

## Section 10

# Working of Trains - Rules 1 to 45

### Applicability

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## 1. Train Whistle

### a. Use of Train Whistle

The Driver is to use the train whistle in accordance with this Code of Practice, unless otherwise instructed; this being a long whistle. The sound of a long whistle should be distinct, and used in proportion to the distance at which the whistle is required to be heard.

### b. Code of Whistles to Fixed Signals

The standard code of whistles applicable to fixed signals and local tracks at stations and junctions, not otherwise specially provided for, is contained in the 'Book of Signals'.

### c. Whistle Before Moving Train

Before moving a train, the Driver must sound the whistle to give warning and as far as possible establish that no person is on or near the locomotive.

### d. Use of Whistle at Stations

The Driver, while approaching or passing a station, should sound the whistle if:

1. another train is approaching, stopping, leaving, or standing
2. shunting operations are going on, and
3. approaching stations at which the train is not stopping.

The whistle must be sounded when:

1. trains pass each other at or close to level crossings,
2. passing a whistle post in the direction in which it applies, and
3. when moving in the wrong direction, the whistle must be used frequently.

### e. Use of Whistle as Warning to Workers and others on or near the track

The whistle must be sounded to warn employees working on overhead structures, on or near the track or when persons are seen at crib or open pedestrian crossings.

### f. Use of Whistle in Tunnels and Curves

The train whistle must be sounded on entering a tunnel to warn employees at work inside, and it must be repeated periodically when passing through long tunnels and when entering and/or passing through deep cuttings situated on curves.

**g. Stationary Train Obscured from View**

If a Driver observes a train or locomotive at a stand on the opposite line and the train is obscured from view for any reason, the train whistle must be sounded. The Driver must approach the stationary train with caution being prepared to stop.

**h. Fire on the Line**

If Drivers observe a fire on or near the line, the Driver must advise the Train Controller by train-to-base radio and warn any track maintenance staff by giving one short, one long and one short whistle.

The Driver must submit a written report on arrival at the destination.

**i. Reduction in Speed of Ballast Trains**

Before reducing the speed of ballast trains, the Driver must warn any track maintenance employees riding in the trucks by giving one long, three short and one long whistle.

**j. More than One Locomotive**

When more than one locomotive (not operating as a multiple unit) is attached to a train, the sounding of two distinct whistles means to move forward, and three distinct whistles to set back. The signals are to be acknowledged by the other Driver.

None of the locomotives must move until all whistles have been acknowledged by the Drivers.

**2. Drivers' Duty**

**a. Drivers to be Punctual**

Drivers must be with their locomotives or trains at the specified time and the Driver must ensure that the:

1. locomotive or train is in proper working order, and
2. vigilance control switch on the locomotive is in the 'Vic' position.

**b. Authorised Personnel**

The Driver must not permit any unauthorised person to operate a locomotive or electric train. Only employees certified for the purpose are authorised to drive a locomotive or electric train on any part of a running line or siding.



### c. **Competent Employees Maintaining Driving Skills**

In order that certain Drivers who are not regular Drivers may maintain their driving skills, they may, when authorised, accompany a Driver of an electric train and under supervision, operate the train.

The regular Driver must

1. take full control of the train if necessary, and
2. take the controller key when leaving the driving compartment.

Drivers maintaining driving skills under the supervision of the regular Driver, are not relieved of the responsibilities of adhering to this Code of Practice.

## 3. **Drivers' Responsibilities**

### a. **Articles to be carried by Driver**

When on duty, the Driver of a train must have an accurate watch. The following tools and equipment must be carried on the locomotive or motor carriage:

1. a hand signal lamp,
2. two red flags,
3. a portable radio,
4. an emergency track circuit jumper cable
5. any other tools and equipment required for duty.

### b. **Crewing of Locomotives**

A locomotive must not enter traffic unless crewed in accordance with roster requirements.

When a train is being worked by a Driver and a competent employee assisting the Driver, the competent employee may leave the locomotive to perform shunting or other duties as provided in this Code of Practice.

