

# [Unique Reference Number]

## Handover responsibility of a Tram vehicle



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### Overview

This standard is about handing over the responsibility of a Tram vehicle in service. You will understand the importance of communicating relevant information, such as vehicle details, safety, faults and performance information, to colleagues when handing over the vehicle. It requires an understanding of the organisational procedures for handover including required information, communication and documents.

This standard is for anyone who drives a tram vehicle.

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### Performance criteria

- You must be able to:*
- P1 secure the Tram vehicle prior to the handover in line with your organisation's procedures
  - P2 locate and identify the **relevant person(s)** involved in the handover of a Tram vehicle
  - P3 leave the driver's cab in a safe and tidy condition
  - P4 carry out walk through checks in line with your organisation's procedures
  - P5 communicate the required **information** to the **relevant person(s)** involved with the handover responsibility, in line with your organisation's procedures
  - P6 complete all **documents** relating to your duty within the timescales set by your organisation

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the information you should give to the **relevant person(s)** during handover of a Tram vehicle in line with your organisation's procedures
- K2 your organisation's procedures relating to the handover of a Tram vehicle in service
- K3 the handover documents to be completed in line with your organisation's procedures

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### Additional Information

#### Scope related to performance criteria

- P2 **Relevant person(s)** may include another driver, control centre, technician.
- P4 **Checks** may include; lost property (including suspect packages), sleeping passenger, damage, equipment/comfort systems.
- P5 **Information** may include; route, weather, safety, faults and performance. **Relevant person(s)** may include another driver, control centre, technician.
- P6 **Documents** may include; log card, defect sheet, incidents reports.

#### Scope related to knowledge criteria

- K1 **Relevant person(s)** may include another driver, control centre, technician.

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### Developed by

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**Relevant occupations** Transportation Operations and Maintenance

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**Suite** Tram and Light Rail Driving

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