



NATIONAL RAILWAY MUSEUM Port Adelaide

Driver's Responsibilities and Duties For the Port Adelaide 457mm Gauge Railway

A supporting document of the
National Railway Museum 457mm Railway - Safety Management Plan

Contents:

- Page 1 Coversheet and Contents
- Page 2 Introduction and Definitions
- Page 3 Duty Requirements
Pre – Operational Duties
- Page 4 Pre – Operational Inspections
Train Setup
Movement to Callington Station
- Page 5 Station Setup
Daily Operations
- Page 6 End of Daily Operations and Stabling
Post Operational Administration Duties

*This is a Controlled Document lodged on the web site of the National Railway Museum.
Once printed it is no longer controlled*

Document: 457.2012.113
(formally 4SMP-OD-D3&D4).
Revised: 30 October 2016 >> V3.10/2016

Introduction

Purpose.

This Document has been raised as a supporting document to the National Railway Museum *457mm Gauge Railway Safety Management Plan*. It lays out the duties and responsibilities of Operators employed on Driving Duties on the 457mm Gauge Railway at the National Railway Museum.

Definitions. The following definitions are used within this document:

National Railway Museum

The National Railway Museum at Lipson Street Port Adelaide.

NRM

The National Railway Museum

Operations Manager (OM)

Throughout this document the term "Operations Manager" shall be deemed to mean the Operations Manager of the National Railway Museum, or his delegate.

Driver

A NRM volunteer authorised to carry out 457mm Gauge Railway driving duties at Port Dock.

Guard

A NRM volunteer authorised to carry out guard duties on the 457mm Gauge Railway at Port Dock.

Duty Responsibilities

1. **Operational Fitness.** Drivers are to be free from fatigue and both mentally and physical fit to carry out the required duties on the day.
2. **Operational Qualifications.** Drivers are to hold the required NRM authorisation to carry out the required duties on the day.
3. **Steam Operations.** Drivers are to hold the required Safework SA Licence to operate a Boiler.
4. **Dress and Behaviour.** Due to direct contact with museum customers, drivers all are required to dress and behave in a manner that does not compromise safety or bring the museum into disrepute. The appropriate protective clothing and footwear is to be worn.
5. **Hours of Duty.** Drivers should commence their duties at a time that allows the train to be ready at Callington Station by 1030 hrs, to commence operations for the day. The last train for the day should leave Callington Station at 1600 hrs.
6. **Variations to Hours of Duty.** The above hours may be varied due to NRM requirements, special operations or adverse weather conditions. The Operations Manager or, if he is not available, the Duty Manager should be advised of any variations.
7. **Guard's Duties.** Drivers will be responsible to carry out the required guard's duties for the day's operations when there is no guard available.
8. **Security.** A Driver is to ensure the safe keeping of all NRM property and equipment used by or in their possession whilst on duty.

Pre - Operational Duties.

9. **Attendance Register.** On arrival at the museum sign the attendance register.
10. **Notice Folders.** Check the General Notice, Safety Notice and Operational Notice folders for new notices and if required by the notice, sign it to indicate that the notice has been read and understood.
11. **Notice Boards.** Check all Operational Notice Boards for notices that may affect or are relevant to the day's operations.
12. **Log Book.** Check the locomotive's log book to ensure that the locomotive is serviceable for the day's operations and for any problems that may affect the operation of the locomotive. If any previous faults are recorded and have not been rectified, the fault must be re-entered on the log sheet by each subsequent driver until the fault has been rectified.

13. **Shed Door.** Open the shed door above the 457mm track and secure it into place.
14. **Steam Operations.** If a steam locomotive is to be placed into service carry out the following.
 - 14.1. Turn on the shed's air compressor and ensure that the compressor drain valve is closed.
 - 14.2. Push the locomotive from the shed to the locomotive preparation area.

