

Document Control Record

1. Document Details:

Name: CONDUCTOR ASSESSMENT FORM

Number: ~~STM6130~~STM6051

Version Number: 1.01

- Document Status:** Working Draft
 Approved for Issue
 Archived

Next Scheduled Review Date:

2. Version History:

Version Number	Date	Reason/Comments
1.0	10/09/2016	Initial issue
1.1	25/05/2020	Amended the form number and layout

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.
CONDUCTOR'S ASSESSMENT.

NAME: _____ MEMBER No: _____ ASSESSMENT DATE: _____

Item to be Assessed. <i>Not all items need to be assessed-minimum 30</i>	Competent	Not Yet Completed
Sign On		
Check Orders and Instructions		
Check Group Bookings		
Check Float and Ticket Numbers		
Check Operation of Mobile Phone and Place in First Aid Kit		
Obtain First Aid Kit and Stow on Tram		
Assist Tram Preparations as Requested by Driver		
Set and Check Points as Required		
Check Tram is Clean and Safe to Move Off		
Stand in Designated Position for the Tram being Used		
Signal Driver to Move Off		
Demonstrate Operation of Throw Over Points		
Demonstrate Operation of Brisbane Pedestal Points		
Check Operation of Emergency Air Cock When/If Requested		
Check Operation of Hand Brake When/If Requested		
Monitor Driver's Condition		
Open Gates as Required		
Apply Sand on Rails as Requested by Driver		
Demonstrate Controlling Tram in the Event of Driver Disabled		
Sell Tickets as Required		
Answer Passenger Questions as Required		
Assist Passengers to Board and Dismount as Required		
Check Token - Sight Staff		
Count Passengers and Advise Starter		
Signal Driver to Move Off After Signal Received From Starter		
Monitor Passengers en route		
Open and Close Windows and Doors as Appropriate		
Observe Lights at Highway Crossing		
Signal Driver to Move Off at Highway Crossing When Appropriate		
Advise Passengers of Facilities at RNP		
Advise Passengers of Next Services		
Apply and Release Handbrake as Appropriate on Tram #180		
Operate Door Controls as Appropriate on Tram #611/1014		
Assist Stable Tram as Requested by Driver		
Remove First Aid Kit to Tram #2044		
Place Phone on Charge		
Count Float and Adjust Composition as Required		
Count Sales Revenue		
Compile Journal		
Compile Any Necessary Reports		
Put Bag and Ticket Case in Appropriate Location		
Sign Off		

FINAL RESULT - Competent/Not Yet Competent=.....

Assessor Signature