



NATIONAL RAILWAY MUSEUM Port Adelaide

Driver's Responsibilities and Duties for the Semaphore and Fort Glanville 457mm Gauge Tourist Railway

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

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Introduction

Purpose.

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

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 Semaphore and is the crew member responsible for the train's operation.

Guard

A NRM volunteer authorised to carry out guard duties on the 457mm gauge railway at Semaphore.

Conductor

A NRM volunteer authorised to collect fares and sell tickets for 457mm Gauge Railway at Semaphore.

Under normal circumstances this is a non-operational position.

Crew

The crew consists of the driver, guard and conductor manning the train on the day of operation.

Duty Responsibilities

1. **Operational Requirements.** Drivers are to carry out their duties in accordance with the requirements, instructions and procedures laid out in:-
 - 1.1. NRM Document 457.2012.109
457mm Gauge Railway Safety Management Plan.
 - 1.2. NRM Document 457.2016.318
Safeworking Instructions and Procedures for the Semaphore and Fort Glanville 457mm Gauge Tourist Railway.
 - 1.3. The respective operating instructions for the locomotive to be used.
2. **Dress and Behaviour.** Due to direct contact with museum customers and the general public, 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.
3. **Hours of Duty.** Drivers should commence their duties at a time that allows the train to be ready at Semaphore Station by 1100 hrs, to commence operations for the day. The last train for the day should leave Semaphore Station at 1600 hrs.
4. **Variations to Hours of Duty.** The above hours may be varied by the crew due to NRM requirements, special operations, adverse weather conditions or breakdowns. The Operations Manager or, if he is not available, the Duty Manager should be advised of any variations.
5. **Security.** A Driver is to ensure the safe keeping of all NRM property and equipment used by or in their possession whilst on duty, and must ensure that the locomotive is not left unattended.

Pre - Operational Duties.

6. **Car Park Chain.** Unlock and lower the chain securing the carpark. Leave the chain down so that other crew members can enter the car park.
7. **Shed Access Door.** Unlock the shed access door.
8. **Attendance Register.** Sign the attendance register.
9. **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.
10. **Notice Boards.** Check all Operational Notice Boards for notices that may affect or are relevant to the day's operations.

11. **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.
12. **Shed Doors.** Open the shed doors over the 457mm track and secure them in the open position.
13. **Steam Operations.** If a steam locomotive is to be placed into service carry out the following.
 - 13.1. Turn on the shed's air compressor and ensure that the compressor drain valve is closed.
 - 13.2. Push the locomotive from the shed to the locomotive preparation area.

Pre Operational Inspections

14. **Operational Documentation.** Pick up the following required inspection and servicing documentation:
 - 14.1. Document 4SMP-DR- L46T2. 457mm Railway Steam Operations Daily Inspection Report Form.
 - 14.2. Document 4SMP-RS-2. Daily Running Sheet Semaphore – Fort Glanville. This sheet is to be to be given to the guard.
15. **Locomotive Inspection.** Inspect the locomotive in accordance with the Locomotive's Daily Inspection Report Form.
16. **Consist Inspection.** Inspect the consist in accordance with the Consist Inspection Report Form.
17. **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.

Set up for Daily Operations.

18. The following duties are to be carryout to set up for daily operations:-

- 18.1. **Locomotive Preparation.** Prepare the locomotive for service in accordance with the locomotive's Operating Instructions and any other instructions issued by the Operations Manager.
- 18.2. **Train Set Up.** With the guard's assistance set up the train for the days operations, and ensure the guard watches the consist as it leaves the shed in case of a derailment.
- 18.3. **Emergency Brake Test.** With the guard's assistance check the emergency brake system for operation and ensure the locomotive head light is working.
- 18.4. **Movement to Semaphore Station.** Whilst the guard secures the shed area prepare the locomotive for departure to Semaphore Station and await the guard's right of way signal to commence the movement. Be prepared to stop on the guard's signal after the train has cleared the shed/mainline switchstand so that it may be set for the mainline
- 18.5. **Operational Test.** During the movement to Semaphore Station carryout an operational test of the locomotive to ensure that the locomotive is fully operational.
- 18.6. **Train Turn Around.** With the guard assistance move the locomotive to the southern end of the train and couple to the consist.
- 18.7. **Emergency Brake Test.** After recoupling the locomotive to the consist carryout an operation test of the emergency brake system and ensure that the locomotive head light is operational.