### c. **Vigilance Control - Shunting**

A competent employee must accompany a train when any shunting is to be performed. When the competent employee is required to leave the locomotive, the Driver must place the Vigilance Control switch in the 'Shunting' mode.

When the competent worker re-joins the locomotive, the Driver must return the Vigilance Control switch to the 'Vic' mode.

## 4. **Unscheduled Stop**

### a. **Train Makes An Unscheduled Stop**

When a train makes an unscheduled stop for longer than three minutes, the Driver must inform the competent employee within the passenger carriages. This employee will then inform the passengers of the reason for the delay; on a suburban electric train, the Driver must inform the passengers of the reason for the delay.

When a train makes an unscheduled stop and no communication is received from the Driver within three minutes, the competent employee within the passenger carriages must contact the Driver over the radio to ascertain the reason for the unscheduled stop.

### b. **No Response from Driver**

The competent worker must make contact with the Driver. Should the Driver not respond to the radio call, the competent worker must proceed through the carriages towards the front of the train and try to contact the Driver at short intervals.

### c. **Driver not in Front Carriage**

If there is no response over the radio from the Driver and the Driver cannot be seen in the front carriage, the competent employee must apply the carriage hand brake and proceed to the locomotive cab to ascertain the reason for the unscheduled stop.

### d. **Driver Incapacitated**

If the Driver is incapacitated and is unable to operate the train, the competent employee must make an emergency train-to-base radio call, render first aid as required and follow instructions given by the Train Controller.

## **5. Train Controller's Duties for Train Overtime in Section where all Communication has Failed**

In the event of a train being overtime in a section and the Train Controller is unable to contact the Driver; the Train Controller must assume the Driver is incapacitated. The Train Controller must:

1. make arrangements to prevent any other train approaching on a parallel line,
2. stop any following trains,
3. Inform the Signaller or Stationmaster at both ends of the section of the circumstances
4. arrange for appropriate medical attention for the incapacitated Driver, and
5. make arrangements for a relief Driver.

## 6. Driver Leaving Cab

### a. `Cab Unattended Procedure'

When a Driver is required to leave the locomotive, this Code of Practice must be adhered to, and the Driver must comply with the 'cab unattended' procedure.

In the case of an electric suburban train, except when changing ends or giving assistance to customers with special needs, the Driver must ensure the park brake is applied, apply and isolate brake, lock all doors, and take the controller key.

*When changing ends*, the Driver must apply the Automatic Air Brake by placing the Brake Controller handle into the `Emergency' position, close the Driver's Brake Valve Isolating Cock, and return the Brake Controller handle to the 'Run' position. The Driver must then place the Trip Latching Valve to the 'up' position, lock the Reverser, and remove the Controller key, and go directly to the other end of the train. If the Driver does not proceed directly to other end, then the provisions of the Cab unattended procedure must be complied with.

On arriving at the opposite end, the Driver must open the Driver's Brake Valve Isolating Cock, and when the brake pipe pressure rises to approximately 300kpa, place the Trip Latching Valve switch to the 'lower' position and the Brake Controller handle to the 'Emergency' position to reset the trip. The Brake Controller handle must then be placed in an applied position. The Reverser may then be unlocked with the Controller key.

When giving assistance to customers with special needs, the Driver must apply the Automatic Air Brake by placing the Brake Controller handle into the 'Emergency' position and close the Driver's Brake Valve Isolating Cock.

The Driver may now leave the driving cab for the purpose of assisting the customer with special needs.

### b. Competent Employee

The competent employee assisting the Driver is under the direction of the Driver and must follow all instructions given by the Driver. The Driver must ensure that the competent employee performs duties correctly

## **7. Drivers to Read Notices**

### **a. Notices and Instructions**

Before commencing duties and at intermediate stations and depots, Drivers must examine the notices and instructions and ascertain if any information applies to the running line over which they are to travel.

Before ceasing duty, Drivers must confirm the starting time of their next shift.

### **b. Driver not Acquainted with Line**

If a Driver is not acquainted with any portion of the line over which the train has to travel, another qualified person familiar with the applicable roads and signals must be obtained.

