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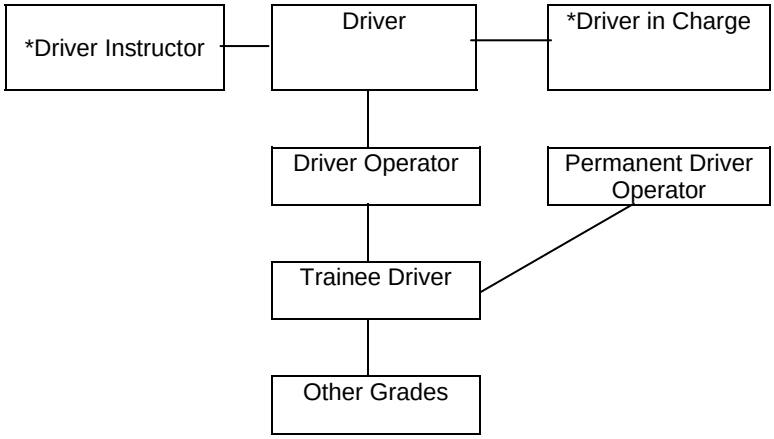
Section E – Working Arrangements and Grade Structure

1 Traincrew Grade Structure

The philosophy of "A New Deal for Traincrew" recognises Traincrew as responsible professional members of EWS staff and in so doing the opportunity has been taken to increase the range of duties undertaken by the Driver grade in order to reduce the basis costs of train operations. It will also enable the Company to compete effectively with road transport, our main competitor and thereby secure additional profitable business to rail.

Traincrew Progression



*Appointed on the basis of suitability (See Policy for Appointment to Traincrew **positions Section H 4.4 page 65)**

2 Traincrew Journal

See Appendix 1 page 49 of this Section

3 Duty List for Each Grade

3.1 Driver Instructor List

a. Minder Duties
b. Route Training
c. Traction Training
d. Instructing Duties
e. Safety Briefing
f. Assessing Duties

Driver Instructor (Permanent)

- Outside link but within grade structure
- Available to train other depots' staff
- Available to train Driver, Driver Operator
- In exceptional circumstances and subject to arrangements agreed locally, may be used on driving duties

Driver Instructor (Temporary)

- Within the link structure
- Able to train other depot's staff
- Available to train Driver, Driver Operator

3.2 Driver in Charge Duty List

a. Post Notices on Relevant Notice Cases
b. Processing all Inward / Outward Mail
c. Responsible for seeing office equipment is in good order (including supply of paper etc)
d. Arrange supply and distribution of stores (HV vest, Bardic lamps, batteries etc.
e. Fist Aid and Fire Precaution arrangements
f. Reporting Defects
g. Other ancillary duties to keep the Depot in good order by correcting / reporting deficiencies as appropriate, the precise nature of which will be agreed at local level.

3.3 Drivers Duty List

Additional items to current Driver duties

1. Coupling / Uncoupling of Locomotives and Vehicles*
2. Operations of Hand-points
3. TOPS Reporting / Train Reporting*
4. Train Despatch*
5. Train Preparation and Disposal including the use of SOLO Brake testing equipment*
6. Operate remote control equipment
7. Locomotive / Wagon Minor Repairs (e.g. Defective / Missing, Interior / Exterior Light Bulbs, Brake Pipe Rubber Seals, Replenish Detonators, Replace Wiper Blades, Portable Fire Extinguisher Tail / Portable Headlamps Brake Sticks)
8. Enhanced simplified Brake Continuity test for all vehicle/coupling types*
9. Cleaning of Locomotive Cabs and Windows
10. Motor Vehicle Driving (Subject to Authority)
11. Replacement of Consumable's on Locomotives (Sand, fuel, water, coolant, windscreen washer fluid, lubricating oil)
12. Locomotive weekly safety examinations. Traincrew will, if required, undertake a weekly safety exam in line with the relevant instructions for each locomotive class. These tasks can be undertaken at any suitable location, safety being the only consideration. Traincrew will be given the necessary agreed training.
13. Use of I.T equipment as deemed appropriate by management after dialogue with Company Council,
14. Enhanced Safety Examination of own train including in-service running.
15. Additional duties as required subject to appropriate training and competence for post 03.10.88 drivers and pre 03.10.88 volunteers.

*Own train when no other staff available

Post / Pre 3/10/88 Drivers and Volunteers

Post 1988 Drivers will as now be dual trained and will therefore be qualified

Pre 1988 Drivers who volunteer may be trained and utilised as qualified staff

Pre 1988 Drivers being utilised as Second Person for safety reasons

After all Post 88 Drivers and Pre 88 volunteers have been utilised, a Driver may be utilised as a second person for safety reasons. In such circumstances they will be expected to perform Safety of the Line requirements, but will not undertake shunting duties.

3.4 Driver Operator / Driver Operator Permanent Duty List

The General Principle is that a Driver Operator/Permanent will only drive within the permitted movements listed below to a maximum Distance of Five miles from a nominated Depot, Yard or Stabling Point.

Permitted Movements

- Local Yard to Yard (Diagrams agreed Locally)
- Light Engine to/from Depot Yard
- Power Station Facility Break relief
- Within Private Sidings
- Within EWS Sidings and Depots

Duty List

The specific duties for each Driver Operator post will be drawn from the Driver's duty list.
Medically restricted Traincrew may be accommodated in Driver Operators posts subject to the specific duties required.

