# *COTMA DRIVER TRAINING COMMITTEE*

Presenter: Richard Gilbert
Session Chair: Chris Steele

Session Secretary: Bill Kingsley

Report of the Committee established to provide advice and a set of Guidelines encompassing Driver standards. training and testing.

The Committee was established at the General Meeting at the last Conference with its aim to provide advice and a set of guidelines encompassing Driver Standards, Training and Testing. The Committee consisted of a representative from each of the four Victorian tramway museums. Members of the Committee were:-

Richard Gilbert - Chair and BTPS Rep
Dennis Bell - The Bendigo Trust
Tony Smith - Melbourne Tramcar Preservation Association
Andrew Hall - Tramway Museum Society of Victoria
Max Fenner - Australian Electric Transport Museum

The Committee met a number of times and developed a set of Guidelines which we emphasise are not Rules. They are recommended Guidelines. To call them Rules is walking into a minefield. Tram Driving Rules and Standards would have to be the most jealously guarded and coveted standards that a museum holds. The pinnacle of being a member of a tramway museum is the permission to drive the trams.

If this Committee is going to achieve its 'Charter' then it can do so if the report is packaged acceptably. It will be up to Delegates at this session to offer final input, based around the responses received and then agreeing on a final draft to be presented at the 'General Meeting' for acceptance by the COTMA organisation.

A questionnaire and a copy of the Guidelines were sent to all museums and there were seven respondents.

## QUESTIONAIRE
## TO ASSIST WITH THE DEVELOPMENT OF GUIDELINES FOR TRAM DRIVING FOR TRAMWAY MUSEUMS BELONGING TO C.O.T.M.A.

1. Requirements for selection of candidates
   Do you conduct a medical?
   What requirements do you have for members to be eligible for entering the driving scheme?
   i.e. Length of time as a member
   Must they be a Conductor first
   Must they complete a certain number of hours in any area
   Any other criteria before they are selected

2. Method of Training
   Do you have a set number of hours of practical driving or a set number of trips?
   Are the trainees endorsed on all trams in the fleet immediately they are passed or are they endorsed on certain trams progressively?

3. Fault Finding
   Do the qualified tram drivers investigate faults that may occur on a tram in traffic and as a result attempt to rectify it, or do you have a policy of 'Don't touch a thing' as someone who is qualified at the workshop will attend?

4. Customer Relations Skills
   Do you have this as a part of the tram drivers criteria?
   Do you have regular ongoing training in it?

5. Validation of Drivers
   Do you have an outside body for Driver Validation?

6. Going over time
   Is there a minimum attendance time observed in retaining qualification to drive?

7. Age limit for Drivers
   Do you have a minimum and/or maximum age limit?

8. Re-exams
   Do you have re-exams or revision on fault finding and tram driving skill and if so at any set interval of time?

YOUR MUSEUM:
YOUR NAME:
POSITION:

**THE SUMMARY OF THE ANSWERS IS AS FOLLOWS:-**

| Question | | | | | Total responses |
|---|---|---|---|---|---|
| 1a | Yes | 4 | Drivers licence | 3 | 7 |
| 1b | No | 5 | Yes | 2 | 7 |
| 1c | Yes | 5 | No | 1 | 6 |
| 1d | No | 4 | Yes | 2 | 6 |
| 1e | No | 1 | Conductor applies for driving | 4 | 5 |
| 2a | Yes | 3 | No | 3 | 6 |
| 2b | Progressively | 3 | Overall | 3 | 6 |
| 3 | Drivers investigate fault | 4 | don't touch | 1 | 5 |
| 4a | Yes | 3 | No | 3 | 6 |
| 4b | Yes | 2 | No | 3 | 5 |
| 5 | No | 6 | | | 6 |
| 6 | Yes | 5 | No | 1 | 6 |
| 7 | Minimum 21: | 3 | No Retirement Age | 3 | |
| | Minimum 20: | 2 | Max age 70: | 1 | |
| | Minimum 18: | 1 | Max age 64: | 1 | 6 |
| 8 | No | 3 | Yes | 3 | 6 |

RECOMMENDED MINIMAL GUIDELINES FOR TRAM DRIVING RULES FOR TRAMWAY MUSEUMS BELONGING TO C.O.T.M.A.

Selection Of The Candidate For Tram Driving

It is the business of each museum to set the selection criteria, bearing in mind individual museum policies, laws between States and New Zealand law.
The one criteria that must be standard is that the Candidate must have a current Medical Certificate.

Selection Of The Tram Driving Course

It is the business of each museum to set the course, as this is outside the scope of this Working Party and as each museum has a total variance of tramcars different from each museum. It would simply mean reproducing each individual museums own rules, which in turn would be useless knowledge to all other museums.

The Driver Trainer or Trainers should be separate from the position of Examining Officer. They should not be the same people.

Driver Trainer

A Driver Trainer shall be selected and endorsed by the individual museum committee. Practical experience and teaching ability are part of the selection criteria of the Driver Trainer.

Examining Officer

To be appointed by the relevant museum. The selection of the Examiner is subject to any National, State or Local Government regulations. If the Law of the land overrides the museum being able to appoint the Examining Officer, obviously the law is upheld.

