

## Section 12

# Shunting - Rules 1 to 17

### Applicability

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## 1. Shunting Operations

### a. Shunting of Freight Vehicles

Shunting of freight wagons must not be carried out on running lines if it can be done elsewhere.

### b. Shunting Vehicles with Defective Handbrake

If a vehicle's handbrake is defective, the vehicle must be attached to a vehicle with an effective handbrake before being uncoupled from the locomotive, and the defective handbrake identified by the attachment of a 'Danger, No Handbrake, Unsafe' card.

The vehicle with the defective handbrake must not be loose shunted or shunted by hand.

## 2. Duties of Drivers, Signallers and Competent Employees During Shunting

### a. Before Shunting Starts

Before shunting starts, Drivers, Signallers and the competent employees involved in the shunt must reach an understanding of the planning and controlling of the movements.

The movements are under the control of the competent employee and must not take place unless authorised by the competent employee, even if a 'Proceed' aspect is displayed on any signal.

### b. Safety Aspects

Before shunting commences, the competent employee must be satisfied or have received confirmation from the person in charge that the vehicles can safely be moved.

Personnel in or near the vehicles must be warned to move clear. All road vehicles and other equipment must be well clear.

### c. Points and derails to be inspected

Before shunting starts, the competent employee must inspect any hand points to be passed in the facing direction and ensure they are set for the movement and any derail block is removed.

If a light locomotive is operated with only a Driver, the Driver must be satisfied that the points and derails are correctly set

**d. Hand Signal or Radio Command**

The competent employee must ensure that trains are clear of the points and that the points are in the proper position before a hand signal or radio command is given to the Driver.

**e. Standing Vehicles during Shunting Operations**

During shunting operations, vehicles must not be left standing where they will foul other movements. Handbrakes must be used to secure stationary vehicles.

**f. After Shunting Movement**

After each movement, the competent employee must:

1. ensure vehicles are secured with sufficient handbrakes,
2. ensure vehicles are clear of fouling point,
3. ensure vehicles are inside any safety points or derail blocks, and
4. replace and lock any safety points or derail blocks across the rail after completing the shunting.

**g. Siding Already Occupied**

When a signal is displayed for a train to proceed into an occupied siding, the Driver must be prepared to stop short of any such obstruction.

**h. Driver Unable to See Fixed Signal**

If the Driver is unable to see a Fixed signal the competent employee in charge of shunting must ensure the 'Proceed' signal is displayed prior to the 'all right' hand signal being given.

**i. Shunting Electric Trains**

When shunting electric trains, the Driver must comply with instructions contained in the Working Timetable Appendix in relation to movements.

### **3. Shunting Controlled by Hand Signals**

#### **a. Hand Signals Applicable to Drivers**

Where shunting is controlled by Hand signals, the competent employee must give the prescribed Hand signals to the Driver and ensure they are not followed by any other Driver. The Driver must not start or continue any movement unless certain the hand signal is intended to apply to that Driver and its meaning is clear.

If the Driver cannot maintain sight of the competent employee or the Hand signal, the Driver must stop and not restart until an appropriate Hand signal is observed.

Drivers performing shunting operations must be prepared to promptly act on Hand signals displayed by the competent employee, or any employees assisting.

#### **b. Losing Sight of the Competent Employee**

When a movement is proceeding under Hand signals and the Driver loses sight of the competent employee or does not receive an expected Hand signal, the Driver must sound the whistle and stop the movement, until an instruction or Hand signal is received.

#### **c. Competent Employee to talk to Driver**

The competent employee must not rely entirely upon hand signals. Whenever possible, verbal instructions must be given to the Driver regarding the movement, and the position of the vehicles involved.

#### **d. Clear View of Hand Signals**

The competent employee and any employee assisting, must always remain in clear view of the Driver, so their hand signals can be seen or relayed to the Driver.

### **4. Shunting Movements Controlled by Radio**

Where movements are controlled by instructions given by radio, the competent employee must maintain regular communication with the Driver in accordance with the requirements of the shunt, throughout the entire movement.

If the Driver is in any doubt regarding transmission, the movements must be stopped immediately and not re-started until the appropriate instruction is verbally given.

