

Document Control Record

1. Document Details:

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Archived

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2. Version History:

Version Number	Date	Reason/Comments
1.0	31/01/2017	Initial issue
1.1	30/03/2017	Improved the checklist
1.2	14/05/2017	Added Manual Lap trams marking sheet
1.3	8/50/2020	Added pantograph to the instructions

Approved by _____ **Signature & Date** _____

3. Distribution List

Position	Date	Location
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

SYDNEY TRAMWAY MUSEUM
DRIVER RE-ASSESSMENT MARKING STANDARD
TRAMS

NAME OF DRIVER:..... **MEMBER NO.:**.....

DATE:....... **TRAM NO.;**

Section 1, Sign on to leaving the Running Shed, (30%) (0.5 point off for each discrepancy).

Section 2, Practical tram driving, (40%) (1 point off for each discrepancy).

Section 3, from entering Running Shed to sign off (30%) (0.5 point off for each discrepancy)

Total points off: _____ **Mark:** _____ % **Examination No.:** _____

PASS/ REVIEW/ FAIL

(Please circle the decision)

NAME OF EXAMINER: **Member No.:**

EXAMINER'S SIGNATURE:

SYDNEY TRAMWAY MUSEUM
Checklist for Marking Re-assessment of Drivers on Standard Trams

Page 2 of 2

- 1) Complete sign-on sheet; **Half point**
 - 2) Check for new Safety/Traffic Notices in 2044; **Half point**
 - 3) Collect First-aid box and mobile phone; **Half point**
 - 4) Collect correct driving tools; **Half point**
 - 5) Ensure power is on for the road – if turning ON ensure no-one working on trams; **Half point**
 - 6) Prepare pre-operation checklist and ensure you are the only person doing the checks;
 - 7) Get the point hooks;
 - 8) Check air pressure gauge working before starting off; **Ask if gauge is working.**
 - 9) Stop at shed door if not first tram on the road;
 - 10) Stop at STOP sign near Workshop;
 - 11) Power off when passing under CUT-OFF fitting near platform; **Half**
- SUTHERLAND LINE**
- 12) Reverse at Depot Junction: a) Check poles have been correctly set;
b) Check Depot points set correctly;
c) Check Railway Square points are set correctly;
 - 13) Stop at the line in front of Railway Square Waiting shed and perform securing of tram at this stop;
 - 14) Stop near Signal Box for passengers;
 - 15) Collect the Sutherland STAFF;
 - 16) Check how driver starts off (rolling away or striking 2nd notch before cutting off); **Either will do, deduct a point if they motor for very long.**
 - 17) Stop at front gate, at the STOP line and wait for conductor's signal;
 - 18) Use of gong or horn at Pitt Street; **Speed.**
 - 19) Slow when driving through crossover at Pitt Street Crossover;
 - 20) Use of gong or horn at TAFE level crossing; **Speed.**
 - 21) Travelling slow (speed limit) between TAFE and ARMY level crossings;
 - 22) Reverse at Army level crossing: a) Secure tram:
b) Check poles have been correctly set;
 - 23) Travelling slow (speed limit) between ARMY and TAFE level crossings;
 - 24) Series only back to Museum;
 - 25) Stop at Pitt Street crossover for conductor to change points;
 - 26) Use of gong or horn at Pitt Street; **Speed.**

NATIONAL PARK LINE

- 27) Swap the Sutherland STAFF for the RNP STAFF; **If not understanding the safeworking THEY FAIL**
- 28) Slow through scissors crossover;
- 29) If trams parked at Railway Square Waiting Shed use gong to warn persons that tram is passing; Use of warning gong passing South shed in both directions.
- 30) Series only up "South Hill" to RNP crossing;
- 31) Stop at Highway crossing and wait for conductor's signal and ensure traffic has stopped;
- 32) Check crossing lights cancel; Assessor observes lights cancelling after proceeding over crossing.
- 33) Use of gong or horn at bike crossing;
- 34) Reverse at RNP platform: a) Secure tram;
b) Check poles have been correctly set;
- 35) Use of gong or horn at bike crossing;
- 36) Stop at Highway crossing and wait for conductor's signal and ensure traffic has stopped;
- 37) Check crossing lights cancel; Assessor observes lights cancelling after proceeding over crossing.
- 38) Check air gauge pressure when near South Shed before descending "South Hill" and test brakes;
- 39) Driver to perform a handbrake stop on the hill.
- 40) Stop at the STOP line at Depot Junction and points set correctly;

