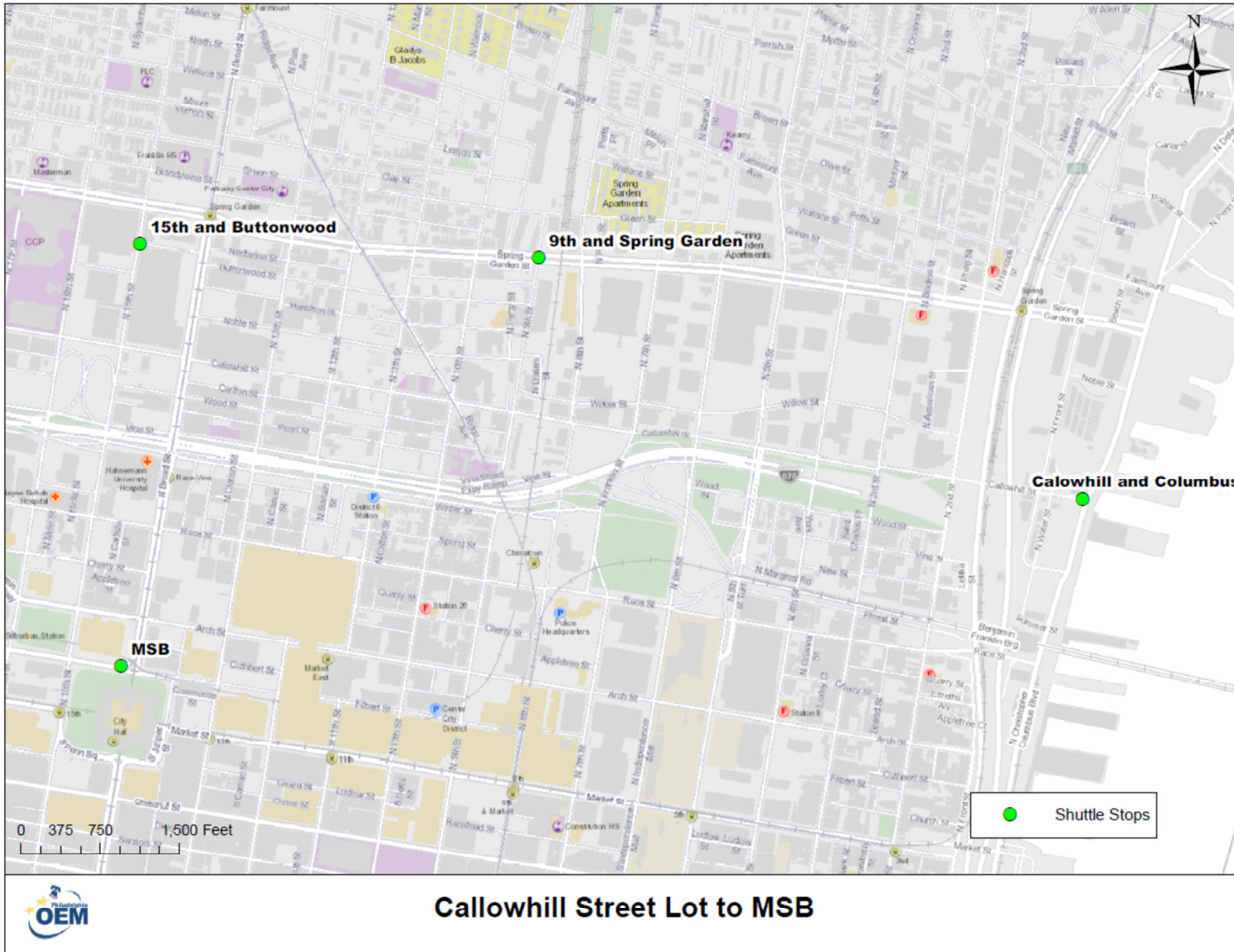
MORNING SERVICE

STOPS	AM	AM	AM	AM	AM	AM	AM	AM
1 Callowhill & Columbus Blvd	6:00 AM	6:30 AM	7:00 AM	7:30 AM	8:00 AM	8:30 AM	9:00 AM	9:30 AM
2 9th & Spring Garden St	6:05 AM	6:35 AM	7:05 AM	7:35 AM	8:05 AM	8:35 AM	9:05 AM	9:35 AM
3 15th & Buttonwood St.	6:15 AM	6:45 AM	7:15 AM	7:45 AM	8:15 AM	8:45 AM	9:15 AM	9:45 AM
4 MSB Building	6:20 AM	6:50 AM	7:20 AM	7:50 AM	8:20 AM	8:50 AM	9:20 AM	9:50 AM

AFTERNOON SERVICE

STOPS	PM	PM	PM	PM	PM	PM
1 Callowhill & Columbus Blvd	3:20 PM	3:50 PM	4:20 PM	4:50 PM	5:20 PM	6:20 PM
2 9th & Spring Garden St	3:15 PM	3:45 PM	4:15 PM	4:45 PM	5:15 PM	6:15 PM
3 15th & Buttonwood St.	3:10 PM	3:40 PM	4:10 PM	4:40 PM	5:10 PM	6:10 PM
4 MSB Building	3:00 PM	3:30 PM	4:00 PM	4:30 PM	5:00 PM	6:00 PM

Callowhill Street Map



Callowhill Street Lot to MSB