Daily Operations

19. **Trip Scheduling and timing.** Liaise with the guard to plan the scheduling of trips for the days operations. Once a time for departure has been set both the driver and guard are to ensure that the train will be ready to depart on time. Timing of trips are to be based on:-
 - 19.1. The safe and efficient operation of the locomotive.
 - 19.2. Providing a regular service for customers at Semaphore and Fort Glanville.
20. **Track Inspection.** During the first trip to Fort Glanville carry out a track inspection. The track inspection is 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. On arrival at Glanville Station complete and signoff the daily inspection report form.

- 21. Trips and Procedures.** Each trip consist of a movement from Semaphore Station to Glanville Station and return. The procedures laid out below are repeated for each trip:-
- 21.1. Locomotive Preparation.** Whilst the guard and conductor carryout passenger loading operations prepare the locomotive for departure to Glanville Station and await the Guard's right of way signal.
 - 21.2. Movement to Glanville Station.** On receipt of the guards right of way signal commence the movement to Glanville Station. Whilst on the move be prepared to stop the train if an unsafe condition arises or the guard gives a stop signal or the emergency brake system has been operated.
 - 21.3. Train Turn around at Glanville Station.** On arrival at Glanville Station and with the guard's assistance run the locomotive around the train and recouple to it in preparation to return to Semaphore Station.
 - 21.4. Preparation of Locomotive.** Whilst the guard and conductor carryout passenger loading operations prepare the locomotive for departure to Semaphore Station and await the Guard's right of way signal.
 - 21.5. Return Movement to Semaphore.** On receipt of the guards right of way signal commence the return movement to Semaphore Station. Whilst on the move be prepared to stop the train if an unsafe condition arises or the guard gives a stop signal or the emergency brake system has been operated.
 - 21.6. Train Turn around at Semaphore Station.** On arrival at Semaphore Station and with the guard's assistance run the locomotive around the train in and recouple to it preparation for the next scheduled trip.
 - 21.7. Emergency Brake Test.** With the guard's assistance check the emergency brake system for operation and ensure the locomotive head light is working.
 - 21.8. Locomotive Servicing.** While waiting of the next trip check the oil levels in the cylinder oiling reservoir and motion cups and refill if required. Furthermore ensure that there is sufficient water in the tender tank for the next return trip.
- 22. Last Train of the Day.** On arrival at Semaphore Station on completion of the last trip of the day there is no requirement to run around the train. Whilst the guard and conductor shut down the station prepare the train for push back to the shed.

End of Daily Operations and Stabling

- 23. Push Back Movement.** On receipt of the guard's right of way push the train back to the shed. Be prepared to stop the train on the guard's stop signal. There will be a requirement to stop the train:-
 - 23.1.** Short of the shed/mainline point to allow the guard to set the point for the shed track.
 - 23.2.** Short of shed doors to allow the guard to open the shed doors.
- 24. Consist Stabling.** Move the consist into the shed and on the guard's signal stop the train. The guard will then uncouple the locomotive from the consist.
- 25. Locomotive Shutdown.** Once the Locomotive has been uncoupled from the consist proceed to the locomotive shutdown area. Then in accordance with the locomotive's operating instructions the locomotive is to be shut down and stabled.
- 26. Replenishment of Supplies.** Ensure that the fuel bunker and water tanks on the locomotive are replenished. The guard may be requested to assist with this task.

Post Operational Administration Duties

- 27. Documentation.** Ensure that the Locomotive log book has been completed and signed.
- 28. Return of Documentation.** Hand the locomotive inspection report form and daily running sheet and any other required documentation to the conductor who will return the it to the museum office at the same time that the fare money is handed in.
- 29. Air Compressor.** Ensure that the air compressor has been turned off and the drain valve opened.
- 30. Volunteer Timesheet.** Enter the time in the time finished column and sign the volunteer timesheet.
- 31. Shed Lights.** Turn off the shed lights.
- 32. Shed Security.** On completion of duties close and lock the shed doors.
- 33. Car Park.** Before departing the area ensure that the chain securing the car park has been fitted and locked.