

SYDNEY TRAMWAY MUSEUM
STARTER'S JOURNAL

Document Control Record

1. Document Details:

Name: STARTERS JOURNAL

Number STM6019

Version Number: 2.5

Document Status: Working Draft

Approved for Issue

Archived

Next Scheduled Review Date:

2. Version History:

Version Number	Date	Reason/Comments
1.0	06/09/2006	Initial issue
1.1	06/02/2008	Added fatigue wording
2.0	31/10/2008	Significantly changed the format
2.1	19/02/2010	Added Track Inspection Details
2.2	12/06/2011	Added a section for the Starter to ensure that the Tramcar Inspection Sheets have been completed at start of the day.
2.3	25/06/2012	Added the driver's name to the dewirement section
2.4	31/03/2016	Amended Distribution List format
2.5	8/05/2020	Document Reviewed and no changes required.

Approved by **Signature & Date**

3. Distribution List

Position	Date	Location of Documents
Rail Safety Manager		Original held on GOOGLE secure Website
STM WEB SITE		Updated regularly and put onto the STM Web site.
STM Office		STM Office Computer
STM Office		STM Office cupboard

STARTER	LOCATION	SYDNEY TRAMWAY MUSEUM	DAY	DATE
---------	----------	-----------------------	-----	------

Starters Journal

HAVE ALL TRAMCAR INSPECTION SHEETS BEEN COMPLETED YES/NO

Sutherland Line (Mobile 0408 125 042) WEATHER: _____

Inspection of Sutherland line Inspected by: Mem. # Time: Passed/Failed

Noted by OIC OIC Signature: Mem. # Time:

Depart Time	Tram No	Driver	Observer*	Conductor	Staff** Seen? (✓)	Phone** Seen (✓)	Load	Prog Load

Royal National Park Line (Mobile 0408 125 043)

Inspection of R.N.P. line Inspected by: Mem. # Time: Passed/Failed

Noted by OIC OIC Signature: Mem. # Time:

Depart Time	Tram No	Driver	Observer*	Conductor	Staff** Seen (✓)	Phone** Seen (✓)	Load	Prog Load

<i>Please record details of each dewirement and group on the back of the sheet</i>	Workshop Phone # 95217624
--	------------------------------

*write N/A (not applicable) if the tram does not need an observer
 ** Tick to indicate that the staff (or ticket if applicable) and the mobile phone has been sighted
The Starter MUST ensure that each tram in service has been inspected before the first run of the day.
 The OIC is to ensure that traffic staff are thoroughly conversant with current operating instructions and are aware of any speed restrictions, etc in force. Drivers are to be reminded where necessary that a ready supply of replacement cars is not available.
 Traffic staff should co-operate with the general public in such matters as the taking of photographs and the giving of information concerning the tramcars and the museum. However, it is essential that full control of operations and service be maintained.

SYDNEY TRAMWAY MUSEUM

DEWIREMENT REPORT

No	Direction of Travel		Location				Other details– Please specify	
	North (✓)	South (✓)	Scissors (✓)	Yard (✓)	Pole #	Tram #		Driver's Name
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Details of Special Group Visits

Time	No. In Group	No. Of Tickets Issued	Name of Group	Did Group Attend