## **8. Operation on Authorised Lines**

### **a. Authorised to operate on a Running Line**

A train or locomotive is not allowed to enter traffic, or be moving on a running line, or cross any running line unless signalled to do so by the competent employee in charge of the points and signals.

### **b. Drivers to be Vigilant**

Drivers must remain alert and pay immediate attention to and obey all signals and instructions from Stationmasters or Officers-in-Charge.

Competent employees assisting Drivers must keep a good look out for signals when not otherwise engaged.

### **c. Driver to Regulate Speed and Running of Train**

The Driver must regulate the running of the train to remain within the authorised speed. When working a train with no timetable, the Driver must run the train as near as possible to the maximum permissible speed for the class of train.

The Driver must comply with the speed restrictions laid down in the Network Service Plan and other official notices and instructions.

### **d. Electric Trains**

The Driver of an electric train must comply with above clauses 8 (a) and (b), as well as complying with coasting boards and speed indicators.

## 9. Competent Employee to Assist Driver On Locomotive

Where a competent worker assists the Driver on a locomotive, a good look out must be kept and the Driver advised of the signal aspects displayed.

### a. Competent Employee to Call Aspects of Signals

When approaching a station, signalbox or junction, the competent employee must advise the Driver of the:

1. aspect of the distant signal, (in two position signalling)
2. aspect of the repeating signal, and
3. aspect of the home signal, if a distant signal is not provided.

In 3 position signalling areas, all aspects other than 'Clear normal speed' must be called.

If the Driver does not acknowledge receipt of the advice from the competent worker, action must be taken to ensure that the Driver is alert and vigilant.

If the Driver is able to sight the aspect of the Fixed signal first, the Driver must advise the competent worker.

### b. Aspect Calling must be Acknowledged

All aspect calling between the Driver and competent worker must be acknowledged and a constant check must be made by each worker to ensure that the correct aspect has been called.

## 10. Approaching Signals

### a. Section clear, but Station or Junction Blocked

When a Driver is authorised to proceed under the 'Section clear, but station or junction blocked' signal, the Driver may travel at normal speed through the section, being prepared to stop at the Home Signal of the Station in advance.

### b. Poor Visibility

The Driver must approach fixed signals cautiously, and assume each signal is at the 'Stop' position until ascertaining otherwise.

## 11. Train Speeds

### a. Driver to Ensure Steady Passage for Train

Drivers must reduce the train speed to ensure a steady passage for the whole of the train when approaching junction points and crossings.

### b. Special Rates of Speed

Special rates of speed are set for running over certain junctions and other portions of line; these speeds are shown in the Network Service Plan or in other official notices.

## 12. Train Assisted by a Locomotive

### a. Assisting Locomotive

A locomotive or train must not be used to assist in the rear of another train, except in accordance with this Code of Practice.

If used, the assisting locomotive or train may push a train slowly to the next place where the assisting locomotive can move to the front.

The locomotive or train assisting a train in the rear must not leave the assisted train except at a block signalbox, staff location or crossing loop, unless authorized by the Manager Rail Safety.

### b. Assisting Locomotive not to be Detached Enroute

Should the assisting locomotive be unable to assist the train to the forward station or crossing loop, and the train is unable to haul it, the assisting locomotive must not be detached. The Rules for Disabled Trains must be complied with.

### c. Multiple Locomotives Travelling Through a Section

When two or more light locomotives have to pass through a section at the same time:

1. all locomotives must be coupled together before entering the section, and
2. brake pipes must be coupled.

Locomotives must not be uncoupled except at a station or crossing loop.

**d. Detaching Coupled Locomotives**

Before detaching any locomotives on a running line, the Driver of each locomotive to be detached must verbally communicate with the Signaller to ensure that the Signaller understands in which direction the uncoupled locomotives are to proceed.

**e. Passenger Train Hauled by Two Locomotives**

Before detaching any locomotives on a running line, the Driver of each locomotive to be detached must verbally communicate with the Signaller to ensure that the Signaller understands in which direction the uncoupled locomotives are to proceed.

**f. Locomotives Coupled Together Hauling Trains**

When two locomotives not operating as multiple units are hauling a train, the Driver of the leading locomotive is responsible for the observance of signals and the working of the air brake.