Examination

The exam can be written, or oral, and a compulsory practical. Each museum is to keep a copy of the written exam by the candidate. If there is no written exam a written report on the oral exam is to be completed by the Examining Officer and kept by the museum.

Certification Of The Candidate

Individual certificates of competency are to be issued by the museum for which the candidate drives. Each museum is to have the responsibility to design and supply the certificate.

Regular Attendance At Tram Driving

A tram driver must drive at least one shift every 6 months to retain the qualification.

Retraining And Regular Performance Tests

Each individual museum will set its standard for retraining drivers who go over the 6 months without driving and develop a standard to monitor the standard of tram driving skills.

Medical Certificates

Members of a museum undertaking tram driving courses have to obtain a Medical Clearance from a Practitioner, to the standard provided for on the Medical Certificate enclosed. The Medical Certificate is valid at all other COTMA museums should someone change active membership from one museum to another.

The renewal period for these certificates is 3 years which is in step with normal road traffic authorities in regard to commercial passenger carrying vehicles. Persons over the age of 60 years must have a yearly Medical up to the age of 70 years. The age of 70 years should be a retirement date from public driving.

Implementation

It is proposed to implement these standard rules within 12 months from their adoption.

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That is the Report of the Committee and I would like to thank all of them for their time spent at meetings and developing the Guidelines. I now throw the meeting open to comment with a view to adopting a final proposal to present at the General Meeting.

Discussion

Craig Tooke: Has the Committee fulfilled its own expectations?
Richard Gilbert: Yes. But the real test will be to see how many museums accept the Guidelines.

Phil A'Vard: The Preserved Railways in Victoria have a model where 'reserved sections' exist in guidelines where local arrangements can be introduced.
Richard Gilbert: Thanks Phil - agree.
Lindsay Richardson: Retirement at 70 is too arbitrary. Museums should be able to monitor drivers closely beyond 70 but not have to arbitrarily retire them.
Trevor Burling: It is discriminatory to talk of specific ages.
John Radcliffe: 70 it is at Crich. In South Australia it is illegal to require retirement due to an age.
Darren Hutchesson: Is there a minimum age. Can drivers start at 15?
Chris Steele: Asked if we are getting younger?
John Shaw: Based on TransPerth, there should be no licence under 21. Could give youngsters a turn in non-public times.
John Radcliffe and John Pennack both spoke of restricted licences, and the need to "earn your stripes".
Don Campbell: SPER has no policy on "time behind the pick'.
Chris Steele: Do we require a separate medical certificate if we already have one from our normal work?
Peter Hyde: Concern that doctors depend on information from patient. Perhaps a Statutory Declaration from the driver is relevant. Would reduce 3 year to 1 year.
Thanks were expressed to Richard and his Committee for their good work.

Voting on Propositions

Results of consensus voting on propositions:-

1. Retirement Age for museum drivers?
   (a) Compulsory at 70 years of age - 1 vote.
   (b) Subject to annual re-examination over 70 years of age - majority.

2. Medical Certificates for museum drivers?
   (a) Compulsory to qualify - 10 votes.
   (b) Motor car drivers licence or job accreditation (bus, tram or train) sufficient - 11 votes.
   (c) None of (a) or (b) available, so a statutory declaration can be submitted - 2 votes.

3. Alcohol and drugs limitation by drivers?
   (a) Complete ban on both when public operations are being conducted - majority.

4. Restricted licences for drivers?
   (a) To be issued, with discretion, to persons not normally permitted to drive for public operations - majority.

The following amendments were voted for by the majority of the members at the Workshop Session.

PROPOSED AMENDMENTS TO THE RECOMMENDED GUIDELINES FOR TRAM DRIVING RULES FOR COTMA MUSEUMS

Selection Of The Candidate For Tram Driving
Medical Certificates

These two sections of the Guidelines be amended to read:-

The criteria for medical fitness in that the candidate must satisfy a fitness criteria based on either of the following:-

1. A current Medical Certificate must be held by the candidate.

2. A current valid recognition of fitness from an employer must be held that allows the member to operate passenger carrying vehicles used for public transport employment, including trams, trains, aircraft, ships and the like.

Alcohol and Drugs

The laws relating to zero blood alcohol level and freedom from drugs which could potentially impair the operation of tramcars or machinery under appropriate O.H.S. regulations, be acknowledged and followed.

Restricted Licence

A Restricted Licence be developed to allow members who are not accredited to drive under the formal criteria to operate trams under 'Restricted Circumstances' with regard to their particular circumstances and the relevant museums decision on the matter.

Retirement

This section to be fully amended as follows: Persons over the age of 70 years must provide a yearly Medical Certificate to be able to continue to hold a full driving qualification.

Editors Notes:- The Consolidation of "The Recommended Minimal Guidelines for Tram Driving Rules for tramway museums belonging to C.O.T.M.A.", and the "Proposed amendments to the Recommended Guidelines for Tram Driving Rules for C.O.T.M.A. museums", appears near the end of this volume, after the Minutes of the 1994 Council Meeting. The final version was discussed and, as noted in item 20 of the Minutes, voted on and accepted.