



SYDNEY TRAMWAY MUSEUM

DRIVER TRAINING CURRICULUM

| JULY ~~2010~~2011

Document Control Record

1. Document Details:

Name: Driver Training Curriculum

Number: STM6122

Version Number: 1.34

Document Status: Working Draft

Approved for Issue

Archived

Next Scheduled Review Date: _____

2. Version History:

Version Number	Date	Reason/Comments
1.0	11/10/2008	Initial issue
1.1.	08/12/2008	Added more details
1.2	18/02/2010	Added the comment about showing the trainee driver's how to perform the first run track inspections.
1.3	18/07/2010	Changed ITSRR to ITSR
<u>1.4</u>	<u>14/07/2011</u>	<u>Add details about placing the "DO NOT MOVE: stick</u>

Approved by _____ **Signature & Date** _____

3. Distribution List

Position	Date	Copy Issued (Yes/No)	Copy No.	Received
Rail Safety Manager		Y	1	

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1. Purpose

To provide the curriculum for the training of drivers for the Sydney Tramway Museum.

2. Scope

This procedure sets out the minimum information that must be taught to members who want to become a driver.

3. Responsibilities

The Rail Safety Management Team shall be responsible for ensuring that the training of new drivers follows this procedure. The procedure will be reviewed on a regular basis to ensure that it covers all new tram types received by the Museum.

4. References

- Crew Training application form (STM6045)
- Document Issue Advice Notice (STM6113)
- General Safety Induction (STM6017)
- Orientation Program (STM6018)
- Starter's Journal (STM6019)
- Proceed Order form (STM6149)
- Trainee Driver Authorisation-Record Card (STM6144):
- Tramcar Pre-operation Checklist (STM6031)

5. Definitions

SMS- Safety Management System

STM- Sydney Tramway Museum, a trading name of South Pacific Electric Railway Co-Operative Society Limited.

6. Actions

The training for a new driver typically would last 2 days. The training is usually conducted with up to three trainees in the class.

The following must be covered during the training session on Day 1 - Morning:

- 1) Have the candidate sign ON in the Workshop foyer and collect their Crew Training Application form (STM6045);
- 2) Have the candidate complete the Crew Training application form (STM6045) (if not done already);
- 3) Explain the various parts of a tramcar;
- 4) Explain, in general, how a tram works;
- 5) Explain the driver's duties and the driving equipment.

The following must be covered during the training session on Day 1 - Afternoon:

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- 6) Demonstrate the preparation of cars for traffic and examination of equipment. Fill out the Tramcar Pre-operation Checklist (STM6031);
- 7) Explain the procedure for changing ends;
- 8) Explain the spacing between trams when operating in convoy;
- 9) Explain placing sand on rails;
- 10) Explain the securing of unattended trams;
- 11) Explain trams stalled on dirty rails;
- 12) Explain defective vehicles and equipment;
- 13) Explain controller interlocking;
- 14) Explain the operation of the life shields;
- 15) Explain the Staff and Ticket working and Proceed Order form (STM6149);
- 16) Explain the process for inspection the tracks (both Sutherland and RNP) on the first trip of the day and completing the Starter's Journal (STM6019) after the inspections.
- 17) Practice driving on self lapping braked cars including a "hill start" on Army Hill;
- 18) Explain and demonstrate emergency braking. During a trip, give 3 buzzer stops but don't warn them, (if anything a little distraction can be illuminating);
- 19) Demonstrate and practice stabling of trams in the shed including plugging the battery chargers;
- 20) Tram crews are not to take phone calls, talk, text or receive text messages whilst the trams are in motion. They must wait until the tram arrives at the terminus. Unless in emergency situations they can make a emergency phone call to the OIC or emergency services when the tram stops. *However the conductor may answer a call only on the Museum's mobile phone whilst the tram is moving;* and
- 21) Have the candidate sign OFF in the Workshop foyer.