The Driver of the second locomotive must remain vigilant, observe Fixed signals, follow any signals from the Driver of the first locomotive and apply the air brake in an emergency.

**13. Driver Control of Start and Stop****a. Driving the Train with Care**

Drivers must start and stop trains carefully without jolting. Drivers must be careful not to put undue strain on the couplings when starting or stopping a train.

**b. Double Lines**

On double lines, the train must pass along the left hand side of the permanent way in the direction the train is travelling.

**c. Stopping of Trains**

Driver must consider the following condition when shutting off power and applying the brake:

1. weather and rail conditions,
2. length of train, and
3. mass of train.



## 14. Departure of Passenger Trains

No passenger train must be started before the time stated in the timetable.

## 15. Passenger Trains

Unless otherwise instructed, the competent employee on a Passenger Train must advise the Driver by Radio that platform work has been completed and the Train can proceed.

The competent employee must ensure no person is attempting to board or leave the Train before advising the Driver.

## 16. Suburban Passenger Trains

Before departing a platform, the Driver of a Suburban Electric Passenger Train must ensure that no person is attempting to board or leave the train.

Where a competent employee is provided on the platform to exhibit the 'All Right' Hand Signal to the Driver, the Driver must ensure that this Signal is given prior to departing the Train. During the hours of darkness, the 'All Right' Hand Signal must be given by the exhibition of a White Light held steadily.

## 17. Competent Employees to Monitor Departure of Train

### a. Observe the Departure

Competent employees in charge of the passenger carriages, must be in a position to monitor the departure of the train until it is clear of the platform. This will enable them to act on any hand signal that may be given by station staff.

### b. Inform the Driver

The competent employee in charge of the passenger carriages, must inform the Driver by radio when the train is clear of the platform.

## 18. Driver's Responsibilities at Departure

### a. Signal to Start by Competent Employee

When a train is about to leave a station, siding or platform, the signal to start given by the competent employee on the train or the competent employee in charge of shunting, merely indicates the station work is completed.

**b. Driver to Check Line**

Before starting the train, the Driver must ensure by observation or by obtaining the appropriate fixed signal, that the line ahead is clear.

**c. Checking the Train**

The Driver and competent employee assisting the Driver, if present, must look back frequently to ensure the train is travelling in a safe and proper manner, especially when passing a crossing loop, station or signalbox.

**d. Rear Vision Mirrors**

When departing a platform, Drivers and competent employees, must use the rear vision mirrors to ensure the train is following in a safe and proper manner. The Driver must be prepared to react immediately to any hand signal given by station staff.

**e. External Platform Mirrors and Other Appliances**

Before starting the train, Drivers must use any external platform mirrors or other appliances to ensure that no person is trying to board or leave the train.

**19. Train Stopped Out of Routine****a. Unscheduled Stop**

Should a passenger train be stopped by a fixed signal at a station platform where it is not scheduled to stop, the Driver must not advance when the fixed signal is placed at 'Proceed', until the signal to start is given in the ordinary way, or the Driver has ensured it is safe to proceed.

**b. Train Stopped at Other than a Signal**

When a train is stopped at other than a signal, the Driver must not restart the train until the Driver is sure that no person is trying to board or leave the train.

**c. Driver to Ensure Fixed Signal Applies to Train**

When a fixed signal is at the 'Proceed' position, the Driver must be satisfied that the signal applies to the line the Driver is on and refers to the correct direction for the train.

**20. Stopping Short or Overrunning Platforms**

Drivers must exercise care when passing through stations where their trains are not scheduled to stop.

**a. Stopping at Stations**

Drivers must not stop short of or overrun the platforms at stations where they are due to stop. If the train does stop short or overruns a platform, the train must not be moved until the Driver is satisfied it is safe to do so.

**b. Setting Back Train after Overrunning**

If a passenger train overruns a station where it is intended to stop, the Driver must not set the train back until receiving authority from the Stationmaster, Signaller or competent employee in charge of the movement.

A competent employee must ride in the leading vehicle to control the movement safely and give hand signals to the Driver or verbal instructions by radio.