Pre Operational Inspections

15. **Operational Documentation.** Pick up the following relevant inspection and servicing documentation:
 - 15.1. Document 4SMP-DR- L7T1.
457mm Railway Diesel Operations Daily Inspection Report Form.
 - 15.2. Document 4SMP-DR- L46T1.
457mm Railway Steam Operations Daily Inspection Report Form.
 - 15.3. Document 4SMP-RS-1.
Daily Running Sheet
On days that a special event is being held at the museum an event related running sheet may be required. If required this sheet will be raised and provided by museum office staff.
16. **Locomotive Inspection.** Inspect the locomotive in accordance with the Locomotive's Daily Inspection Report Form.
17. **Consist Inspection.** Inspect the consist in accordance with the Consist Inspection Report Form.
18. **Inspection Recording.** Complete the required areas on the locomotive and consist inspection form. Only sign off the consist inspection. The inspection form for the locomotive and track is to be signed off on completion of the track inspection and operational test.

Train Set Up.

19. **Preparation of Locomotive for Service.** Prepare the locomotive for service in accordance with the locomotive's Operating Instructions.
20. **Consist Pick Up.** For periods of clockwise travel, move the locomotive to the consist stabling point and couple the locomotive to the consist. For periods of anti-clockwise travel, move the locomotive to Callington station and couple the locomotive to the consist.

Movement to Callington Station

21. Operational Test. During the movement to Callington Station ensure that the locomotive is fully operational.

22. Track Inspection. Inspect the track in accordance with track inspection section of the Locomotive's Daily Inspection Report.

Note: The track inspection and operational test are to be carried out at a speed that ensures the driver can inspect the track closely and if required stop safely if a problem is found.

23. Documentation. Complete and sign the locomotive, consist and track inspection form.

Station Set Up.

24. Guard's Responsibility. The guard is responsible to set up the station for daily operations.

Note: On days that a guard or other qualified person is not available, the driver is responsible to carry out the guard's duties. The driver is not to commence a trip unless he has ensured that it is safe to do so.

Daily Operations

25. Trip Scheduling. It is the driver's responsibility to plan the scheduling of trips for the days operations. The driver should liaise with the guard to ensure that the train will be ready to depart on time. The following is to be taken into account when scheduling trips:-

25.1. The safe and efficient operation of the locomotive.

25.2. Providing a regular service for museum customers. Under normal circumstances trips should be scheduled for every half hour or as deemed by a timetable set by the Operations Manager.

25.3. The number of museum visitors requiring extra or less trips to meet demand.

25.4. Requests from museum management to carryout extra trips.

26. Trip Announcement. Use the P.A. to announce that the next trip is now boarding. Suggested wording for the announcement can be found on the noticeboard in the station building.

27. Running Sheet. Enter the required information for the trip on the daily running sheet. The guard can be tasked with this requirement.

- 28. Preparation of Locomotive.** Prepare locomotive for departure and wait for guard's signal.
- 29. Departure and Running.** If a guard is on duty, on receipt of guard's first right of way signal and it is safe to do so commence the movement. The driver is to:-
 - 29.1.** Ensure that the safe operating instructions and procedures for the locomotive and operation of the 457mm gauge railway are adhered to.
 - 29.2.** Acknowledge all signals given by the guard.
 - 29.3.** Be prepared to stop the movement on receipt of the guard's stop signal or an unsafe condition arises. Movement is not to recommence until it is safe to do so.
 - 29.4.** If there is no guard on duty, the driver must ensure the passengers are safe before departure

End of Daily Operations and Stabling

- 30. Station Shut Down.** Lock the station building and ensure that all gates are closed before departing the station.
- 31. Steam Locomotive Replenishment.** If a steam locomotive has been used, the driver is to ensure that the fuel bunker on the locomotive is replenished. The guard may be requested to assist with this task.
- 32. Consist Stabling.** For periods of clockwise travel, move the train to the consist stabling point and uncouple the locomotive from the consist. For periods of anti-clockwise travel, uncouple the locomotive.
- 33. Locomotive Shutdown and Stabling.** Once the Locomotive has been uncoupled and the consist secured, proceed to the Locomotive shutdown area. Then in accordance with the locomotive's operating instructions the locomotive is to be shut down and stabled.

Post Operational Administration Duties

- 34. Documentation.** Ensure that the Locomotive log book has been completed and signed.
- 35. Volunteer Timesheet.** Enter the time in the time finished column and sign the volunteer timesheet.
- 36. Steam Shed Security.** On completion of stabling close and secure the shed door over the 457mm track and ensure that the air compressor has been turned off and the drain valve opened.
- 37. Return of Documentation.** Return the locomotive inspection report form and daily running sheet to the museum office.