RETURN TO DEPOT

- 41) Returning to Depot – ensuring power is off when passing under CUT-OFF fitting near platform; **Half point**
- 42) Slowly drive through points;
- 43) Stop at shed door; sound gong.
- 44) Move into shed and stable tram;
- 45) Lower and secure trolley pole or pantograph;
- 46) Release the air from the air tank;
- 47) Stow the driver's keys;
- 48) Stow the point hooks;
- 49) Ask to describe the 4 degrees of emergencies braking.
- 50) Return the STAFF to the Staff box;
- 51) Return First Aid box and mobile phone to 2044 and complete Ops sheet and file.
- 52) Turn OFF the power to the road if the last car in.

SYDNEY TRAMWAY MUSEUM
DRIVER RE-ASSESSMENT MARKING MANUAL LAP
TRAMS

NAME OF DRIVER:..... **MEMBER NO.:**

DATE:....... **TRAM NO.;**

Section 1, Understands how to stable a manual lap car with handbrake.

Section 2, Practical tram driving, Use of Manual Lap Brake (40%) (1 point off for each discrepancy).

Section 3, Stabling the car at Railway Square Waiting Shed with handbrake.

Total points off: _____ **Mark:** _____ **% Examination No.:** _____

PASS/ REVIEW/ RE-TRAIN

(Please circle the decision)

NAME OF EXAMINER:..... **Member No.:**

EXAMINER's SIGNATURE:

SYDNEY TRAMWAY MUSEUM
Checklist for Marking Re-assessment of Drivers on Manual Lap Trams

Page 2 of 3

Before the assessment is to begin has the driver being assessed:

- a) Hold a current medical?
- b) Done the Rail Safety Awareness course?
- c) Completed the Standard Car Assessment?

The tram is stabled at the Railway Square Waiting Shed Terminus. It is stabled with handbrake applied and chocked.

SUTHERLAND LINE

- 1) Ask the driver how a manual lap car is stabled. If they are unsure of how to correctly stable a manual lap car with the handbrake, demonstrate how this is done.
- 2) Driver is then to demonstrate at the line in front of Railway Square Waiting shed securing of tram at this stop;
 - a) Correctly stable with handbrake a manual lap car. Wind on the handbrake until it stops. Release air brake, and continue to apply handbrake until fully applied and lock into position with pawl.
 - b) Perform steps to release handbrake. Place brake handle in valve, do not move handle until after releasing handbrake pawl while keeping a firm grip on handbrake. Release handbrake wheel or gooseneck then apply air brake while standing clear of handbrake as the action of the airbrake will cause the handbrake to release with some force.

DRIVER MUST REMAIN CLEAR OF GOOSENECK WHEN HANDBRAKE IS BEING RELEASED

Trip To Sutherland and return. Observe correct use of manual lap brake.

