

[Unique Reference Number]

Assist with the local movement of Tram vehicles to meet operational requirements



Overview

This standard is about assisting with the local movement of Tram vehicles to meet operational requirements. You will be able to plan and assist in the local movements of Tram vehicles safely and efficiently in both normal and non-routine situations. This involves planning movements, moving Tram vehicles, using hand signals and following safe systems of work. You will be able to confirm that all organisational procedures are followed. You will also be able to deal with non-routine situations which can arise during the course of moving tram vehicles within a local environment.

This standard consists of two elements:

1. Plan and assist in the local movement of Tram vehicles
2. Respond to non-routine situations

This standard is for Tram drivers, and those involved in engineering, maintenance and the cleaning of Tram vehicles.

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Performance criteria

You must be able to:

Plan and assist in the local movement of Tram vehicles

- P1 access all **relevant information**
- P2 identify the Tram vehicle to be moved
- P3 check that the Tram vehicle has been **prepared for local movement**
- P4 check that points and routes have been set according to the relevant plan
- P5 take action where points and routes have not been set correctly
- P6 communicate movement intentions with the **relevant person(s)**
- P7 respond to signals and signalling procedures within your local working environment
- P8 use **warning devices/signs** in line with approved procedures
- P9 control the movement of the Tram vehicle in line with the planned activities
- P10 safely secure the Tram vehicle in the intended location
- P11 complete all **documents** relating to the movement of tram vehicles within the timescales set by your organisation

You must be able to:

Respond to non-routine situations

- P14 identify **non-routine situations** within your area of control
- P15 communicate non-routine situations to relevant person(s)
- P16 take **action** during a non-routine situation within the limits of your own authority and give priority to the safety of **people**
- P17 record all actions taken during the non-routine situation in line with your organisation's procedures

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Knowledge and understanding

You need to know and understand:

- Plan and assist in the local movement of Tram vehicles**
- K1 your organisation's procedures relating to controlling the local movement of Tram vehicles to meet operational requirements
 - K2 the relevant information sources, how to access them and confirm they are correct
 - K3 the local **safe systems of work**
 - K4 the types and use of equipment for moving Tram vehicles
 - K5 the types of warning devices and their meanings
 - K6 the types of signalling equipment and how they are used
 - K7 the signalling procedures used during local movement
 - K8 the organisational documentation completion requirements

You need to know and understand:

- Respond to non-routine situations**
- K10 the types of non-routine situations that may occur
 - K11 your organisation's procedures relating to non-routine situations
 - K12 the types of warning signs and their meanings
 - K13 how to recognise and deal with non-routine situations
 - K14 the alternative methods of signalling
 - K15 the types of emergency equipment and how to use it
 - K16 the lines and methods of effective communication within your organisation

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Additional Information

Scope related to performance criteria

- P1 **Relevant information** may include; service disruption manual, route plan, vehicle defect book, standard operating procedures.
- P3 **Prepared for local movement** may include; confirming handover, confirming authority to move, check for tags and targets, checking depot restrictions, limitations of coupled units.
- P6 **Relevant person(s)** may include; may include another driver, control centre, technician.
- P8 **Warning devices/signs** may include; bell/horn, hazard warning lights, stop boards, lamps, designated person(s).
- P11 **Documents** may include; log card, defect sheet, incident reports.
- P14 **Non-routine situations** may include; obstructions, derailments.
- P16 **Action** may include; stop, call control centre, control procedures.
- People** may include; colleagues, visitors, contractors, suppliers.

Scope related to knowledge criteria

- K3 **Safe systems of work** may include; authorised access/egress points, authorised walking routes, wearing PPE (Personal Protective Equipment), safety signs, barriers/barrier tape, lights, first aid points, fire assembly, walking to and from a vehicle, communication/warning arrangements, safety zones, tramway possession and protection arrangements, emergency service support (as required).

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Additional Information

Glossary

Local movements

This is defined as movement of a tram vehicle within a defined area such as a depot for the purposes of engineering and maintenance, cleaning and stabling.

Non-routine

An unusual, irregular or emergency situation.

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