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# **SYDNEY TRAMWAY MUSEUM**

## **POSITION DESCRIPTION FOR CONDUCTOR**

**MARCH 2016MAY 2020**

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SYDNEY TRAMWAY MUSEUM

# Document Control Record

## 1. Document Details:

**Name:** Position Description for Conductor

**Number:** STM6048

**Version Number:** 1.~~5~~6

**Document Status:**  Working Draft

Approved for Issue

Archived

**Next Scheduled Review Date:** .....

## 2. Version History:

Version Number	Date	Reason/Comments
1.0	31/10/06	Initial draft
1.1	29/02/08	Added trams after passengers leave (security check)
1.2	06/09/08	Added expected to communicate clearly
1.3	17/03/2011	Add that a tram conductor must be a financial member of STM.
1.4	12/03/2012	Amend the age limit
1.5	31/03/2016	Amended Distribution List format and document number
1.6	8/5/2020	Amended conductor duties

**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

# SYDNEY TRAMWAY MUSEUM

## POSITION DESCRIPTION

Position title

Business Unit

<b>Conductor</b>	<b>Traffic Department</b>
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### **General**

Applies to those members who are authorised by the Board to conduct on any of the Society's trams or other vehicles. The conductor will have the overall responsibility for the safety of passengers while they board and alight from, and travel on the tram.

Person must be able to read, write, and communicate clearly in English.

### **Main Responsibilities of the position**

The main responsibilities and duties of this position are:

- The Safety of the Public shall be the first and most important duty of every conductor;
- To read the Tramway Traffic notice board prior to commencing each shift to ascertain any special or altered requirements related to that shift;
- To supervise the safety of passengers traveling on, and boarding, and alighting from the tram and give proper signals to the driver to start and, if necessary, stop the tram;
- To ensure that all passengers on board are in possession of the required ticket and if necessary collect admission charges or fares from passengers and give tickets in exchange;
- To change points and protect the tram while it negotiates such points;
- To attend to the trolley pole during the operation of the tram;
- To help keep the tram tidy during passenger carrying service;
- To perform the Conductor's Duties in preparing a tram for traffic;
- To change the destination signs;
- **To follow any directions from the Traffic/Safety Notices;**
- Assist in emergency evacuation of passengers to the ground;
- The conductor goes through the tram AS PASSENGERS ARE ALIGHTING, thus gives the opportunity of finding and returning inadvertently left items quickly and without dramas;
- To generally perform "public relations" duties with regard to talking to passengers about the museum; and
- The conductor should work in complete harmony with the driver.

### **Qualifications and Experience**

Members :

- who have reached the age of 18 and passed the required Conductor training and examinations;
- Good physical and psychological health in order to maintain vigilance when observing so as to protect safety of the tram line;
- Is a financial member or friend of the Museum;
- Good hearing and speech to communicate by various means; and
- who have currently passed the required health checks.

<b>APPROVED</b>	.....		
	NAME	DATE	SIGNATURE