

**PUBLIC TRANSPORT CORPORATION**

**MET TRAM**

**TRAM DRIVER**

**PRESENTERS MANUAL**

**FOR "W" CLASS TRAMS**

**HAWTHORN TRAINING CENTRE**

**TRAM OPERATIONAL TRAINING**

**16th June 1995**

**Review DT.16.12.95**

**PUBLIC TRANSPORT CORPORATION**  
**MET TRAM**  
**'A' 'B' 'Z' CLASS DRIVER TRAINING**

**Week 1**

Monday	<b><u>Hawthorn Training Centre - 1st Day</u></b>
Tuesday	Day 1 Out of Service with Depot Trainer
Wednesday	Day 2 Out of Service with Depot Trainer
Thursday	In Service Training with Depot Trainer
Friday	In Service Training with Depot Trainer

**Week 2**

Monday	In Service Training with Depot Trainer
Tuesday	In Service Training with Depot Trainer
Wednesday	In Service Training with Depot Trainer
Thursday	<b><u>Day 2 - Theory Training at Depot</u></b>
Friday	In Service Training with Depot Trainer

**Week 3**

Monday	In Service Training with Depot Trainer
Tuesday	Day 3 Out of Service Assessment by S.D. Trainer
Wednesday	<b><u>Hawthorn Training Centre - 3rd Day - Fault Finding, Braking and Written Test</u></b>
Thursday/to completion of 96 Hrs	In Service Training with Depot Trainer In Service Training with Depot Trainer In Service Training with Depot Trainer

**FINAL ON ROAD TEST**

Minimum number of hours training before final testing can be undertaken is 96 hours (excluding Hawthorn and Day 3 Out of Service)

In Service Training at Depot with Depot Trainer is flexible and is at the Depot Manager's discretion. Days set down for the Hawthorn Training Centre must be attended.

When Public Holidays affect the Hawthorn Training Centre component Depot Managers will be notified of any changes to procedure.

Depot Managers and Senior Depot Trainers are to ensure correct number of hours will be completed before booking in student for final testing.

Students successfully passing their Final Test are to be rostered on driving shifts for the following three weeks.

16th June 1995  
Review DT.16.12.95

**PUBLIC TRANSPORT CORPORATION**  
**MET TRAM**  
**TRAM CONVERSION TRAINING**

**'W' CLASS TO 'A' 'B' 'Z' CLASS (40 HOURS)**

**Week 1**

Monday	Day 1 Out of Service with Depot Trainer
Tuesday	Day 2 Out of Service with Depot Trainer
Wednesday	In Service Training with Depot Trainer
Thursday	In Service Training with Depot Trainer
Friday	In Service Training with Depot Trainer

**Week 2**

Monday	Out of Service at Depot} <b><u>FINAL ON ROAD TEST &amp;</u></b>
Tuesday	Out of Service at Depot} <b><u>FAULT FINDING TEST</u></b>

Minimum number of hours training required before final testing can be undertaken is 40 hours. Although only one day is required for testing two have been allocated to allow flexibility.

**'A' 'B' 'Z' CLASS TO 'W' CLASS (80 HOURS)**

**Week 1**

Monday	Day 1 Out of Service with Depot Trainer
Tuesday	Day 2 Out of Service with Depot Trainer
Wednesday	In Service Training with Depot Trainer
Thursday	In Service Training with Depot Trainer
Friday	In Service Training with Depot Trainer

**Week 2**

Monday	In Service Training with Depot Trainer
Tuesday	In Service Training with Depot Trainer
Wednesday	<b><u>Hawthorn Training Centre - Fault Finding, Braking and Written Test.</u></b>
Thursday	In Service Training with Depot Trainer
Friday	In Service Training with Depot Trainer To include <b><u>FINAL ON ROAD TEST</u></b>

Minimum number of hours training (including Hawthorn) required is 80 hours.

