



SYDNEY TRAMWAY MUSEUM

POSITION DESCRIPTION FOR TRAM DRIVER

MARCH 2016 MAY 2020

SYDNEY TRAMWAY MUSEUM

Document Control Record

1. Document Details:

Name: Position Description for Tram Driver

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Approved for Issue

Archived

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2. Version History:

Version Number	Date	Reason/Comments
1.0	31/10/06	Initial draft
1.1	06/09/08	Added expected to communicate clearly
1.2	17/03/2011	Add that a tram driver must be a financial member of STM.
1.3	14/07/2011	Adding the instructions about placing the "DO NOT REMOVE" stick on faulty trams.
1.4	12/03/2012	Amend the age limit
1.5	31/03/2016	Amended Distribution List format
1.6	26/05/2020	Revised the check sheet to be STM6031 Checklist

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

Tram Driver

Traffic Department

General

Applies to those members who are authorised by the Board to drive any of the Society's trams or other vehicles.

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 driver;
- To read the Tramway Traffic notice board prior to commencing each shift to ascertain any special or altered requirements related to that shift;
- For the safe running of the tram, for properly operating its mechanism, and for maintenance of the timetable and must, if any repairs are required, report the same to the officer-in-charge;
- For the use and safekeeping of the driving equipment and on leaving the tram must remove all such equipment and stow same in a secure place;
- To be fully satisfied that facing points are in proper position before passing over them;
- When on duty, not to leave the tram unless it is absolutely necessary and in such a case the conductor or other competent member or employee must first be placed in charge or the tram properly secured against movement;
- Before taking a tram out of the tram shed, the Driver together with the Conductor will check the vehicle and its equipment as per **the Vehicle Pre-operation and Stabling Inspection Checklist (STM6031) Tramway Handbook**;
- To keep the tram, whilst running, under such control as will enable it to be pulled up clear of trams or other obstructions in advance;
- When a tram carrying passengers is stopped for any reason, the Driver must not restart the tram until a correct starting signal has been received from the Conductor;
- Assist in emergency evacuation of passengers to the ground;
- At all times between sunset and sunrise, each tram must be operated with the correct head lamp and red tail light on the rear end burning, and the car interior lights on, if carrying passengers; and
- The driver should work in harmony with the conductor.
- The driver is responsible for placing the "DO NOT REMOVE" (Red stick) stick and a piece of paper showing the driver's name, the date and the identified fault on the tram that has become faulty.

Qualifications and Experience

Members:

- Who have reached the age of 19 and passed the required Driver training and examinations;
- Who have currently passed the required health checks;
- Is a financial member or friend of the Museum; and
- Good physical and psychological health in order to maintain vigilance when driving or observing so as to protect the safety of the tramline.

APPROVED

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NAME

DATE

SIGNATURE