



# Code of Practice for Hiring In of Route Conductors

**M&EE Networking Group**

No **COP0111** **M&EE Networking Group Code of Practice for**  
Issue 7 **Hiring In of Route Conductors**  
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## Document revision history

Issue	Date	Reason for change
1		First issue (now withdrawn)
2		(now withdrawn)
3		(now withdrawn)
4	Jul 2005	(now withdrawn)
5	Mar 2007	Withdrawn Sept 2011
6	Oct 2011	Re-issued and revised
7	May 2014	Reviewed

## Background

The OTM Operations sub-group on behalf of the M&EE Networking Group have looked at the process for hiring in of route conductors. The M&EE Networking Group recommend this COP as good practice for the industry.

M&EE COPs are produced for the benefit of any industry partner who wishes to follow the good practice on any railway infrastructure. Where an infrastructure manager has mandated their own comparable requirements, the more onerous requirements should be followed as a minimum for work on their managed infrastructure.

The M&EE Networking Group makes no warranties, express or implied, that compliance with this document is sufficient on its own to ensure safe systems of work or operation. Users are reminded of their own duties under health and safety legislation.

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### Sign off

The M&EE Networking Group agreed and signed off this Code of Practice on 14 May 2014 and published on 6 September 2014

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### Purpose

This code of practice details contains requirement and guidance for the hiring in of route conductors and sets out the minimum requirement for these duties to ensure safe operation of trains.

This document is a guide for railway undertakings who are members of the M&EE Networking Group.

### Scope

This code of practice applies to the hiring in of route conductors with the relevant competence to carry out route conducting duties.

### Definitions

<b>Driver</b>	Any person with the required competencies in train driving duties
<b>Duty Holder</b>	The Railway Undertaking under who's Railway Safety Certificates the OTM/Train is being operated
<b>OTM</b>	On-Track Machine
<b>Route Conductor</b>	An individual who is provided to assist a driver who does not have route knowledge for a section of route, by providing the driver with information in sufficient time to enable the train to be controlled to comply with signals, reductions in permissible speed and scheduled stopping points
<b>Train</b>	Light Locomotive, self-propelled rail vehicle or road-rail vehicle in rail mode

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## 1 Responsibility

- 1.1 The Duty Holder is responsible for all decisions regarding the application of this code of practice.
- 1.2 The Railway Undertaking whose safety certification is being operated under will be responsible for ensuring that any hired in route conductor is competent to undertake the task. The contract for the provision of a route conductor must be explicit that the supplier is responsible for providing competent drivers. To ensure safe operation of trains when hiring in a route conductor the following factors have to be considered:
  - Must meet the required medical standard.
  - Must hold current Rules and Regulations competence.
  - Must be certified as competent for required routes.

## 2 Hiring In Route Conductors

- 2.1 Under normal circumstances route conductors should only be hired from an approved supplier who holds appropriate railway safety certification issued by the Office of Rail Regulation (ORR) and has met the requirements as a minimum of 1.2 above, to ensure the required competence is being met by the supplier.

NOTE All mainline operators require safety certification and train operating licences. A list of mainline operators approved by the Office of Rail Regulation can be found using the link below:

<http://www.rail-reg.gov.uk/server/show/nav.2042>

- 2.2 Where it is necessary to hire in a route conductor in an emergency and an approved supplier is not an option then providing it is documented that the supplier meets the requirements of 1.2 above then the completion of the hiring in of route conductor (appendix A) must be used to record this process.

NOTE When selecting an emergency route conductor appropriate measures should be taken to reduce any identified risk to ALARP. To help reduce this, consideration should be given to the best way of providing information to the staff involved.

- 2.3 The Duty Holder is responsible for ensuring that a review of their approved suppliers in respect of hiring in route conductors shall be undertaken as a minimum on an annual basis and take into account the following:

- Validity of ORR Mainline ROGS Safety Certificates.
- Details of any issues/incidents etc. associated with the supplier.

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### 3 Authority & Notification

- 3.1 Having determined the need for a route conductor the appropriate Duty Holder representative must ensure that the route conductor is aware of:
- The location and time where he/she will be joining and leaving the train.
  - The contact details of the Duty Holder's driver or representative.
  - The details and type of train that requires to be conducted.
  - The extent of the route over which he/she is required to conduct.
  - The requirement to have all appropriate documentation to carry out the task and produce this, together with their competency credentials and means of identification, for inspection by the driver that is being conducted.
  - Any specific polices or procedures of the Duty Holder.
  - PPE requirements if access to or egress from the OTM will be via worksite access point.

## 4 Controls

4.1 The competence of hired-in operational staff is assured by:

- Contractual commitment.
- Continued supplier verification audits.
- Random spot checks undertaken and direct reports produced to ensure compliance with the Duty Holder's policies and individual competency certification.
- Feedback from the driver being conducted to ensure compliance with the Duty Holder's processes.

4.2 The form, Appendix A, can be used to request a route conductor.

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## Appendix A Request form

**M&EE OPERATIONS – REQUEST TO HIRE DRIVER/ROUTE CONDUCTOR**

<b>Request for</b> (tick appropriate box)	Route Conducting	
	Driver Conductor	

<b>Route knowledge required</b>	From:
	To:
	Via:

<b>Date required</b> Note: A separate hire form must be used for each request unless consecutive hire of several days takes place.	From:	
	To:	

<b>Traction Knowledge required</b>	
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On behalf of (company name)	Name		Signed	
	Position		Date and Time	

<b>Train Involved:</b>	<b>Purchase Order Number:</b>
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I acknowledge receipt of your conditions as specified in section 1 & 2 (page 2) of this document.

On behalf of (hiring company)	Name		Signed	
	Position		Date and Time	
	Company, Address & Contact Details			

Please complete and return to \_\_\_\_\_ Fax \_\_\_\_\_



## **SPECIFICATION FOR HIRING TRAIN DRIVERS (OPERATIONAL SAFETY REQUIREMENTS)**

### **1 GENERAL**

As a minimum requirement, any route conductor being hired in must be fully competent in the route and meet the following requirements;

- a) Medical fitness requirements as set out in RGS GO/RT3451.
- b) Competent in rules and regulations.
- c) Have proven records of competence in all areas specified in Section 2 of this document.

Note: Before any route conductor is hired in, written acknowledgement using section 2 of this form must be completed. The only exception to this would be an emergency hire, however the form must be completed retrospectively for audit purpose.

The hirer reserves the right to review the competence records / documentation of any driver hired in for route conducting duties.

### **2 TRAIN CREW SPECIFICATION**

**The following criteria must be met in respect of each individual route conductor supplied:**

- Must be fully competent for the required duties with all documentation in date.
- Subject to checks on working time patterns designed to ensure work is performed within the limits of Hidden recommendations.
- Subject to fitness for duty checks.