



Tram Driver

Knowledge
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.

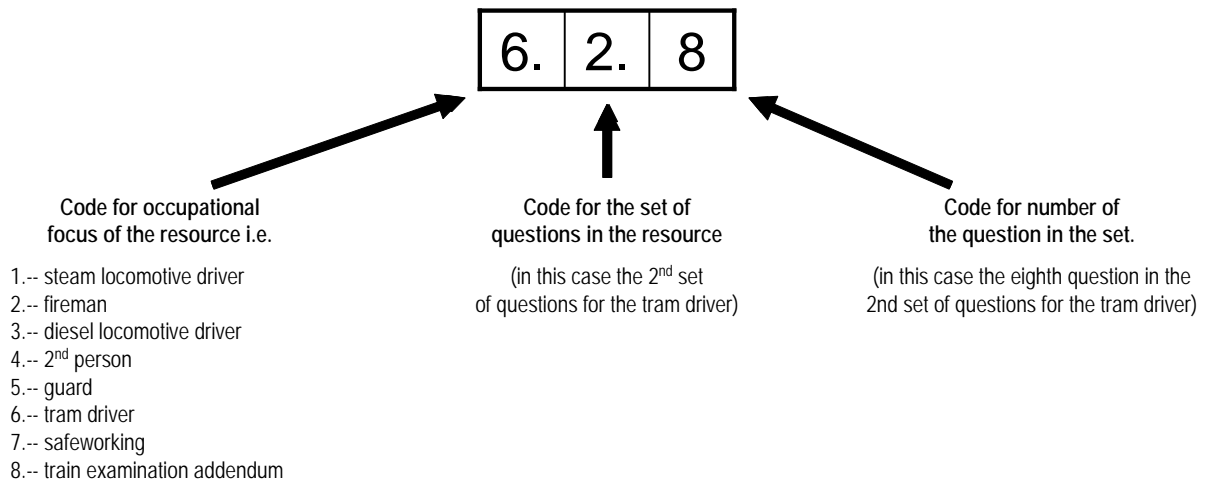
ATHRA does not assume any legal liability or responsibility for the accuracy, completeness or usefulness of any information provided in these generic resources.

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NOTES

CODING SCHEME FOR THE ATHRA RESOURCES

The coding scheme for the ATHRA Resources is as follows:



CUSTOMISATION OF QUESTIONS IN THE 'KNOWLEDGE CHECKLIST'

As explained in the ATHRA Customisation Guidelines, this *Knowledge 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. Questions in the booklet and related sample responses in the *Mentor's Q&A 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 questions or the insertion of additional suitable questions.

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

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 questions (including the original blank row in the generic document)
5. Insert the text for each of the additional questions
6. Insert the codes of the additional questions as per the coding scheme for the ATHRA training and assessment resources
7. Make sure there are matching questions and sample responses in the *Mentor's Q&A Booklet* with the same code

Question Set 6.1 Role and responsibilities of a tram driver

- Q6.1.1 What are the **key tasks** performed by a tram driver?
- Q6.1.2 Describe the **key safeworking rules** that apply to you as a tram driver?.....
- Q6.1.3 What are the **potential consequences** of not following safeworking rules and other regulations applicable to the tram driver's role on your tramway?.....
- Q6.1.4 What are the tram driver's **initial duties** after signing on?.....
- Q6.1.5 What **action** must you take if you find a defect during a shift as a tram driver?.....
- Q6.1.6 What **action** must you take if you are involved in a safety incident during a shift as a tram driver?
- Q6.1.7 Where can you obtain a **copy** of the duties of a tram driver, the safeworking rules applicable to drivers and other key reference documents a tram driver needs?
- Q6.1.8 Give five reasons why **route knowledge** is so important to a tram driver
- Q6.1.9 What are the tram driver's duties when **stabling** a tram?
- Q6.1.10 Give three examples of **hazards** that exist when working as a tram driver.....
- Q6.1.11 What personal protective equipment (PPE) must be used by tram drivers when carrying out their duties and functions?
- Q6.1.12 Give two examples of **risk management strategies** to control hazards when working as a tram driver.
- Q6.1.13 *Blank for additional question*.....

Question Set 6.2 Preparing and starting a tram

- Q6.2.1 What are the **initial duties** of a tram driver at the commencement of a shift?.....
- Q6.2.2 What are the **principal components** of the tram(s) on which you will be working? What is the purpose of each?.....
- Q6.2.3 Describe the **pre-operational checks** you must conduct for the tram(s) on which you will be working.
- Q6.2.4 Describe how you would check that the **tram's control equipment** is functioning correctly.....
- Q6.2.5 Describe how you would check that the **tram's braking system** is functioning correctly.....

- Q6.2.6 What action should a driver take if **defects or deficiencies** are identified during checks or during operations?
- Q6.2.7 What steps are involved in **starting** the tram?
- Q6.2.8 *Blank for additional question*

Question Set 6.3 Moving a tram

- Q6.3.1 Describe the process involved in obtaining **authority** to move and position a tram?
- Q6.3.2 How should a **tram's controls** be operated?
- Q6.3.3 Why is it important to remain **vigilant** when moving a tram in a depot?
- Q6.3.4 Describe the process involved in **moving** a tram to its required position in the depot?
- Q6.3.5 *Blank for additional question*

Question Set 1.4 Conducting tram operations

- Q6.4.1 Why is it important to **work collaboratively** with other members of a tram crew and how is this achieved?
- Q6.4.2 What is involved in operating a tram **in traffic**?
- Q6.4.3 Describe the **route** of your tram, highlighting the **stops, timetable and key features** such as traffic signals, speed limits, points and safety hazards?
- Q6.4.4 Describe the precautions and procedures you should follow when **approaching and stopping** at scheduled stops along a tram route?
- Q6.4.5 What is involved in operating the **tram doors** (where fitted)
- Q6.4.6 What is involved in operating the **tram ticketing system** (where applicable)
- Q6.4.7 Why is it important to remain **vigilant** when operating a tram?
- Q6.4.8 What should a driver do concerning **speed limits** along the tram's route?
- Q6.4.9 What should a driver do concerning **traffic signals** along the tram's route?
- Q6.4.10 What are the procedures for operating **points** during a tram journey (where applicable)?

- Q6.4.11 What are the procedures for **turning a tram** at a terminus?
- Q6.4.12. Describe how you would **stop a tram** using the service brake, emergency brake or the handbrake.
- Q6.4.13 Give five examples of **abnormal situations** that could arise during a tram journey and the action you would take if they occurred?
- Q6.4.14 *Blank for additional question*.....

Question Set 1.5 Shutting down and stabling a tram

- Q6.5.1 Describe the procedures for moving a tram to its **stabling position** in the depot?
- Q6.5.2 Describe the **post-operational checks** you must conduct for the tram(s) after service ..
- Q6.5.3 What **action** should be taken if faults or defects are identified during post-operational checks of the tram and its equipment?
- Q6.5.4 How is the tram **secured** in its stabling position?
- Q6.5.5 What **other tasks** might a tram driver undertake after securing the tram?
- Q6.5.6 What **paperwork** must be completed after the tram is stabled and secured?
- Q6.5.7 *Blank for additional question*

RECORD OF THE KNOWLEDGE ASSESSMENT

Name of Rail Operator

Date assessment completed

Name of candidate

Signature of candidate

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

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

Number of questions satisfactorily answered
(as per the ticked boxes on checklist)

COMMENTS OF THE PERSON CONDUCTING THE ASSESSMENT