**c. Setting Back Electric Trains**

If an electric train must be set back, the Driver, if possible, must change ends and drive the train back to the platform. When setting back to the platform, the Driver must stop the train when the driving compartment reaches the nearest end of the platform.

**d. Setting Back Goods Train**

Should a goods train overrun a station at which it is meant to stop, the Driver must not set the train back until receiving authority from the Signaller.

**e. Passengers not to Disembark Except at Platforms**

Stationmasters and other competent employees must ensure that no passengers disembark from a train not at a platform.

The Driver is to be instructed by the Stationmaster or competent employee that it is safe to `move back' or `move forward' to the platform. The Driver must sound the train whistle before moving the train.

**f. Train Passes a Fixed Signal**

When the rear of any train has passed a fixed signal where three position signals are in use, the Driver must not set the train back into the section in the rear of the signal.

## 21. Green Hand Signals

### a. Green Flag or Light Waved from Side to Side

A green flag or green light hand signal waved slowly from side to side indicates that the train must reduce speed to below 25 km/h or other appropriate speed over the portion of line protected by the green hand signal.

### b. Green Hand Signal not Visible at 400 Metres

If the green hand signal cannot readily be seen at a distance of 400 metres, a red hand signal must be exhibited by the flagman and the Driver verbally warned as to the condition of the line.

After the Driver has been verbally warned, the flagman must wave a green hand signal slowly from side to side.

## 22. Train not to Stand Foul of Points

### a. Bringing Train to a Stand

When a Driver is instructed to bring a train to a stand by signal, the Driver must take care not to foul the points or crossings of another line.

### b. Catch Points

If a train is brought to a stand on or near catch points, the Driver must not proceed until satisfied the points are in the correct position and the train can be safely moved.

### c. Use of Sand

Drivers must not use sand when passing over points.

## 23. Driver Responsible for Train

The Driver is responsible for the correct operation and safety of the train, except where otherwise specified in this Code of Practice.

## 24. Driver to Assist in Formation of Train

The Driver must promptly assist as required with the formation, arrangement and dispatch of the train at stations and sidings.

## 25. Attendance of Competent Employees

Competent employees for electric trains must be in attendance at the time specified before the departure of the train. Competent employees must check all notices prior to departure.

## 26. Items to be Carried by Competent Employees

Competent employees on electric trains must have in their possession the following items:

1. an accurate watch with correct time,
2. a pocket whistle,
3. a carriage key,
4. one red and one green flag,
5. one padlock and key,
6. one leather kit bag,
7. a portable radio,
8. a Train Book, and
9. other books and forms as may be required.

If required, the competent employee must also carry a key to the Driver's compartment and a hand signal lamp.

## 27. Competent Employee's Duties

### a. Equipment for Trains

On locomotive hauled passenger trains and suburban electric trains, the competent employees must ensure that the brake compartment has the following equipment:

1. a fire extinguisher,
2. a ladder,
3. a stretcher,
4. first aid equipment,
5. emergency kit, and
6. any other items as ordered.

If any article is missing or needs repair the competent employee must immediately notify the Stationmaster or other responsible employee.

### b. Shunting and Coupling of Trains

If vehicles are attached to or detached from the rear of a train at an intermediate station or siding, the competent employee performing the shunting must:

1. ensure the end of train marker is placed on the rear of the trailing vehicle of the train, and
2. ensure the air brake and other couplings between the vehicles are properly adjusted after the shunting has been completed and before the train departs.

### c. Passenger Trains

Competent employees on passenger trains must ensure the doors on vehicles are correctly closed. If there is an unscheduled stop, competent employees must request that the passengers remain seated.

### d. Checking of Carriages

Competent employees must examine the interior of carriages prior to departure and after arrival at the destination. Any defects requiring attention must be reported to the Stationmaster or other responsible employee.

## 28. Stationmaster in Charge of Driver and Competent Employee

When trains are within station limits, Drivers and competent employees are under the direction of the Stationmaster or other Officer-in-Charge of the location.

## 29. Information Regarding Running of Trains

### a. Information and Instructions from Train Controller

Stationmasters, Signallers and others must obtain information and instructions from the Train Controller regarding the running of ordinary and special trains in their area of control; and carry out the instructions of the Train Controller.

