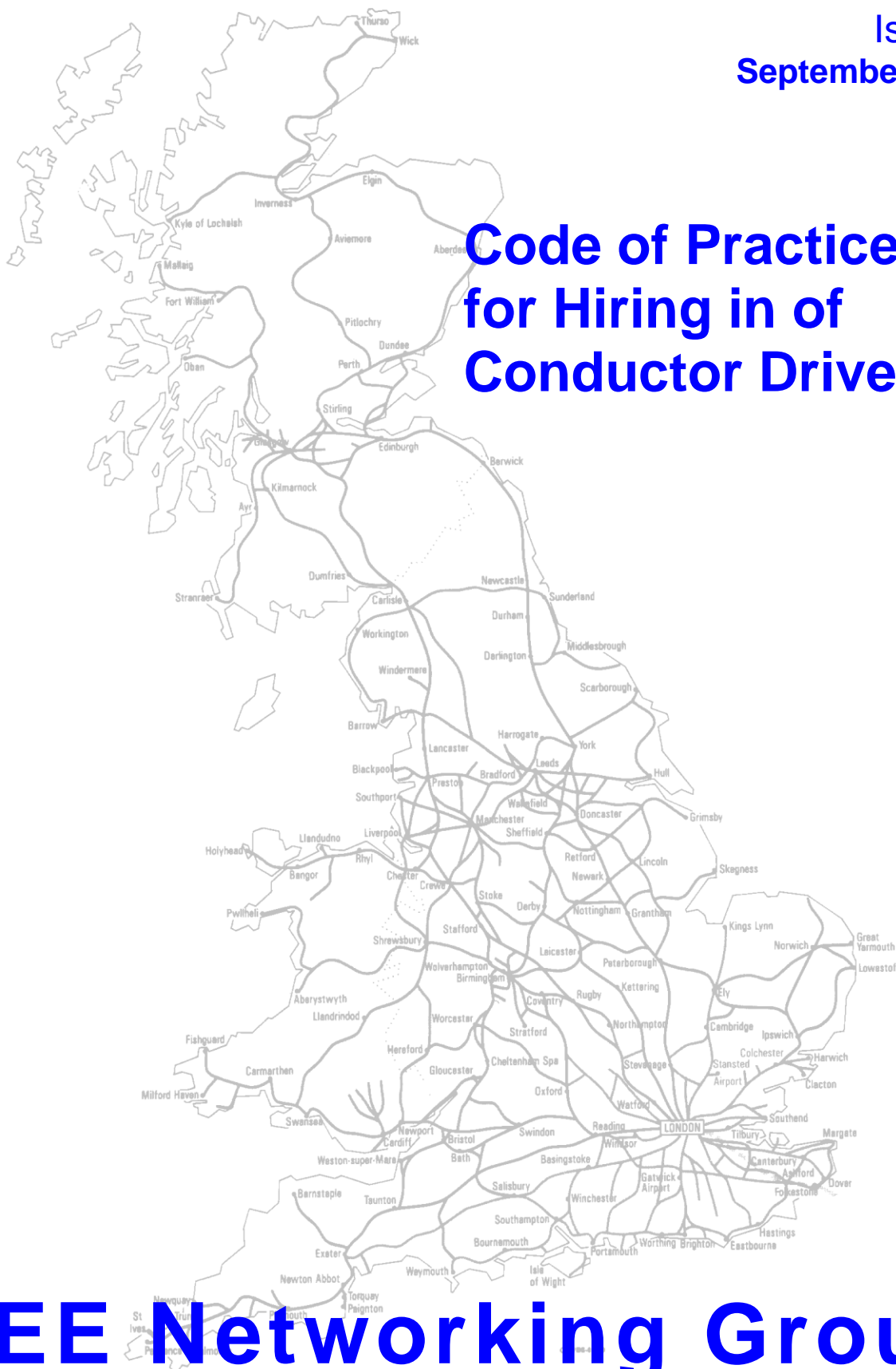


COP0111
Issue 8
September 2017

Code of Practice for Hiring in of Conductor Drivers



M&EE Networking Group

Document revision history

Issue	Date	Reason for change
5	Mar 2007	Withdrawn Sept 2011
6	Oct 2011	Re-issued and revised
7	May 2014	Reviewed
8	Sept 2017	Document review

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.