16th June 1995  
Review DT.16.12.95

# PUBLIC TRANSPORT CORPORATION

## MET TRAM

### RETRAINING PROGRAMS FOR TRAM DRIVERS OVER THREE MONTHS OFF DRIVING DUTIES

- |                   |   |  |
|-------------------|---|--|
| Upto 6 Months     | - | 8 Hours in Service with Depot Trainer. No test required. Memo to Hawthorn Training Centre.   |
| 6 Months - 1 year | - | 16 Hours in Service with Depot Trainer. No test required. Memo to Hawthorn Training Centre.  |
| 1 year - 3 years  | - | 48 Hours as follows:-<br>8 Hours out of Service with Depot Trainer<br>24 Hours in service with Depot Trainer<br>8 hours Hawthorn Training Centre for Day 3<br>Written and Practical Testing.<br>8 Hours in Service with Depot Trainer to include final "On Road" Test.   |
| 3 Years plus      | - | 80 Hours as follows:-<br>16 Hours out of service with Depot Trainer.<br>16 hours in service with Depot trainer<br>8 Hours Hawthorn Training Centre for Day 2<br>Training Program<br>16 hours in service with Depot Trainer.<br>8 Hours Hawthorn Training Centre for Day 3<br>written and practical testing.<br>16 Hours in service with Depot Trainer to include Final "On Road" Test on last day. |

**NOTE:** All regressions by the Traffic Personnel Officer are to complete the full 120 hour Training Program unless otherwise directed by the Panel.

16th June 1995  
Review DT.16.12.95

# PUBLIC TRANSPORT CORPORATION

## MET TRAM

### TRAM CONVERSION TRAINING

#### "A" "B" "Z" CLASS TO "A" "B" "Z" CLASS

Due to the differences in braking, acceleration and fault finding procedures the following table of conversions all require four (4) hours out of Service with Depot Trainer.

A Class to B Class	B Class to A Class	Z1 Class to Z3 Class
A Class to Z1 Class	B Class to Z1 Class	Z1 Class to A Class
A Class to Z3 Class	B Class to Z3 Class	Z1 Class to B Class
		Z3 Class to A Class
		Z3 Class to B Class
		Z3 Class to Z1 Class

# **PUBLIC TRANSPORT CORPORATION**

## **MET TRAM**

### **FOLLOW UP PROCEDURES FOR NEW TRAM DRIVERS**

There will be a total of thirteen (13) full follow ups on new Tram Drivers during the first six (6) months of Tram Driving, comprised as follows :-

One (1) per week for the first three (3) weeks

Ten (10) during the following twenty three (23) weeks.

Follow ups to be conducted by Senior Depot Trainers and/or Depot Trainers with a minimum of three (3) follow ups per driver by the Senior Depot Trainer.

16th June 1995

**Review Date: 16th December 1995**

TRAM OPERATIONAL TRAINING

TRAM DRIVER TRAINING PROGRAM

Rationale:

The tram driver training program is of 120 hours duration. Of this, 24 hours are at Hawthorn Training Centre for practical and theoretical instructions and 96 hours are with a Depot Trainer at the home depot for in service training. At the completion of the 120 hours training the trainee will be required to pass a test to demonstrate their competency skills.

Aim of course:

To provide the necessary instruction and practical training in tram driving operation, Customer relations, and operational procedures to enable trainees to be tested and evaluated to meet the standards set by the P.T.C.

Course Objective:

To enhance, develop, and test the ability of trainees to deliver a safe, effective and professional Tram service to the customers of the P.T.C. in the position of Tram Driver Operator.

Performance Objectives:

The trainees will demonstrate and be evaluated on their competency to:

- \* Display full knowledge, and correct interpretation of the P.T.C. General & Operational Rules and the Victorian Road Law.
- \* Identify and accurately explain:
  - 1) Fault Finding ( Breakdown ) Procedures
  - 2) Emergency Braking Procedures
  - 3) Safe Working procedures as set by the P.T.C.
- \* Drive a Tram vehicle under all operating conditions to the standards set by the P.T.C.
- \* Display the correct skills required to effectively deliver professional Customer service.

**DAY 1****HAWTHORN TRAINING CENTRE**

<b>Time</b>	<b>Content</b>	<b>Module</b>
7.30	Introduction - Course outline	1
8.00	Safe Driving Operation - Defensive Driving - Theory	2
8.55	Break	
9.10	P.T.C. Operating Rules - Victorian Road Law	3
10.05	Tram Infrastructure - Overhead Equipment	4
10.35	Break	
10.45	Tram Infrastructure - Track Equipment	5
11.40	Lunch	
12.25	Tram Operation Theory	6
13.25	Practical Tram Driving	7
14.45	Break	
15.00	Safe Working Procedures	8
15.30	Trainers Responsibility - Summary	9
16.10	Close	