



Tram Driver Performance Checklist

(Generic Version)

Version 1

June, 2011

IMPORTANT NOTICE

This booklet is one of a series of generic training and assessment templates developed as guides for heritage tramway operators seeking to develop or upgrade their local training and assessment resources. This booklet and others in the series are not intended to be training resources in their own right but rather to be suitably customised, embellished and adapted by tramway operators to match the specific context of their own tramway, e.g. types of trams and associated equipment, the track layout and infrastructure, the local standard procedures and rules, safety management and safeworking systems, the tramway's organisational structure, and the roles and functions of personnel in the tramway.

Tramway operators seeking to use this booklet and others in the series should initially refer to the ***ATHRA Customisation Guidelines Booklet*** which provides important information on how the generic templates should be used.

Disclaimer

The information contained herein is made available by the Association of Tourist & Heritage Rail Australia Inc (ATHRA) as part of a set of ***generic training and assessment templates*** for use by individual heritage tramway operators.

It is intended that heritage tramway operators will be able to create their own local training resources by suitably modifying, embellishing and customising the generic templates to meet their own requirements.

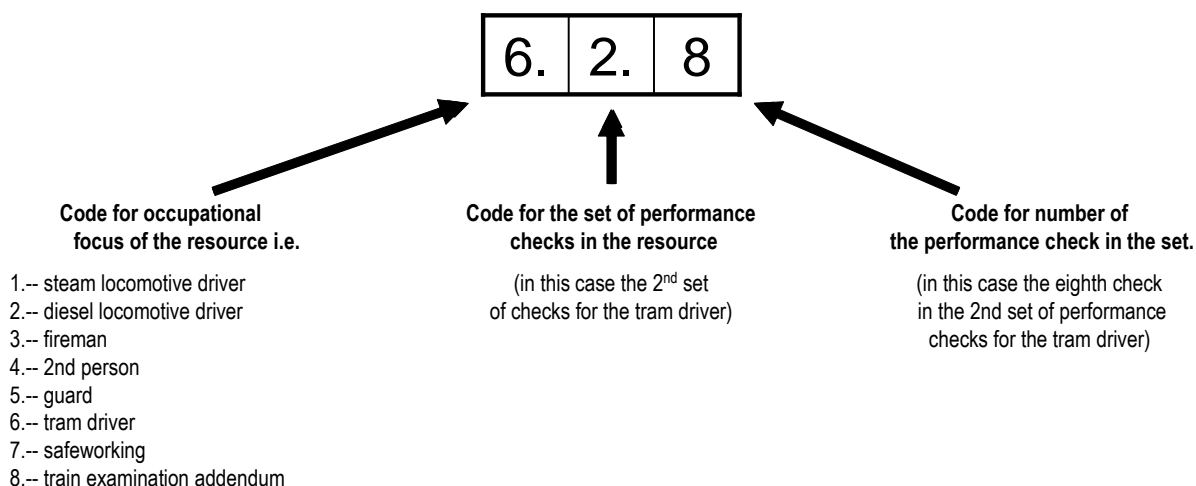
ATHRA does not assume any legal liability or responsibility for the accuracy, completeness or usefulness of any information provided in these generic resources.

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NOTES

CODING SCHEME FOR THE ATHRA RESOURCES

The coding scheme for the ATHRA Resources is as follows:



CUSTOMISATION OF QUESTIONS AND ANSWERS IN THE '*PERFORMANCE CHECKLIST*'

As explained in the ATHRA Customisation Guidelines, this **Performance Checklist** is a generic document designed to be customized and adapted, if necessary, by local heritage tramways to match their own tramway configuration, equipment, procedures, safety management systems, etc. Performance checks in the booklet may be modified by updating the content of the existing templates to incorporate appropriate information about the tramway's own operating system, equipment, road, procedures, safety management system, etc. This may involve appropriate alteration to existing performance checks or the insertion of additional suitable performance checks.

To aid in the addition of performance checks, if needed, a blank row has been provided at the end of each set of checks in the generic checklist. The following is a step-by-step process to incorporate any additional performance checks:

1. Using the mouse, select the blank row
2. In the '**TABLE**' drop down menu at the top of the document select '**Insert**'
3. Click on '**Insert rows below**'
4. Repeat as many times as necessary until you have sufficient rows for the additional performance checks (including the original blank row in the generic document)
5. Insert the text for each of the additional performance checks
6. Insert the codes of the additional performance checks as per the coding scheme for the ATHRA training and assessment resources

6.1 Role and responsibilities of a tram driver

(Under supervision, the learner is to carry out the following tasks)

- 6.1.1 Obtained, read and correctly interpreted a copy of the duties of a tram driver for the tramway operator concerned
- 6.1.2 Obtained, read and correctly interpreted copies of the tramway operator 's documents describing the statutory responsibilities of a tram driver, including rail safety and safeworking requirements and regulations related to the operation of trams
- 6.1.3 Obtained, read and correctly interpreted a copy of the standard procedures of the tramway operator applicable to a tram driver, including record keeping and the reporting of defects and incidents
- 6.1.4 Demonstrated ability to identify and use required personal protective equipment (PPE) as per the railway's safety management plan and related procedures
- 6.1.5 *Blank for additional question*.....

