

**PUBLIC TRANSPORT CORPORATION**

MR JOHN WRIGHT  
EMPLOYEE NO. 02201

4 SEPTEMBER 1994 **MET TRAM**

MANAGER PERSONNEL  
MET TRAM

DEPOT TRAINER - CAMBERWELL

The agreed period for the above position has now expired and  
under your appointment to the position of Depot Trainer

your appointment to the **TRAM DRIVER**

**PRESENTERS MANUAL**

**FOR "B" CLASS TRAMS**

**HAWTHORN TRAINING CENTRE**

**TRAM OPERATIONAL TRAINING**

**MARCH 1993**

**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
7.45	P.T.C. Operating Rules - Victorian Road Law	2
8.45	Tram Infrastructure - Overhead Equipment	3
9.15	Break	
9.30	Tram Infrastructure - Track Equipment	4
10.30	Break	
10.40	Safe Driving Operation - Defensive Driving - Theory	5
11.45	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	