



SYDNEY TRAMWAY MUSEUM

CONDUCTOR TRAINING PROCEDURE

~~OCTOBER 2006~~ APRIL 2008

SYDNEY TRAMWAY MUSEUM

1. Purpose

To describe the process for training a conductor at the Sydney Tramway Museum.

2. Scope

This procedure sets out the process for training a conductor from the time that a request to become a conductor is received until the candidate is approved as a fully qualified conductor.

3. Responsibilities

The *STM Training Trainers* shall be responsible for ensuring that the training of new conductors follows this procedure. The procedure will be reviewed on a regular basis to ensure that it covers all new tram types received by the Museum.

The Rail Safety Management Team shall be responsible for ensuring that the training of new conductors follows this procedure by auditing the process on a regular basis.

4. References

- Orientation Pack - issued to all new members and friends of the Sydney Tramway Museum.
- Tramway Operations Handbook – issued to all new Traffic staff of the Sydney Tramway Museum.
- STM6044_Conductor Training Curriculum
- STM6045_Training Application Form
- STM6046_Conductor First Letter
- STM6047_Conductor Second Letter
- STM6048_Trainee Authorisation-Record Card
- STM6049_Conductor Third Letter
- STM6050_Conductor Exam
- STM6051_Conductor Fourth Letter
- STM6052_Examiners Checklist

5. Definitions

STM- Sydney Tramway Museum, a trading name of South Pacific Electric Railway Co-Operative Society Limited.

SYDNEY TRAMWAY MUSEUM

6. Actions

6.1 General

The *STM Training Trainers* will be responsible for ensuring that they follow this procedure when training a new conductor.

6.2 Trainee Conductor Definition

6.2 *Once the trainee has completed the conductor instruction course and is 15 years or older, he/she must complete at least 5 trips on each of the following types of tramcars before being given the conductor's examination: footboard cars, saloon or corridor cars, Japanese car, PCC and Brisbane 180 or such alternate trams as may be approved by the Training and Assessment Committee.*

6.26.3 The Process

The steps in the Conductor training process are:

- a) The candidate will request a *Training Application Form (STM6045)*, from either the Traffic Manager or a Trainer, to become a Conductor.
- b) The Traffic Manager or Trainer will either send the *Training Application Form (STM6045)* and the *Conductor's First Letter (STM6046)* to the candidate or the candidate can complete the form at the beginning of the one day Conductor's training course. If the candidate is sent the form, he/she must complete application form and send it to the Traffic Manager or the trainer before the training course or bring it along to the training session.
- c) At the start of the Conductor Training session, the trainer should check the details on the application form to ensure nothing has been missed or anything that would stop the candidate from becoming a conductor.
- d) The trainer allocates a day for the Conductor Training and notifies all candidates of the date.
- e) The trainer then requests the correct medical assessment forms from Rail Safety Manager and notifies him of the name of the candidate. The Rail Safety Manager sends to forms to the trainer before the training date.
- f) On the allocated date, the trainer gives the training course as per procedure *Conductors Training Curriculum (STM 6044)*.
- g) Once the one day's training has been completed, the trainee is issued a *Conductor's Second Letter (STM6047)* and a *Trainee Authorisation/Record card (STM 6048)* which must be completed for each trip that the trainee does during his "On road" training. The trainee is now a **Conductor – Grade 1**.
- h) The trainer then gives the trainee the blank medical assessment forms, explains the reasons for the medical and identifies the medical practitioner that the trainee must attend. The trainer informs the trainee that it is up him/her to organise the medical assessment and that the doctor will return notify the Museum of the results.
- i) The trainer also gives the trainee a copy of the Tramway Operations Handbook for future reference together with the *Document receipt Advice form (STM6113)* to sign

SYDNEY TRAMWAY MUSEUM

to acknowledge that he/she has received a copy of the handbook and for use when issuing updates to the handbook.

- j) The trainer also gives the trainee a copy of the latest roster so that the trainee can determine the suitable days for the “On road” training. When the trainee does the "On road" training it is under the supervision of a qualified conductor who is designated as a *Conductor trainer*. It is up to the trainee to plan his/her training days and notify the relevant OIC that he/she will be attending those days to ensure that there are not other trainees on those days.
- k) Also the trainer instructs the trainee to purchase the STM Traffic uniform before starting the “On road” training duties. In the Orientation pack, it explains the items of uniform required and where to purchase them.
- l) During the “On road” training the Conductor trainer observes the trainee’s performance and provides guidance and coaching to the trainee when required.
- m) Once the "On road" training has been completed, the trainee sends to *Trainee Authorisation/Record sheet (STM 6048)* to the Traffic Manager as proof that he/she has completed the “On road” training and to asks to do the written exam.
- n) The Traffic Manager sends the *Conductor’s Third (STM6049)* and *Conductor’s Exam (STM6050)* to the trainee.
- o) The trainee completes Conductor’s exam and returns it to Traffic Manager for marking.
- p) The Conductor’s Exam paper is marked and if successful the Traffic Manager recommends that the trainee be appointed as a **Conductor Grade 2N** at the next Training and Assessment Committee meeting.
- q) Rail Safety Manager also notifies the Training and Assessment Committee whether the trainee has passed or failed his medical assessment.
- r) ~~If The~~ Training and Assessment Committee approves the appointment, ~~the Board is asked to ratify the appointment~~ at their next meeting.
- s) Once ~~Board has ratified the appointment~~ approved, the Traffic Manager notifies the trainee by sending the *Conductor’s Fourth Letter (STM6051)* and sends a copy of the letter to the Roster clerk so that the trainee can be included in future rosters.
- ~~s)t~~ The trainee’s photo is taken and a Certificate of Competency is issued to the conductor.
- ~~t)u~~ Also the details of the conductor’s training dates, etc are updated in the Conductor Training database.

ooo000ooo