6.2 Preparing and starting a tram

(Under supervision, the learner is to carry out the following tasks in a safe and efficient manner as per the Tramway's standard procedures for the tram)

- 6.2.1 Identified and described the following tram equipment (purpose, principal parts, functions and operation, and potential defects and related action).....

[The following list may be adjusted and customised to match the tram and the tramway concerned]

- Head and tail lights
- Internal lighting
- Compressor
- Controller
- Air brake
- Electric brake
- Handbrake
- Air brake valve
- Motors
- Motor bearings
- Rheostat/resistor grids
- Fuses
- Circuit switches
- Lightning arrestor
- Circuit breakers
- Resistance notches
- Running notches
- Reversing lever/handle
- Sanding apparatus
- Signalling devices (Gong or bell)
- Trolley pole/pantograph

- 6.2.2 Turned on compressor, power, lighting and any other switches.....

- 6.2.3 Conducted the pre-start checks of tram and associated equipment.....
(Using the Tramway's checklist for the tram concerned)
- 6.2.4 Checked the operation of the controller.....
- 6.2.5 Checked the brakes
- 6.2.6 Recorded, rectified, isolated and/or tagged any defects and deficiencies as applicable and/or reported them to relevant personnel
*(This may include **simulated faults or defects** posed by the assessor)*
- 6.2.7 Started the tram.....
- 6.2.8 *Blank for additional question*

6.3 Moving a tram

(Under supervision, the learner is to carry out the following tasks in a safe and efficient manner as per the Tramway's standard procedures for the tram concerned)

- 6.3.1 Obtained and interpreted authority to move and position a tram
- 6.3.2 Followed depot instructions and any safeworking rules.....
- 6.3.3 Operated tram controls
- 6.3.4 Demonstrated vigilance throughout tram operations
- 6.3.5 Moved the tram to required position
- 6.3.6 Secured the tram in position
- 6.3.6 *Blank for additional question*.....

6.4 Conducting tram operations

(Under supervision, the learner is to carry out the following tasks in a safe and efficient manner as per the Tramway's standard procedures for the tram concerned)

- 6.4.1 Operated a tram in traffic
- 6.4.2 Followed tram route and timetable.....
- 6.4.3 Approached and stopped at scheduled stops.....

- 6.4.4 Operated tram doors where required.....
- 6.4.5 Kept vigilant at all times while operating a tram
- 6.4.6 Followed any applicable safeworking and road rules
- 6.4.7 Complied with speed limits
- 6.4.8 Observing signals correctly.....
- 6.4.9 Operated points during a journey.....
- 6.4.10 Turned a tram at a terminal.....
- 6.4.11 Stopped the tram using the air brakes or the handbrake
- 6.4.12 Halted and secured a tram in a simulated emergency.....
(This may include a **simulated emergency** situation)
- 6.4.13 Dealt correctly with abnormal situations during tram operations, including
fault-finding and any applicable emergency communication and evacuation procedures
(This may include **hypothetical abnormal situations** posed by the assessor at various
times during the tram journey requiring a verbal explanation by the candidate of what
they would do if the abnormal situation occurred)
- 6.4.14 Used advanced tram driving procedures (where applicable).....
(This may include applicable **additional tram driving functions** that
may be specified by the tramway operator concerned including such functions as
operating in traffic with two or more tramcars, etc.)
- 6.4.15 Blank for additional question.....

6.5 Shutting down and stabling a tram

(Under supervision, the learner is to carry out the following tasks in a safe and efficient manner as per the Tramway's standard procedures for the tram concerned)

- 6.5.1 Moved a tram to its stabling position.....
- 6.5.2 Conducted required post-operational checks
- 6.5.3 Secured the tram
- 6.5.4 Completed paperwork.....
- 6.5.5 Reported any identified faults or defects for appropriate action.....

(This may include a **simulated faults or defects** posed by the assessor)

6.5.6

Blank for additional question.....



RECORD OF THE PERFORMANCE ASSESSMENT

Name of Tramway Operator

Date assessment completed

Name of candidate

Signature of candidate

Name of the person conducting the assessment.....

Signature of the person conducting the assessment.....

<p style="text-align: center;">COMMENTS OF THE PERSON CONDUCTING THE ASSESSMENT</p>
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