## 5. Shunting Safely

### a. Length of Vehicles During Shunting

The number of vehicles in a shunting movement must be kept to a minimum to avoid damage and derailments. This is particularly relevant when:

1. vehicles are being propelled,
2. the Driver cannot be assured of a continuous clear view of hand signals, and
3. the movement has to be made without the air brake connected throughout all vehicles.

### b. Vehicles being Shunted

When vehicles are being propelled during shunting, the competent employee must be so positioned to observe the line ahead of the movement and at the same time signal the Driver.

### c. Shunting for an Extended Distance

When vehicles are being propelled for an extended distance, the competent employee must ride on the leading vehicle and must be prepared to apply the air brake if necessary.

If the competent employee has to alight from the vehicle to exhibit a clearer hand signal or for any other reason, this must only be done at a place where the line ahead can still be clearly seen.

## 6. Smooth Shunting Operations

### a. Shunting Towards Stationary Vehicles

Before shunting onto a line where vehicles are standing, the competent employee must:

1. check on the position of the vehicles,
2. ensure they are firmly secured to prevent movement, and
3. ensure that couplings are correctly aligned.

The competent employee must signal the Driver so stationary vehicles are coupled with minimum force.



**b. Competent Employee to control movements**

The competent employee must properly control movements to avoid heavy impacts with vehicles or buffer stops and prevent collisions at fouling points. Coupling is to be carried out with the minimum force.

**c. Prevention of Violent Shunting**

The competent employee must exhibit appropriate hand signals and the Driver must handle the locomotive with care and good judgement.

Drivers and competent employees must avoid:

1. violent, rough or reckless movements,
2. derailments,
3. accidents,
4. damage to the contents of vehicles, and
5. damage to railway property generally.

**d. Stopping Distance During Shunting**

When shunting towards a buffer stop or against the following vehicles, the movement must be stopped at least one vehicle length short of the obstruction: These vehicles include:

1. locomotives,
2. railcars,
3. passenger carriages,
4. the dynamometer carriage,
5. other coaching vehicles,
6. vehicles containing employees' accommodation,
7. vehicles containing personnel,
8. tank wagons used for the conveyance of volatile or corrosive liquids, or
9. any rail or road motor vehicles, containers or vehicles marked as carrying dangerous goods.

The locomotive can then be 'eased up' to the buffer stop or vehicles.

## 7. Loose Shunting

### a. Loose Shunting Forbidden for Certain Vehicles

It is strictly forbidden to loose shunt any of the vehicles mentioned in the previous clause, or against a rake of vehicles containing such a vehicle.

### b. Loose Shunting at a Platform

Employees must not permit any person to loose shunt a vehicle alongside a platform, ramp, stage or similar structure, unless the handbrake can be fully operated without risk of injury or damage.

A vehicle with a defective handbrake must not be loose shunted.

### c. Loose Shunting – Use of Handbrake

When loose shunting is carried out, a competent employee must accompany the vehicle for a suitable distance to apply the hand brake to ensure the movement is brought to a stand at the required place.

The competent employee must prevent the locomotive from running away on a gradient, fouling another line or violently striking other vehicles or buffer stops.

## 8. Air Brake

### a. Air Brake not to be Relied Upon

The air brake must not be relied upon to secure any vehicle.

### b. Air Brake and Passenger Trains

The airbrake must be used on movements involving attaching to or detaching from a passenger train.

## 9. Shunting of Train Types

### a. Shunting Passenger Vehicles

Care must be taken that the points over which a passenger train is to be shunted are securely set for the appropriate line and that the line is clear and properly protected.

**b. Shunting in Tracks where Vehicles are Standing**

Shunting and coupling operations must not be undertaken on platform lines, sidings or into carriage sheds where vehicles are standing, until it is established that no red flag, disc or light is displayed. These signals indicate that cleaners or other employees are present.

Competent employees must be vigilant when shunting on lines adjacent to those on which carriages are being maintained.

**c. Passenger Trains Taken out of Running**

After arrival at the terminal location, the passenger vehicles must not be removed from the train until the competent employee has:

1. received permission from the person in charge of the platform,
2. ensured all passengers are clear of the train, and
3. warned employees near the train of the intention to shunt.

When putting away loose carriages, they must not be uncoupled from the locomotive in any depot or siding, until stopped in the correct location.

**d. Coupling to Vehicles at Platforms**

Before coupling onto vehicles at a loading ramp or platform, the competent employee must ensure that all bridge plates and other devices used between vehicles and the ramp or platform are disengaged and secured.

