

# Document Control Record

## 1. Document Details:

**Name:** TRAM DRIVER FIFTH LETTER

**Number** STM6166

**Version Number:** 1.2~~1~~

**Document Status:**  Working Draft

Approved for Issue

Archived

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

## 2. Version History:

Version Number	Date	Reason/Comments
1.0	08/12/2008	Initial issue
1.1	18/07/2010	Changed ITSRR to ITSR
1.2	20/03/2011	Amended for new Traffic Manager

**Approved by** ..... **Signature & Date** .....

## 3. Distribution List

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

SYDNEY TRAMWAY MUSEUM  
**TRAINING AND ASSESSMENT COMMITTEE**

P.O. Box 103, SUTHERLAND. NSW. 2232

Date: .....

Dear Member,

RE: Driver Re-Assessment Training Course.

I have to advise that you have *not satisfactorily* passed your practical re-assessment as a Driver Grade ..... *and as such you have now been appointed as a Provisional Driver by the Training and Assessment Committee.*

Endorsements (*tram types requiring more driving experience*):

.....  
.....  
.....

*As a Provisional Driver you will need to have an observer (who is a qualified trainer/examiner) on the tram types that have been identified by the examiner as "needing more experience". The tram types are listed above. The list of qualified trainers and examiners are shown on the roster.*

*Attached is the Provisional Driver's Authorisation Card (STM6165) which needs to be completed and then you will need to organise another test on the tram types listed on the card.*

*All other tram types can be driven without a Trainer Driver.*

Please Note: All Traffic crews must carry, on their person, their Identification Card (IDC) 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 IDC is lost it must be immediately reported to the Rail Safety Manager so that a new IDC can be prepared.

Welcome.

Yours faithfully,

For and on behalf of the Training and Assessment Committee.

per .....

Martin Pinches  
Traffic Manager.

Copy to Roster Clerk

*NB: delete the italics if the driver has passed his re-accreditation*