

PUBLIC TRANSPORT AUTHORITY
SAFEWORKING RULES AND PROCEDURES

2027
RESPONSIBILITIES
OF RAIL TRAFFIC
CREW

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1. PURPOSE

The purpose of this rule is to provide instructions for *Fulfilling* the responsibilities of *Rail Traffic Crew* in the Public Transport Authority (PTA) *Network*.

2. GENERAL

Rail Traffic Crew must be *Competent*:

- for the *Rail Traffic* they operate in the PTA *Network*;
 - in the *Systems of Safeworking* relevant to their area of operation; and
 - for the *Route* over which they *Travel*.
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3. RESPONSIBILITIES

Rail Traffic Crew must:

- make sure their *Rail Traffic* can be operated safely before they enter, and during *Travel* in the PTA *Network*;
- tell the *Train Controller* if a defect is detected on their *Rail Traffic*;
- tell the *Train Controller* if an *Infrastructure* defect is detected;
- cooperate with *Competent Workers* in the performance of their duties;
- tell the *Train Controller* about breaches to PTA *Safeworking Rules and Procedures*; and
- promptly report delays to the *Train Controller*.



NOTE

The *Operator's Representative* must tell the *Train Controller* about safety arrangements that are put in place in the event of a failure of their *Rail Traffic*.

3.1. VIGILANCE

Rail Traffic Crew must:

- observe the *Track* in the direction of *Travel*;
- observe other *Rail Traffic*;
- frequently observe to the rear to ensure that the *Rail Traffic* is following in a safe and proper manner;
- not engage in any activity that distracts their attention, or the attention of others;
- be prepared to Stop or reduce *Rail Traffic* speed if required;

- advise the *Rail Traffic Crew* of any *Rail Traffic* known to be following when it is necessary to Stop or reduce speed;
- not exceed speed limits;
- reduce *Rail Traffic* speed if it is considered that the conditions prevent safe operation at *Normal Speed*;
- Stop if braking equipment is not considered to be operating as expected;
- pay particular attention when:
 - *Authorities* are being received;
 - *Travelling* under a *Proceed Restricted Authority (PRA)*;
 - reporting their position;
 - visibility is impaired for any reason; and
 - when approaching:
 - a *Block Section*;
 - a crossing or passing *Location*;
 - *Signals*, indicators or signs;
 - *Track Workers*; or
 - *Level Crossings*.

3.2. CROSS CHECKS

Each *Rail Traffic Crew* member must be aware of and agree to the current limit of *Authority*.

The *Rail Traffic Crew* must confirm the meaning of:

- *Signals*;
- *Point's* settings; and
- *Temporary Speed Restriction (TSR)* signs.

3.3. DISPLAY OF AUTHORITY

Where the *Authority* is carried on the *Rail Traffic*, it must be displayed in conspicuous view of the *Rail Traffic Crew* at the controls of the *Rail Traffic*.

4. RAIL TRAFFIC CREW CHANGEOVER

Rail Traffic Crew must tell a relieving *Rail Traffic Crew* about any conditions that could affect the operation of the *Rail Traffic*.

4.1. RELIEVING RAIL TRAFFIC CREW

The relieving *Rail Traffic Crew* must check the status of the *Authority* that is *In Effect* and, if a written *Authority*, make sure that it is:

- understood;
- correctly recorded; and
- clearly displayed.

4.2. RAIL TRAFFIC CREW BEING RELIEVED

The *Rail Traffic Crew* being relieved must not depart until they have made sure that the relieving *Rail Traffic Crew* understands:

- the status of the *Authority* in effect;
 - the status of *Signals* and *Points*;
 - the speed limits applicable for the *Rail Traffic*;
 - the status of *Track* and *Track Speed Restrictions (TSRs)* in place; and
 - any factors that could affect the safety of *Rail Traffic*.
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5. EXAMINATION OF OTHER RAIL TRAFFIC

Rail Traffic Crew must check other *Rail Traffic* as effectively as the circumstances allow, for:

- loading irregularities;
 - *Rail Traffic* defects;
 - dragging equipment;
 - the presence and operation of an *End-Of-Train Marker*, and
 - any other irregularities.
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6. REPORTING AND MANAGING OF FAULTS AND UNSAFE CONDITIONS

If a defect or unsafe condition is detected on other *Rail Traffic*, the *Rail Traffic Crew* must tell:

- the affected *Rail Traffic Crew*; and
- the *Train Controller*.

If a fault or failure requires attention by the affected *Rail Traffic Crew*, the affected *Rail Traffic Crew* must, if necessary, arrange for *Protection* from other *Rail Traffic* in accordance with **Rule 4001 Protecting Rail Traffic**.

7. OVERDUE OCCUPANCIES

7.1. STOPPED RAIL TRAFFIC

If a *Rail Traffic* stoppage is or will become extended, the *Rail Traffic Crew* must:

- tell the *Train Controller* the *Location* and the reason why the *Rail Traffic* is overdue;
- if necessary, secure the *Rail Traffic*; and
- if necessary, provide *Protection* for the *Rail Traffic* in accordance with **Rule 4001 Protecting Rail Traffic**.

7.2. INSPECTING STOPPED RAIL TRAFFIC



WARNING

Where there is a risk of being struck by *Rail Traffic* on *Adjacent* lines, the *Rail Traffic Crew* must arrange to implement safety measures to reduce the risk.



WARNING

Adjacent lines may be under the control of different *Train Controllers* or *Access Providers*.

If it is necessary to inspect their *Rail Traffic*, the *Rail Traffic Crew* must:

- make sure that they and the *Rail Traffic* are protected against *Rail Traffic* on *Adjacent* lines; and
- tell the *Train Controller* the result of the inspection.

7.3. DISABLED RAIL TRAFFIC

If the *Rail Traffic Crew* reports overdue *Rail Traffic* as *Disabled*, the *Train Controller* must act in accordance with **Rule 4009 Removing Disabled Rail Traffic**.

8. CONFIRMING RAIL TRAFFIC IS COMPLETE

When it is necessary to determine that *Rail Traffic* is *Complete*, the following methods must be used by *Rail Traffic Crew* or other *Competent Workers*:

- a visual inspection has verified the presence of the *End-Of-Train Marker*;
 - information is provided by an *End-Of-Train Monitor*;
 - no unaccounted brake reduction has occurred and no other sign on the brake gauge is evident which indicates the *Train* is not *Complete*; and
 - it is determined that the correct *Vehicle* is at the rear of the *Rail Traffic*.
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9. REFERENCE

Rule 4001 Protecting Rail Traffic

Rule 4009 Removing Disabled Rail Traffic

10. EFFECTIVE DATE

1 November 2015

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