### b. Priority of Passenger Trains

Passenger trains must take precedence over all other trains, unless otherwise directed by the Train Controller.

### c. Passing of Trains

If a train has to be shunted into a suitable siding to allow another train to pass, it must be shunted into the siding and not shunted from one running line to another.

### d. Shunting of Passenger Trains

It is not necessary to disembark passengers from a train which is about to be shunted into a siding, or from one running line to another, to allow another train to pass.

However, all safety precautions must be taken and points which the train will pass over must be secured.

### e. Sidings and Lines Used for Crossing Trains

Sidings and lines used for crossing trains must be kept in readiness for immediate and safe entry of a train.

## 30. Train Tail Signal Indicating Train is Complete

### a. Sighting of Last Vehicle of a Train

If the last vehicle of a train does not pass the signalbox when shunted to a siding or is brought to a stand within the home signal, the Signaller must observe by closed circuit television or personally see that the train has arrived complete with tail signal. before giving the 'Train Arrival' signal.

### b. Signaller Unable to Confirm Correct Tail Signal is Displayed

If the Signaller is unable to confirm that the correct tail signal is displayed on the rear of the train, the Driver must be informed at once and the train must be stopped.

**c. Driver to Stop and Ensure Train is Complete**

The Driver on being informed that an incorrect tail signal may be displayed on the rear carriage, must:

1. immediately bring the train to a stand,
2. ensure the train is complete,
3. ensure the correct tail signal is displayed, and
4. inform the Signaller accordingly.

**31. Entering Driver's Compartment****a. Competent Employee and Drivers' Compartments**

The competent employee on an electric train must not ride in the Driver's compartment, except when required to do so in accordance with these Rules and Operating Procedures and Instructions.

**b. Unoccupied Drivers' Compartments**

The competent employee on an electric train must not allow any unauthorised person to enter an unoccupied Drivers compartment, or any compartment in which parcels and luggage are being conveyed. Doors of all unoccupied Drivers' compartments must be kept locked.

**32. Propelling Trains on Running Lines****a. Running Lines: Pull Trains**

Locomotives or motor carriages must pull trains or vehicles on running lines, except where described in this Code of Practice and Instructions.

When a train or vehicle is to be propelled, a competent employee must be provided, and the train must not exceed 15 km/h during the movement.

**b. Train Returning on Wrong Line**

When a train or part of a train has to return on the wrong line to the signalbox in the rear, a red light must be displayed on the front of the leading vehicle.

**c. Prevention of Break Away on Descending Gradients**

When vehicles are to be propelled, the Stationmaster (or competent employee) and the Driver must be satisfied that all safety precautions have been taken to prevent vehicles breaking away when descending gradients.



**d. Air Brake Throughout Train**

The following instructions must be followed when pushing vehicles:

1. The air brake must be continuous through the train or rake of vehicles.
2. No more than two bogie vehicles not operating brake blocks must be marshalled together.
3. The leading vehicle must be fitted with a functioning air brake.

**e. Competent Employee to Ride in Leading Vehicle**

The competent employee in charge of the pushing movement must ride on the leading vehicle and give the Driver the proper hand signals or radio messages as necessary.

**f. Driver to Remain Alert for Fixed Signals**

The Driver must remain alert for fixed signals and ensure the leading vehicle is not pushed past any fixed signal applicable to the movement, unless the signal is at 'Proceed'.

**33. Duties of Employees when Pushing Vehicles**

When vehicles are being pushed, the competent employee must be prepared to apply the air brake in case of emergency.

**a. Use of Whistle**

The Driver must sound the whistle frequently when entering cuttings and when approaching level crossings. The whistle must also be sounded when a clear view of the line ahead cannot be obtained.

**b. Pushing Vehicles over Level Crossings**

If a train, during a pushing movement, has to foul or pass over a level crossing not protected by gates, boom barriers or flashing lights and bell signals, the competent employee must walk over the crossing in front of the leading vehicle ensuring that no pedestrians, animals or road vehicles are near the line.