Before moving a partly-loaded goods vehicle, its contents must be secured to avoid damage during shunting.

**e. Doors to be Closed Before Shunting Commences**

After the completion of loading or unloading operations, all doors on freight vehicles must be secured in a safe manner before shunting is commenced.

**10. Safety and Working with Shunted Vehicles****a. Riding on Vehicles**

Competent employees must never ride foul on vehicles and must walk alongside the vehicles if a safe step is not available.

Competent employees may ride on the step, if available, when undertaking shunting movements but must remain within the 'gauge outline' of the vehicle.

**b. Working Between Vehicles****WARNING:**

COMPETENT EMPLOYEES MUST NOT GO IN BETWEEN VEHICLES UNTIL THEY ARE SATISFIED NO FURTHER MOVEMENT WILL TAKE PLACE

If necessary to go between vehicles the competent employee must wait until the vehicles are together and stationary.

If necessary to go between vehicles to attend to automatic couplers, the competent employee must wait until the vehicles have been stopped a safe working distance apart.

In both cases the competent employee must display a 'Stop' Hand signal or instruct the Driver to remain stationary.

If there is a possibility that other vehicles may be shunted against those which the competent employee requires to work, assurance must be obtained from the other competent employee that no further movements will be undertaken towards them.

The competent employee must not remain in between vehicles during an 'ease-up' movement.

**c. Speed limit when Shunting**

Locomotives/trains when shunting must not exceed 15km/h and may be instructed by the competent employee to reduce speed if thought necessary.

**11. Fixed Signal Controlled by a Track Circuit**

When a fixed signal controlled by a track circuit displays 'Proceed', the signal will revert to the 'Stop' position when the leading vehicle passes the signal.

The Driver is clear to proceed unless receiving a 'Stop' hand signal when the train must immediately be brought to a stop.

**NOTE:** No vehicles must be shunted past a fixed signal at the 'Stop' position.

## 12. Shunting at Interlocked Stations

### a. Responsibilities of Driver and Competent Employee

At interlocked locations a train or portion of a train must not be shunted in a yard unless a competent employee is present to verify when the last vehicle has cleared the points and given an 'All Right' Hand signal or radio instruction to the Signaller to move the points.

The Signaller must not move the points until receiving this communication from the competent employee.

The Driver must not move the train or portion of the train until receiving a signal to do so from the competent employee.

### b. Driver Only Operations

If a light locomotive is not accompanied by a competent employee, the Driver must give the Hand signal or radio instruction to the Signaller to confirm the locomotive has cleared the points.

The Driver must ensure the points are correctly set before moving the locomotive, except if the movement is controlled by a Fixed signal.

### c. Fixed Signals Not Provided

Where a Fixed signal is not provided to control a shunting movement over interlocked points, the Signaller must give authority for the movement from one siding to another or from a running line to a siding, by displaying a green Hand signal or by giving a radio instruction.

For shunting movements from a siding to a running line or from one running line to another, the authority must be given verbally by the Signaller.

### d. Signaller not to Reverse Points

When a train is shunting between a siding and a running line, the Signaller must not reverse the points unless an understanding exists between the competent employee and the Signaller, or in the case of a Driver-only train, the Signaller and the Driver.

**The following amendment to Rule 12, Section 12, was published by SW.108/2000, of June 30, 2000.**

**e. Short Shunting**

'Short Shunting': is defined as a train movement whereby the train does not complete the full signalled route, in order to take an alternative route at a midway point.

Signalling in track circuited areas is generally designed directionally, so that when the rear of a train clears the fouling point, a cross movement can be performed behind that train, even though the rear of that train may not have cleared the opposing Fixed Signal.

A shunting movement must complete the full signalled movement prior to reversing the direction of the train in order to take an alternative route.

'Short Shunting' is not permitted.

A shunting movement may reverse direction within a set route, provided the integrity of the route is not compromised (i.e.: the route is not altered whilst the train is in between the controlling Signals).

In this instance, the authority of the controlling Signaller must first be obtained.

**13. Vehicles Left Standing on Running Line**

If vehicles have to be left standing on a running line during shunting, or have been detached from a train, the competent employee must:

1. ensure they are properly secured, and
2. ensure a red light is displayed at each end of the stationary vehicles during darkness or where visibility is restricted.