OTM Operations group

Neal Fussey (Chair)	neal.fussey@volkerrail.co.uk
S Peskett	speskett@harsco.com
John Shields	john.shields@babcockinternational.com
Alan Smith	alan.smith2@balfourbeatty.com
Andrew Skitt	andrew.skitt@colasrail.co.uk
Neil Whisler	neil.whisler@amey.co.uk
Paul Withey	paul.withey@networkrail.co.uk

Sign off

The M & EE Networking Group agreed and signed off this Code of Practice on 13 September 2017 and published on 2 December 2017

Amey	N Whisler	Chief Engineer & PH Rail operations
Babcock	J Shields	Operations Standards Manager
Balfour Beatty Rail	A Smith	Operations Compliance & Standards Manager
COLAS RAIL	A Skitt	Driving Standards Manager
Harsco Rail Ltd	A Philpot	Ops Standards & Training Manager
VolkerRail	N Fussey	Professional Head of operations
Network Rail	P Withey	Driving Standards Manager

Purpose

This code of practice details contains requirement and guidance for the hiring in of a competent conductor driver and sets out the minimum requirement for these duties to ensure safe operation of OTM / trains on NR infrastructure.

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 a competent conductor driver who has the relevant competence to enables them to carry out these duties.

Definitions

Driver	Any person with the required and current competencies in train driving duties
Duty Holder	Railway Undertakings - The company under who's Railway Safety Certificates the OTM/Train is being operated
OTM	On-Track Machine
Conductor Driver	A driver who is provided to assist in delivering a train safely over a portion of line that the booked driver doesn't have the necessary knowledgefor.
Train	Light Locomotive, On-Track Machine (OTM) excluding possession only vehicles.

No **COP0111** M&EE Networking Group Code of Practice for
Issue 8 Hiring In of Conductors Drivers
Date Sept 2017
Page 4 of 6

1 Responsibility

- 1.1 The Duty Holders are responsible for all decisions regarding the application of this code of practice and will be responsible for ensuring that any hired in conductor driver holds the required competency to undertake the task.
- 1.2 To ensure safe operation of the train(s), the conductor driver must;
 - a) Meet the required train driver's medical standard.
 - b) hold current Rules and Regulations competence
 - c) Be competent for the requested route(s)

2 Hiring In Conductor Drivers

- 2.1 Conductor drivers can only be hired from an approved supplier who holds appropriate railway safety certification issued by the Office of Rail & Road Regulator (ORR).

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>

3 Competence of Conductor Drivers

- 3.1 In addition to the necessary route knowledge, the driver conductor must have skills in communication to enable them to pass all required information to the train driver. Training of route conductors should take account of:
- a) The need for the route conductor to intervene in sufficient time to enable the train driver to operate the controls and the train to respond.
 - b) Differences in handling characteristics between the train being conducted and trains which the conductor driver usually drives.
 - c) The need to avoid misunderstanding when speaking to the driver, arising from dialect, accent or background noise in the driving cab.
 - d) Procedures to be applied in an emergency which may differ from trains which the route conductor drives under normal circumstances, for example, dangerous goods.
 - e) Differences in sighting of signals between the train drivers position in the cab and that of the route conductor.
 - f) Differences in route availability or specific gauging constraints.
- 3.2 Consideration must be given to the skills, knowledge and experience of staff who are utilised to carry out route conducting. Where skills or knowledge gaps are identified, additional training would normally be provided.
- 3.3 Consideration must be given to any additional training required for conductor drivers when they are required to conduct traction types that they do not sign, specifically where such traction types have speed restrictions for the route for which the conductor driver would not normally have knowledge.
- 3.4 Where it is necessary to hire in a conductor driver in an emergency and an approved supplier is not an option then the company can be used providing it is documented that the supplier meets the requirements of 1.2 above.

NOTE When selecting an emergency conductor driver 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.

- 3.5 The duty holder is responsible for ensuring that they review their approved suppliers in respect of hiring in conductor drivers. This will be company specific, however this should be based on usage and where this is found to be infrequent the duty holder should review their to process to take this into account. The review should take into account the following;

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

4 Authority & Notification

- 4.1 Having determined the need for a conductor driver the appropriate Duty Holder representative must ensure that the route conductor is aware of:
- a) The location and time where they will be joining and leaving the train.
 - b) The contact details of the duty holders driver or representative.
 - c) The details and type of OTM/train that requires to be conducted.
 - d) The extent of the route over which they are required to conduct.
 - e) The requirement to have all appropriate documentation to carry out the task and produce this, together with their competency credentials and means of identification, (ETDL from Oct 2018), for inspection by the driver that is being conducted.
 - f) Any specific polices or procedures of the Duty Holder.

NOTE European Train Drivers License (ETDL) although currently in place for all new drivers since 2013 comes into force for all drivers from Oct 2018. Under the ETDL regulations all train drivers must have a valid train drivers licence and a company produced complementary certificate with them at all times when driving trains.

5 Controls

- 5.1 The competence of hired-in operational staff is assured by:
- Contractual commitment.
 - Supplier verification audits.
 - Random spot checks undertaken and reports produced to ensure compliance with the Duty Holder policies and individual competency certification.
 - Feedback from the driver being conducted to ensure compliance with the Duty Holder processes.