- 3) Stop near Signal Box for passengers;
- 4) Collect the Sutherland STAFF;
- 5) Check how driver starts off (rolling away or striking 2nd notch (P car 1st notch) before cutting off); **Either will do, deduct a point if they motor for very long.**
- 6) Stop at front gate, at the STOP line and wait for conductor's signal;
- 7) Use of gong or horn at Pitt Street; **Speed.**
- 8) Slow when driving through crossover at Pitt Street Crossover;
- 9) Use of gong or horn at TAFE level crossing; **Speed.**
- 10) Travelling slow (speed limit) between TAFE and ARMY level crossings;
- 11) Sound Gong and Horn at Army Crossing.
- 12) Proceed up Army Hill, Parallel may be used.
- 13) **BEWARE OF VEHICLES ON OR CROSSING THE TRAMLINE AT ANY TIME**
- 14) Ask driver what the procedure is for opening the gate in the morning (conductor is to leave the tram and open the gate, driver must remain on board) **AS TRAMS WILL HAVE TO STOP ON BOTH OCCASIONS, IT IS THE CONDUCTOR'S RESPONSIBILITY TO OPEN AND CLOSE THE GATES WHILST THE DRIVER REMAINS AT THE CONTROLS.**
- 15) Initially the eastern track at Waratah Loop will not be wired. However if the points at the southern (Loftus) end of Waratah Loop are to be changed they are operated by using the Melbourne type point bar.
- 16) When stabling trams at Waratah Loop, tram crews are to ensure all passengers remain in the fenced area south of the waiting shed near the tram.
- 17) Reverse at Waratah Loop:
 - a) Secure tram: **TRAMS SHOULD BE STABLED AS PER THE NORMAL INSTRUCTIONS AND**
 - b) **BEHIND THE DOUBLE YELLOW LINES INDICATING THE LEVEL AREA.**
 - c) Check poles have been correctly set;
 - d) Change ends promptly so that the brake is applied.
 - e) 2nd notch before cutting off to set reverser in correct direction (MU Cars)
- 18) Proceed down Army Hill, check their speed down the hill. **Speed.**
- 19) Stop at Army Crossing at the STOP line.
- 20) Travelling slow (speed limit) between ARMY and TAFE level crossings;
- 21) Series only back to Museum;
- 22) Stop at Pitt Street crossover for conductor to change points;
- 23) Use of gong or horn at Pitt Street; **Speed.**
- 24) Return Staff to staff box.
- 25) Slow through scissors crossover;
- 26) If trams parked at Railway Square Waiting Shed use gong to warn persons that tram is passing;
- 27) Reverse Depot Junction:
 - a) Secure tram;
 - b) Check poles have been correctly set;
 - c) Change ends promptly so that the brake is applied
 - d) Demonstrate 4th emergency.
 - e) 2nd notch (P car 1st notch) before cutting off to set reverser in correct direction (MU Cars)
- 28) Stop at the STOP line at Depot Junction and points set correctly;
- 29) Return to Railway Square Waiting Shed and stop at yellow line.

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- 30) Ask driver to correctly stable car with handbrake a manual lap car. Wind on the handbrake until it stops. Release air brake, and continue to apply handbrake until fully applied and lock into position with pawl and chock tram.

Page 2 of 3

Sequence of Applying and Releasing Brakes on Manual Lap Brake Tramcars

When stabling a “manual lap” brake tramcar at a terminus, the following sequence must be followed:

1. Apply the air brake;
2. Chock the tram;
3. Release the air brake;
4. Apply the handbrake (NB this sequence ensures that the handbrake is holding the tram);
5. Apply the air brake.

When releasing the brakes on a “manual lap” brake tramcar at a terminus, the following sequence must be followed:

1. Apply the air brake;
2. Remove the chock from under the tram;
3. Release the air brake;
4. Carefully release the handbrake ensuring that the handle does not strike any object or person by taking the following actions:
 - a. Lean back;
 - b. Take the weight on the handbrake gooseneck handle or handbrake wheel (as in Ballarat 12 and 37);
 - c. Still leaning back, move your foot forward to disengage the pawl;
 - d. Take your hand smartly OFF the handbrake gooseneck handle or wheel; and
 - e. Do NOT move forward until the handbrake has been fully released.
5. However in some cases, the handbrake may not fully release when the gooseneck handle or wheel stops and the handbrake could still be partially on. A few extra turns of the handle or wheel might be needed to fully release the handbrake.

The sign applied to the O, P and U class tramcars is shown below.

AIRBRAKE RELEASE→HANDBRAKE APPLY
O & U CARS 26/10/2016 STM 6###

AIRBRAKE RELEASE→HANDBRAKE RELEASE

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