Officers in Charge must ensure the competent employee understands their requirements.

The Signaller must:

1. keep a good lookout when trains arrive, and
2. if vehicles become detached, take the necessary steps to protect them.

## 14. Shunting on Inclines

### a. Applying Handbrakes

When shunting vehicles at locations on inclines, a sufficient number of handbrakes must be applied to prevent the train or vehicles running down the incline. Vehicles detached from a train must not be left until they are properly secured.

### b. Shunting on the Main Line

When shunting on or to the main line, the air brake must be in operation on all vehicles being shunted. Vehicles must not be detached from the locomotive unless there are a sufficient number of other vehicles, properly secured by handbrake, standing as a barrier between the vehicles to be shunted and the falling grade.

If there is no such barrier, a competent employee must either:

1. ride the vehicle attached to the locomotive (if the vehicles are being propelled) or
2. ride the trailing vehicle (if the vehicles are being hauled).

This will enable the competent employee to use the handbrake to control any vehicle which may become detached.

The leading or trailing vehicle, as the case may be, must have an effective handbrake, and whenever practicable, the air brake must be in operation on all vehicles being shunted.

### c. Sidings on Inclines

The number of vehicles to be moved on sidings on inclines must be limited to the handling capacity of the locomotive to be used, without going at excessive speed.

## 15. Shunting with Tractors

### a. Rules for Shunting with Tractors

Stationmasters, Signallers and other employees must understand that the Rules and Operating Procedures and Instructions applying to shunting using locomotives relate equally to shunting using a tractor.

## b. Responsibilities of Competent Employees

Competent employees in charge of a tractor used for shunting must:

1. exercise care when moving vehicles in or out of goods sheds or near piers,
2. not move vehicles until all doors are securely fastened, and
3. warn any persons working in or near the vehicles of the impending movement.

## 16. Home Signal and Gradient

### a. Running Line On Falling Gradient

Except if specifically authorised, no train or vehicle is to be placed outside the Home signal if the running line is on a falling gradient sloping to the signalbox in the rear. A competent employee must be positioned on the leading vehicle and must be ready to use the brake to prevent any runaway vehicle.

### b. Double Line Block System not Operative

If a train is to be placed outside the home signal or automatic signal, where the double line block system is not in force or has failed, a hand signaller must be sent back along the line about to be obstructed and exhibit a red hand signal and place three audible track warning signals 10 metres apart on the line 1800 metres from the home signal to warn any approaching train.

The hand signaller must keep the audible track warning signals in position and continue to exhibit a red hand signal until an order to withdraw is received.

The order to withdraw must be given by the same person who instructed the hand signaller and must not be sent until the obstruction is removed and the line is clear to the home signal.

### c. Where Automatic Signalling is in Force

Where Automatic signaller is in force, it will not be necessary for the Hand Signaller to proceed beyond the third signal to the rear of the obstruction if the signal is within 1800 metres on the relevant line.

The Hand Signaller must display a red hand signal and place three Audible Track Warning signals on the line until informed that the line is clear. The Hand Signaller must then withdraw the hand signal and remove all Audible Track Warning signals.



**d. Switched Out Locations on Double Lines**

The opposite line at any station which is switched out must not be fouled by shunting operations.

**17. Shunting Operations at Level Crossings****a. Delays to be Kept to a Minimum**

Motor traffic at level crossings must not be kept longer than five minutes. If necessary, vehicles must be uncoupled and drawn clear of the crossing and shunting operations suspended. This also applies to foot crossings.

When re-coupling the vehicles, the employee in charge of the movement must stand on the crossing to give the necessary warning, unless another employee can perform this duty.

**b. Vehicles Standing Foul of Level Crossings**

Vehicles must not be left standing foul of level crossings or where they will activate level crossing warning devices.

**c. Level Crossings not Protected by Gates, Boom Barriers or Flashing Lights**

Before commencing a shunting movement which will foul a level crossing not protected by gates, boom barriers or flashing lights, the competent employee in charge of the movement must instruct another employee to stand at the crossing and warn pedestrians and motor vehicles.

If no other employee is available to protect the level crossing, the vehicles being shunted must remain attached to the locomotive and the competent employee in charge of the movement must walk in front of the leading vehicle to warn road users.