

Sydney Tramway Museum
OPERATION PERFORMANCE AUDIT

Audit Report Number: OPA		Date:		Line:			Tram No.	
Auditor:		Reference: Tramway Operations Handbook Issue 4		Time:				
Signature:				Complies		Conditions:		Observer/Trainee
		Driver:				Ob	Passengers	
Check		Clause		Comments				Non -Compliance Record Number NCR
		Conductor	Driver	Yes	Deficiency Category			
					A	B	C	
1	DRIVING EQUIPMENT Cosists of a <u>reversing handle</u> and a <u>brake handle</u> suitable for the tram to be operated. Additionally a <u>bell punch</u> and a <u>sand punch</u> is to be carried.		403					
	The <u>driver</u> will be responsible for the use and <u>safekeeping</u> of the driving equipment. On leaving the tram must remove all such equipment and stow in a secure place							
2	CONDUCTOR'S DUTIES <u>Supervise the safety of passengers</u> boarding, travelling on and alighting from the tram and give proper signals to the driver to start and, if necessary, stop the <u>tram</u> <u>Change points and protect the tram</u> while it negotiates such points <u>Attend to the trolley pole</u> during the operation of the tram	303						
3	AVOIDING DAMAGE TO TROLLEY POLES AND OVERHEAD WIRING <u>Proceed steadily and carefully</u> when entering or rounding curves or when operating through junctions or crossovers		407					
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<p>3 Con't</p>	<p><u>Speed is not to exceed 10km/h</u> (brisk walking pace) through overhead crossings or frogs At complicated junctions and at facing frogs the <u>Conductor should stand at the rear of the tram</u> and be prepared to hold the trolley cord firmly should the wheel or skid leave the wire <u>Make sure all idle poles are secured</u> and that operating poles are in the trailing position</p>	<p>407 Con't</p>							
<p>4</p>	<p>CONTROL OF LOADING Passengers are <u>not permitted to travel in the driver's cab</u> at either end of the tramcar unless otherwise indicated. They are not permitted to travel on any footboard or external step or outside any tram. On trams with passenger seats on the driving platform, these may be occupied at any time, but passengers must not stand on the platform when occupied by the driver</p>	<p>315</p>							
<p>5</p>	<p>POSITION OF CONDUCTORS On a footboard car <u>stand on the left hand side of the car</u> in the direction of travel. Cross to the opposite side for safety reasons at any time the tram runs "wrong road" Stand on the rear platform or on the footboard near the rear of the tram. On saloon cars stand in the rear compartment or <u>in close proximity to the emergency valve</u> in those cars so fitted. <u>Not ride in or near the front driving position or converse with the driver</u> while the tram is moving except in the case of an emergency or in connection with the safe operation of the tram.</p>	<p>313</p>							
<p>Audit Report Number: OPA</p>		<p>Conductor</p>	<p>Driver</p>	<p>Complies</p>	<p>A</p>	<p>B</p>	<p>C</p>	<p>Comments</p>	

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6	SAFETY OF PASSENGERS <u>On footboard cars the driver will be responsible for the safety of passengers on the side of the tram opposite to that which the conductor is working</u>		413						
7	SIGNAL TO START <u>Be certain that all persons have safely alighted from or boarded the tram before giving the signal to proceed.</u> <u>At any place where a traffic officer or starter is on duty, the signal to the driver must not be given before the traffic officer or starter has given the signal to proceed</u>	322							
8	STARTING SIGNALS When a tram carrying passengers is stopped for any reason it <u>must not be restarted until a correct signal has been given</u> by the conductor		411						
9	WARNING GONG TO BE SOUNDED <u>Before starting a tram which has stopped for any purpose the driver must sound the warning gong twice.</u>		414						
10	TALKING WITH PASSENGERS <u>Conversing with passengers is acceptable providing it will not effect the safe operation of the tram</u>	317							
11	CONVERSING WITH OTHERS <u>The driver must not speak to the conductor or any other person while the tram is moving except as necessary to instruct a trainee driver</u>		420						
12	CHANGING ENDS <u>Changing ends on SINGLE POLE TRAMS remove the pole from the wire and swing it to the new trailing position</u>	321							

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12 (cont)	Changing ends on TWO POLE TRAMS <u>remove the former rear end pole from the wire and secure it under the hook and secure the slack trolley cord. NOTE: the second pole is to be raised to the overhead before the first is removed.</u>							
	Changing ends on PCC car 1014 and Z2 car 111: the driver is to set both poles on this tram							
13	CHANGING ENDS After the tram has been stopped a <u>full application of the air brake</u> will be made before changing ends		409					
	After the tram is secured <u>all free equipment will be removed</u> and moved without delay to the new driving position and a full application of the service brake will be made							
	It will always be the <u>responsibility of the driver to see that all trolley poles are set correctly before the tram is moved.</u>							
14	SINGLE LINE STAFF WORKING No driver shall permit a tram to run foul of or enter a single track section of main line unless the staff for that section is available to or in the <u>possession of the driver</u>		501					
15	SINGLE LINE TICKET WORKING No driver in possession of a staff ticket will be permitted to enter a single track section of mainline tramway <u>unless the staff for that section is available for sighting by the driver</u>		502					

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16	SPEED LIMITS The maximum speed on any section of the Museum tramway is 25km/h. The maximum speed that any tram shall be driven over any section of the tramway shall not exceed:		601					
	7km/h in any tramshed, through facing points or rounding sharp curves, while passing through Railway square Terminus or Waratah loop terminus. While running between Waratah loop and the Army depot crossing							
	10km/h Through trailing points or while running through crossings, while passing any stationary tram on the opposite track (sound warning gong and be prepared to stop)							
	Series speed travelling between Depot yard and Depot Junction, Railway Square to Pitt street, passing a moving tram on the opposite track							
	Parallel speed ascending Army Hill, from the first curve to the old museum on the return National park line							
17	STOPPING PLACES Compulsory stopping places: at Pitt street (Up), at Army depot crossing (Down), Highway level crossing (Both directions) "Wait Here for Trams" posts		604					
	Conditional stopping places: Pitt Street (Down), Army Depot Crossing (Up), Waratah Loop crossing (Up), "Tram Stop" posts							

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18	SECURING UNATTENDED TRAMS <u>Drivers must not leave trams unattended</u> unless absolutely necessary and then only when the tram has been secured. The handbrake at the end of the tram facing down grade should be applied. Additionally chocks are required at the down grade end of the tram.		419					
19	AIR HORNS On trams fitted with both horn and gong warning devices, the use of the horn is restricted to <i>Warnings</i> and emergency use only . The gong is to be used for all <u>starting movements</u> .		625					
20	Attention to duty							
21	Overall job ability							
22	First Trip Track Inspection Details completed on Starter's journal							
23	Observe Protective Restrictions							

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Deficiency category: A: Total / Significant Omission of Criteria B: Significant Number of Minor Deficiencies C: Single or Isolated Deficiency