The following must be covered during the training session on Day 2:

- 1) Have the candidate sign ON in the Workshop foyer;
- 2) Refresh instructions given on Day 1;
- 3) Have the candidate prepare the tram and give them a fault to find;
- 4) Practice driving on manual lapping braked cars, including a controlled descent of Army Hill using hand brake in "O" car or similar;
- 5) More practice on self-lapping and manual lapping brakes;
- 6) Demonstrate emergency braking on remote control cars;
- 7) Demonstrate emergency braking on two motor cars;
- 8) Demonstrate how to cut-out motors on 'P' type cars;
- 9) Explain towing procedures in general;
- 10) [Explain the use of the "DO NOT REMOVE" \(red stick\);](#)
- 11) At the end of the training day:
 - a. give each candidate a copy of the Tramway Operating Handbook if they have not already been given one;
 - b. have the candidates sign the Document Issue Advice Notice (STM6113) when handing out the Tramway Operating Handbook;
 - c. other handouts to trainees are:

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- i. Trainee Driver Authorisation-Record Card (STM6144): and
 - ii. Driver's Second Letter (STM6055).
 - d. Give the candidates an overview of the Safety Management System and copies of the General Safety Induction (STM6017) and the Orientation Program (STM6018) unless they have been already given to them before; and
 - e. Explain that the SMS documents are now on the STM web site.
- 12) On going training plans
- Explain that training is to continue over the next few months under supervision of qualified Traffic staff to gain experience. Candidate must complete at least 30 trips under supervision before sitting for the Driver's exam. Each trip must be entered on the Trainee Driver Authorisation Record Card and signed by the supervisor.
- 13) Explain the next stage, that of being a Driver Grade 4 if the trainee passes both the written and practical examinations. If he/she fails the written test, then another written test will be required to be completed. If he/she fails the practical examination then more driving under supervision will be required before again doing another practical examination.
- 14) It is to be stressed to the trainee that they must carry, on their person, their Certificate of Competency (COC) which must be produced if requested by an officer from the Independent Transport Safety Regulator (ITSR), the Officer-in-Charge or the Rail Safety Manager. If the COC is lost it must be immediately reported to the Rail Safety Manager so that a new COC can be prepared
- 15) Have the candidates sign OFF in the Workshop foyer.

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7. DRIVER TRAINING CHECKLIST

Trainee Driver Name: **Member No.**

Dates of Training: -DAY 1 DAY 2

Trainer's Name: **Member No.**

A TRAINING PLAN – DAY 1

- 1 Have the candidate sign ON in the Workshop foyer
- 2 Complete Crew Training Application Form (STM6045) by candidate
- 3 Explain various parts of a tram
- 4 Explain, in general, how a tram works
- 5 Explain the driver's duties and the driving equipment
- 6 Demonstrate trams of cars for traffic and examination of equipment
- 7 Explain the procedure for changing ends
- 8 Explain spacing between trams when operating in convoy
- 9 Explain sanding on rails
- 10 Explain the securing of unattended trams
- 11 Explain trams stalled on dirty rails
- 12 Explain defective vehicles and equipment
- 13 Explain controller interlocking
- 14 Explain the operation of the life shields
- 15 Explain the Staff and Ticket working and Proceed Order form (STM6149)
- 16 Explain the first trip inspections and signing the Starter's Journal
- 17 Practice driving on self lapping braked cars
- 18 Explain and demonstrate emergency braking
- 19 Demonstrate and practice stabling of trams in the shed
- 20 Have the candidate sign OFF in the Workshop foyer

B TRAINING PLAN – DAY 2

- 1 Have the candidate sign ON in the Workshop foyer
- 2 Refresh instructions given on Day 1
- 3 Practice driving on manual lap braked cars
- 4 More practice on self-lapping and manual lapping brakes
- 5 Demonstrate emergency braking on remote control cars
- 6 Demonstrate emergency braking on two motor cars
- 7 Demonstrate how to cut-out motors on 'P' type cars
- 8 Explain towing procedures in general
- 9 At the end of the training day
 - a. give each candidate a copy of the Tramway Operating Handbook if they have not already given one;
 - b. have the candidate sign the Document Issue Advice Notice (STM6113) when handing out Tramway Operating Handbook
 - c. other handouts to trainees are:
 - i. Trainee Driver Authorisation-Record Card (STM6144); and
 - ii. Driver's Second Letter (STM6055).
 - d. Give the candidates an overview of the Safety Management System and copies of the General Safety Induction (STM 6017) and the Orientation Program (STM 6018) unless they have been already given to them before
- 10 Explain Ongoing training plans (i.e. *Provisional Drivers*)
- 11 Have the candidates sign OFF in the Workshop foyer

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