## **34. Propelling Trains from a Terminal Station**

### **a. Propelling Trains on to a Running Line**

The Driver must ensure that the competent employee controlling the movement is in attendance before commencing the movement.

Where empty passenger trains, carriages or other vehicles are to be pushed out of a terminal station or other place onto a running line, the locomotive or motor carriage must remain attached with the air brake functioning throughout, until the movement is completed and the vehicles are at a stand and properly secured.

### **b. Detaching Vehicles from a Train**

If a vehicle has been detached from a train, the competent employee must ensure the remaining vehicle or vehicles are properly secured by handbrakes.

### **c. Detaching Locomotive or Motor Carriage**

When the locomotive or motor carriage is detached for any reason, sufficient handbrakes must be applied to the train to prevent movement. The air brake alone must not be relied upon to secure detached vehicles.

### **d. Driver to Check Handbrakes**

The Driver must be satisfied that a sufficient number of handbrakes have been applied to the detached vehicles before the locomotive is detached.

### **e. Where Air Brake is in Use**

When the air brake is in operation, it must also be applied to the portion of train left standing on the running line.

### **f. Locomotive not to be Detached until Train Secured**

The locomotive or any portion of a goods train is not to be uncoupled at a station or siding until:

1. the competent employee in charge of the station or siding has secured the train, and
2. given the applicable hand signal or radio message.

## **35. Trains to be Shunted within the Home Signal**

A train must be within the home signal if shunted from one running line to another, ensuring protection from trains approaching from the opposite direction.

## **36. Train to be Clear of the Running Line**

### **a. Signaller to Ensure Running Line is Clear**

The Signaller or Stationmaster must ensure that the rear end of a train arriving at a crossing station is not standing foul of any running line.

### **b. Ensuring Running Line Clear after Shunting**

When a train or vehicles have been shunted from one running line to another, the competent employee must ensure that the line which the train has left is clear.

## **37. Securing Loads**

### **a. Securing Apparatus for Securing Loads**

Supervisors, Drivers and competent employees must ensure that any securing chains or other devices provided to secure loads, are safe and effective before any wagons leave a station or siding. Drivers are to ensure the apparatus remains secure during the journey.

### **b. Loading of Unusual Length**

Long pieces of iron, piles, poles or any articles of unusual length, must not be dispatched from stations or sidings unless the load is secured together in the middle and at both ends. The load must be properly secured to the wagons with lashings or chains.

### **c. Loading of Unusual Dimension or Mass**

Care must be taken with loads of unusual dimension or mass to ensure they are secure and within prescribed dimensions, particularly when dispatched from private sidings.

### **d. Loads to be Checked Enroute**

Drivers and competent employees in charge of shunting must examine any loading of unusual length, dimension or mass when the train stops to check if the loads have moved or require adjustment. The wagon must not depart unless the load is fully secure.

## **38. Reporting of Irregularities and Faults**

### **a. Irregularity in Working of Signals**

The Driver must advise the Train Controller by radio, or at the first station at which the train stops, and take extra care if any of the following circumstances arise:

1. irregularity in the working of signals,
2. defects in signalling.
3. faults on overhead wires,
4. faults on structures or other infrastructure, or
5. livestock on the line or any other type of obstruction.

### **b. Stationmaster to be Informed of Irregularity**

If the faults are of a serious nature, the Driver must stop at the nearest station or signalbox and immediately report the fault.

### **c. Track Maintenance Employees to be Informed of Irregularity**

If considered necessary, the Driver must stop before reaching the next station or signalbox and inform any track maintenance personnel or other staff of the irregularity.

### **d. Danger to Adjacent Line**

If a Driver observes any danger on the adjacent line, the Driver must attempt to stop any train approaching by:

1. sounding a series of short, sharp whistles,
2. displaying a `red' hand signal,
3. exhibiting `red' head signals,
4. using the radio, or
5. applying the emergency track circuit jumper cable on the adjacent line.

**e. Faults to Overhead Structures**

Should a Driver observe or have reason to believe any portion of the overhead structure or its connections have become disarranged or hanging down near the running line, the Driver must stop and keep the train clear of the area. Only after being satisfied that the line is safe should the train proceed.

