

MELBOURNE and METROPOLITAN TRAMWAYS BOARD.

C. No. 1074.

NOTICE to TRAFFIC STAFF.

UNIFORM DRESS DURING SUMMER MONTHS.

As from Wednesday, 23rd November, 1966, and until further notice, the following relaxation will be permitted in regard to uniform dress on days when the weather is excessively hot or oppressive.

On such days Drivers, Conductors and Conductresses may loosen their collars and ties within reason. Ties must still be worn and dress must be tidy at all times

Drivers (but not Conductors or Conductresses) may remove their caps while on duty.

At other times the normal summer uniform dress will apply, that is; traffic employees may leave off their uniform tunics provided they are wearing the uniform issue of shirt or blouse. Drivers and Conductors must not wear braces over their shirts when tunics are not being worn.

The relaxation in the wearing of uniforms, as outlined above, is designed to help make conditions more bearable for traffic employees on days when the weather conditions are hot and trying; it is not intended to apply when the weather is cool or temperatures only moderate. Neat and tidy appearance is most important at all times.

R. C. DRUMMOND,

ALL DEPOTS.

TRAFFIC MANAGER.

22nd November, 1966.

RCD/SW.

MELBOURNE and METROPOLITAN TRAMWAYS BOARD.

22nd November, 1966.

MEMO. from TRAFFIC MANAGER

TO ALL TRAFFIC OFFICERS.

UNIFORM DRESS DURING SUMMER MONTHS.

The attention of Traffic Officers is directed to Notice C. No. 1074 issued on the 22nd November, 1966, which refers to the relaxation permitted Traffic Employees in the wearing of uniform dress on hot days during the summer months.

In allowing employees to loosen their collars and ties and, in the case of drivers, to leave off their caps, on days when the weather conditions justify such action, it is not intended that they be permitted to go to extremes in the matter, such as opening shirt fronts excessively or dispensing with ties. At all times they should be neat and tidy and presentable in dress.

As weather conditions have a tendency to fluctuate from day to day and even during the course of a day, it would not be practicable to lay down any specified degree of temperature as the minimum heat under which the uniform dress relaxation will apply. Sultry and humid conditions can, at times, exist without a very high temperature being recorded.

Therefore, in supervising the dress of the employees, Traffic Officers are requested to exercise discretion and endeavour to ensure that employees are presentably attired, having due regard to the nature of the prevailing weather conditions.

B. G. Drummond.

TRAFFIC MANAGER.

UNIFORM DRESS NOT BEING CORRECTLY WORN.

It is still noticeable that many Traffic Employees adopt a careless and untidy habit in the manner in which they wear their uniforms and caps.

Employees who take some pride in their appearance and wear their uniforms in the correct way, create a favorable impression with the travelling public. Such employees generally command respect and co-operation from passengers and enhance their reputation for efficient service. On the other hand, employees who do not take the same interest in their mode of dressing do not impress the passengers so favorably and detract from the efficiency of the service. Some of the principal undesirable features in this regard, are:-

1. Caps are worn at various unnatural angles, and frequently displaying around the band, emblems and buttons of sporting bodies and other organisations. Also the regulation shape of the caps altered by the removal of the wire support.
2. The wearing of open neck shirts in normal weather conditions.
3. Lumber jackets worn over shirts without collars and ties.
4. Trousers not pressed.
2. Boots or shoes not polished.

Uniforms of good quality are provided by the Board to all Traffic Employees, who should care for and wear them in the correct manner in accordance with the regulations.

It is appreciated that during very hot weather some relaxation of the regulations is necessary for personal comfort, and for summer wear, light weight khaki tunics and lumber jackets are provided. During the greater part of the year, however, the Melbourne weather is such that the wearing of the proper uniform dress in the correct manner is not a hardship.

The Board's services have a very high reputation for efficiency and dependability and this reputation is one which we all should strive to maintain. While the provision of clean, comfortable rolling stock, the maintenance of permanent way in good condition for smooth running and the operating and maintaining of reliable services are all necessary requirements to this end, the final and most important factor is the personal contact between the Drivers and Conductors and our passengers. It naturally follows, therefore, that Drivers, Conductors and Conductresses, by taking an interest in their personal appearance, and by exercising courtesy and tact in the course of their daily duties, will be playing a major part in making the service more popular and retaining the goodwill of the travelling public.

As the question of dress is the main reason for bringing the foregoing points before your notice, attention is directed to photographs which are posted for the purpose of illustrating the correct way in which uniforms should be worn.

Drivers, Conductors and Conductresses are requested to give this their special attention and to observe the requirements in regard to the wearing of uniforms in the proper manner.

ALL DEPOTS.

29/11/51.

Re-issued 15/8/52 & 18/1/55.

C. E. HALL,

ACTING TRAFFIC MANAGER.

18th January, 1955.

To - DEPOT MASTERS
INSPECTORS
TICKET EXAMINERS & DEPOT STARTERS.

UNIFORM DRESS NOT BEING CORRECTLY WORN.

It has been found necessary from observations made to re-issue the Notice re "Uniform Dress not being correctly worn".

The improved results expected from the issue of the Notice have not materialised and the Instructions are again issued for the attention of all Officers.

Notice C.No.7179 (copy attached) issued to the platform staff on 29/11/51 and re-issued on 15/8/52 has not attained the measure of success as was anticipated and the time is overdue to commence a campaign with the co-operation of all Traffic Officers to achieve a better general standard of dress in the ranks of our platform staff.

On each and every occasion where an Officer notices that a uniformed employee is untidily dressed, unshaven or with dirty shoes, etc. they must be advised and instructed and failing an improvement, the matter should be reported to the D.O.

Firstly, Depot Starters are to see that all employees reporting for duty are correctly dressed and tidy in appearance and throughout the time employees are under the supervision of Inspectors and Ticket Examiners in traffic, they too must give the matter close attention.

Depot Masters in the course of their duties also have many opportunities to observe the appearance of their staffs and should take action where necessary.

If all Officers mentioned above made a concerted effort, I feel that the standard of dress of our employees will be considerably improved and this can only enhance our goodwill with the travelling public.

B. C. Hall
ACTING TRAFFIC MANAGER.