

This Permission Book is for Use by the Operator of

Vehicle ID Number: **Registration Number:**

**SUMMARY OF KEY RESPONSIBILITIES/REQUIREMENTS FROM SECTION 30 OF
THE ARTC CODE OF PRACTICE FOR THE VICTORIAN MAIN LINE NETWORK**

- Road/Rail vehicle operators must be qualified in the safeworking system in which they operate.
- When Road/Rail vehicles travel on a double line, they must run in the same direction as the trains.
- Where parallel single lines are involved, the Train Controller/Signaller must ensure that the vehicle operator clearly understands which line to use, eg. West Line, East Line, etc.
- Before placing a Road/Rail vehicle on any running line, the vehicle operator must:
 - Obtain and record all relevant Train Running Information
 - Advise the Train Controller/Signaller of their start point and destination, the time required to complete the journey and the ID number of the vehicle being used
 - Obtain permission to proceed from the Train Controller/Signaller
 - Enter all necessary details on the Permission form and repeat back the particulars to the Train Controller/Signaller granting the permission.
- On expiration of the time allowed in the Permission, the Road/Rail vehicle operator must remove the vehicle from the track and advise the Train Controller/Signaller that the track is clear.
- If a Road/Rail vehicle becomes disabled or causes an obstruction on the track, the Train Controller/Signaller must be immediately advised of the exact location and circumstances.

Instructions for Use of the TRAIN INFORMATION AND PERMISSION FORM

PURPOSE OF A PERMISSION. A Train Information and Permission is used primarily to allow vehicles to travel on-track between **defined points** within a **defined time period**. Minor works that do not involve any action that could make the track unsafe or unsuitable for the passage of a train may be undertaken under a Permission. Typically, these types of works could be undertaken during scheduled routine track patrols, joint patrols and other infrastructure inspections as well as out-of-course examinations such as heat patrols and flood patrols.

Any other type of unscheduled works involving extended occupation of a track section or obstruction of the track **must** be carried out under a **Track Warrant** or **Full Protection** (flags/signs and ATWs).

CLEAR UNDERSTANDING OF DETAILS ESSENTIAL. The Road/Rail vehicle operator and the Train Controller/Signaller granting the Permission must both have a clear understanding of the exact **track section limits** and **time limits** applicable to the Permission. The 'FROM:' and 'TO:' lines on the Permission form should include specific details such as level crossing road names, signal or point numbers, crossing loops etc. and/or Kilometre Post details where these are known or better describe the on-track and off-track locations. Vehicle operators must ensure that they use correct communication and read-back protocols at all times so that there can be no misunderstanding about which line (up/down, BG/SG, East/West, etc.), track section and timings are covered by the Permission.

All times are to be expressed and recorded in 24-hour clock format.

During the repeat back process, the vehicle operator receiving a Permission must pay particular attention to the exact details of the on-track and off-track locations and/or Kilometre Posts used to describe the limits approved by the Train Controller/Signaller, particularly where there are multiple locations with similar names.

NOTE: A new Permission for the next section(s) must be granted by the relevant Train Controller/Signaller every time the Road/Rail vehicle is removed from the track to allow the passage of a train.

ON-TRACKING AFTER PASSAGE OF A TRAIN. When a vehicle operator is granted Permission to on-track after the passage of a particular train, the Train Controller/Signaller must provide the lead locomotive class and number so that a **positive identification** of the train can be made as it passes the approved on-track location. Under these circumstances, the vehicle operator receiving the Permission must:

- Tick the "**After passage of Engine No.**" box on the form and record the identifying **Engine Number** as provided by the Train Controller/Signaller.

TRAIN RUNNING INFORMATION. A Road/Rail vehicle operator working under a Permission must **at least** know and record when the **next train** is scheduled to enter the track section covered by the Permission.

- Tick the "**As per the Authorised and/or Agreed Schedule**" box if the vehicle operator and Train Controller/Signaller both have access to the Schedule **and agree** that the direction and timing of the next train is in accordance with that Schedule.
- Tick the "**Services as detailed**" box if the vehicle operator is unfamiliar with or does not have access to the Authorised Schedule and record the details of the next train (scheduled or unscheduled) as provided by the Train Controller/Signaller in the spaces provided on the Permission form.

NOTIFICATION OF TRACK CLEAR. The Road/Rail vehicle operator **must** remove the vehicle covered by the Permission from the track **at or before** the time shown in the Permission.

Once the vehicle has been removed, the operator is required to notify the appropriate Train Controller/Signaller that the track is clear, record the name of the person notified and the time and initial the Permission form.

This action completes the Permission process. A new Permission must be granted before the Road/Rail vehicle can re-commence on-track operations.

VEHICLE DISABLED. If a Road/Rail vehicle becomes disabled on the track or becomes an obstruction whilst operating under a Permission, the vehicle operator must immediately contact the Train Controller/Signaller using any available means and advise the vehicle's exact location and circumstances. The Train Controller/Signaller will initiate all actions necessary to protect the obstruction and advise the vehicle operator of any actions required to recover the situation.

If it is not possible to contact the Train Controller/Signaller due to communications difficulties or failure, the operator should stay with the vehicle until assistance becomes available.

NOTE: If a disabled vehicle that has also lost communications remains on the track after expiry of the Permission, it is still protected by the Train Controller/Signaller as no train can be allowed into a section covered by a Permission until the track clear advice has been received from the vehicle operator or some other authorised person.

ISSUED TO: Road/Rail Vehicle Operator (name): Date: ___ / ___ / ___

BY: Train Controller / Signaller (name): at (location):
 Permission is granted for you to proceed onto the **Standard / Broad / Dual Gauge / Up / Down** (delete as required) track

FROM: (full location name): at Kilometre Post:

TO: (full location name): at Kilometre Post:

in the LINE SECTION from: **to:**

Between: hours **and:** hours. **Time Allotted:** mins After passage of Engine No.

Train Running Information and Permission requested at: hours. Repeated back correctly at: hours

Train Running Information	<input type="checkbox"/> As per the Authorised and/or Agreed Schedule <input type="checkbox"/> Services as detailed	Train Number / Service Description	Depart From	Time of Entry to Permission Section

Track Clear notified to Train Controller / Signaller (name): at: hours. **Initials:**

ISSUED TO: Road/Rail Vehicle Operator (name): Date: ___ / ___ / ___

BY: Train Controller / Signaller (name): at (location):
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