The Driver must use the precautionary measures as mentioned above if the adjoining line is obstructed or unsafe due to overhead structure faults.

**f. Power to be Switched Off**

All precautions must be taken to avoid coming into contact with any disarranged wires. Arrangements must be made immediately to have the current switched off.

**39. Driver's Defect Reports**

**a. Defects on Locomotives**

Drivers must enter in the appropriate book, notice of any necessary repairs required to the locomotive, before completing duty. Drivers must record any circumstance they feel should be brought under notice.

**b. Defects on Electric Trains**

Before completing duty, Drivers of electric trains should record all defects observed on the train on the forms provided.

**40. Driver's Special Reports**

**a. Fire on or Near the Line**

If Drivers observe a fire on or near the line, the Driver must advise the Train Controller by train-to-base radio and warn any track maintenance staff by giving one short, one long and one short whistle.

The Driver must submit a written report on arrival at the destination.

**b. Report of Unusual Circumstances**

Before finishing duty, the Driver must complete a written report of any unusual circumstance and deliver it to the Officer-in-Charge of the location concerned. The report is to be forwarded to the Manager for the Area or Region.

## 41. Complaint Concerning Running of Carriage

### a. Report by Competent Employee

If a complaint is made regarding the running of any carriage, the competent employee must:

1. inform the Stationmaster,
2. submit a written report giving the number and class of the carriage, and
3. radio the Driver immediately, if the situation is considered dangerous.

### b. Driver to Inspect Carriage

The Driver must inspect the carriage and inform the Train Controller by radio, requesting the nearest train or equipment examiner be advised.

If the carriage will endanger the running of the train, it must be detached.

**The following amended Rule 42, Section 10, was published by SW035/2000, of February 29, 2000.**

## 42. Signaller or Station Staff not Available

### a. Fixed Signals at `Stop`

On arrival at a station or siding, Drivers must keep all necessary fixed signals at the `Stop` position until the train is ready to proceed.

## 43. Departure of Freight Trains

### a. Wagons to be Examined before Departure

Except at locations where a Train Examiner has conducted an FX1 examination of a train, the Driver must ensure that all wagons are properly loaded, labelled, marshalled, coupled and covered before departure and during the journey.

Except at locations where competent personnel carry out the function, it is the Driver's responsibility to ensure the End of Train Marker is attached to the train.

**b. Doors and Loads to be Examined**

Except at locations where a Train Examiner has conducted a FX1 train examination, the Driver must examine the doors of all wagons and ensure they are properly secured.

The Driver must inspect the loading of any wagon attached during the journey. Any wagon considered unsafe to travel must not be attached to the train.

If any loads shift, the load must be readjusted or the wagon must be detached from the train.

All irregularities must be reported.

**44. Running Line Clear****a. Freight or Ballast Train Working in Section**

The Driver of a freight or ballast train must inform the Signaller or Train Controller how long the section will be occupied if the train has to discharge or pick up materials on any running line between two signalboxes or has to work at an intermediate station or siding.

**b. Signaller or Train Controller to Give Instructions**

It is the duty of the Signaller to inform the Signaller next in advance that the freight or ballast train will be stopped in the section to do work.

The Signaller or Train Controller must give the necessary shunting instructions to allow other trains to pass or cross.

**c. Livestock on Line**

If a Signaller or Stationmaster becomes aware of livestock on or near the running line, the Signaller at the opposite end of the section and the Train Controller must be informed. The Train Controller must arrange for the livestock to be cleared from the line.

Drivers of all trains entering the section must be informed of the danger until advice is received that the line is clear.

## 45. Pushing Trains - Control of Air Brake

### a. Air Brake Controlled from other than the Leading Cab

Except when the Air Brake is under the full control of a locomotive at the front of the train, the speed must not exceed a rate of 15 kilometres per hour and 10 kilometres per hour when passing around a curve of 25 metres radius or less.

### b. Air Brake Controlled From Leading Cab

When pushing a train and the Air Brake is under full control of the leading locomotive or the leading cab of a suburban electric train, the speed must not exceed 40 kilometres per hour.