3.5 Dual trained Drivers / Pre 1988 Volunteer Duty List

1. Train preparation and disposal including shunting duties
2. Operate Hand – points and ground frames as required
3. TOPS reporting / train reporting
4. Use Tops direct
5. Act as competent person on engineering work sites
6. Cleaning of locomotive cabs and windows
7. Carry out minor repairs (wagons)
8. Drive road motor vehicles
9. Operate equipment in customers premises
10. Load examinations (where currently agreed)

4 Operations Managers Driving Trains

Operations Managers will drive trains in order to maintain their competence to enable them to comply with the Railway (Safety Critical Work) Regulations.

In the circumstances where an Operations Manager is required to drive a train, he will assume total operational responsibility and “take over” from the booked driver who will still travel in the locomotive cab.

5 Traincrew Driving Road Motor Vehicles

Traincrew employed by EWS at the time of the implementation of this agreement who hold a full driving licence and currently drive, will be listed as available to drive a Company road motor vehicle in association with their train working duties (for existing staff at the date of implementation of this agreement (27.7.97) driving of road vehicles will be on a voluntary basis, unless there are extenuating circumstances to the contrary).

Possession of a road vehicle driving licence will not be a condition of employment for existing Traincrew staff at the date of implementation of this agreement. Loss of a road vehicle driver’s licence will not affect the future employment of this group of staff.

Staff appointed after the implementation of this agreement will, as a condition of their employment, be required to drive road vehicles.

6 Driving at Maintenance Depots

The principle agreed is that at maintenance locations where driving is a full time job it will be performed by Drivers, Driver Operators or Driver Operator (Permanent) but where it is not a full time job or there are inefficiencies in the operation, it may be performed by qualified maintenance staff providing this improves productivity.

The following arrangements are agreed:

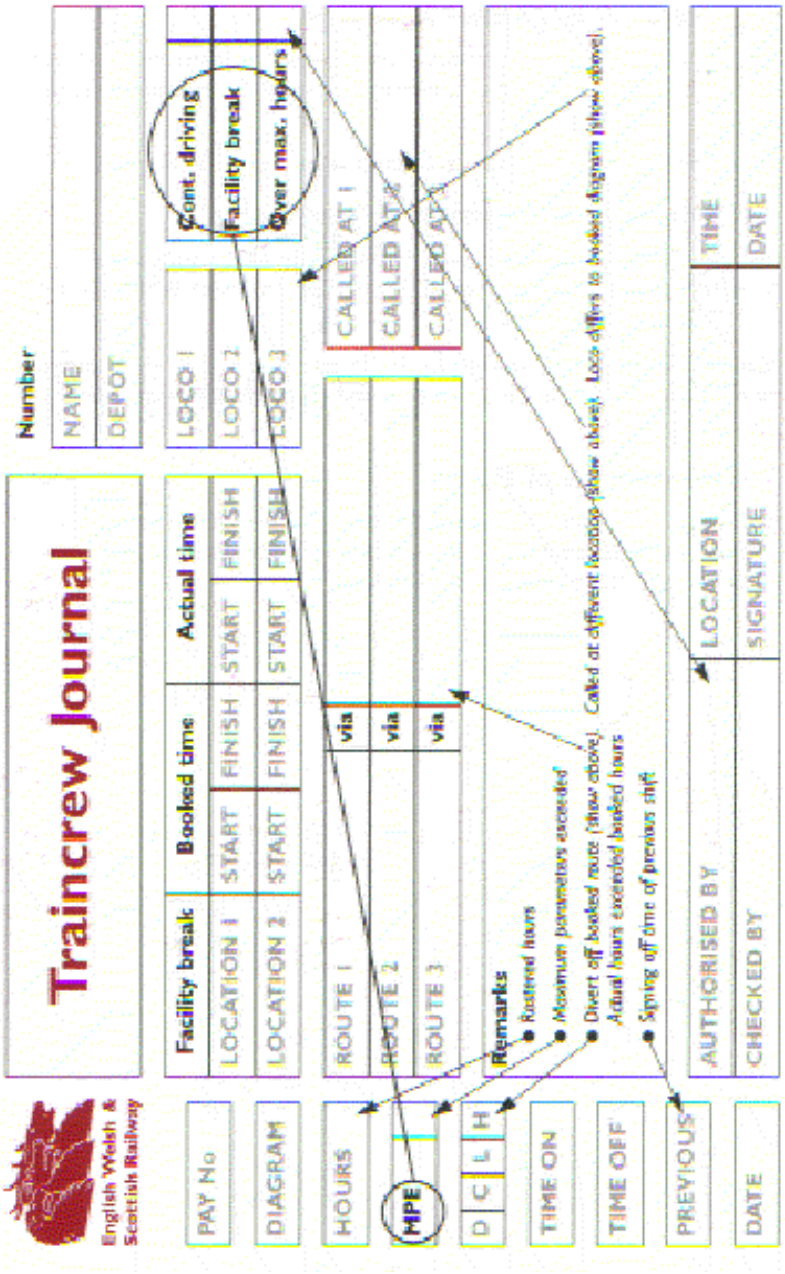
- Maintenance Staff may only drive and perform Preparation and Disposal duties as appropriate to maintenance, within agreed changeover points inside Depot Limits.
- These limits and changeover points to be agreed locally between Operating and Engineering Management and representatives of Traincrew and engineering staff to clearly define the area within which maintenance staff may drive.
  In the event of a failure to agree the matter will be referred to the Company Council or equivalent for resolution
- There will be no increase in Maintenance Staff as a result of Maintenance Staff driving.

Permitted Movement

All movements within defined changeover points

- Maintenance Staff authorised to drive locomotives will receive the necessary training, achieve the necessary competence and will be periodically assessed.
- Drivers working in Maintenance Depots will be located in the Depot wherever possible to maximise availability for movements and to minimise waiting time.

7 Process for Driver Only Run Round

See additional information on the Infonet

APPENDIX 1 – EXAMPLE OF TRAINCREW JOURNAL