

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:-

Caps 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.

The wearing of open neck shirts in normal weather conditions.

Trousers not pressed,

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.

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 and 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 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 good will 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 the uniform 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.

15/7/1953.

B. H. MISSON,

ACTING MANAGER.

MELBOURNE AND METROPOLITAN TRAMWAYS BOARD.
NOTICE TO DRIVERS, CONDUCTORS & CONDUCTRESSES.

C.NO.6685.

KHAKI TUNICS & UNIFORM FOR SUMMER WEAR.

Khaki Tunics or Lumber Jackets may be worn by Drivers and Conductors as from Tuesday, 1st November, 1949, during the summer months. Employees who have these garments will please have them cleaned and ready for use as required from the above date. Any permanent employee who has not been issued with a khaki tunic or a lumber jacket can obtain same from the Uniform Department on production of a requisition from the Depot Master.

The Board's Rules and Regulations stipulate that employees must wear the full uniform provided. An exception to the strict enforcement of the rule is permitted, however, in hot weather, when employees while on duty may leave off tunics or caps, subject to the following conditions :-

Tunics &
Lumber
Jackets.

Drivers and Conductors are issued with light weight khaki tunics or lumber jackets for use during the summer months. These should not be left off unless khaki shirts of an approved type are worn, and in such cases, braces must not be worn. Conductresses may leave off their tunics providing they are wearing shirts of an approved color and design.

Caps.

Drivers may leave off their caps if the conditions in the driving cabins, particularly of buses, are hot and oppressive, but Conductors and Conductresses must wear their caps at all times while on duty, with the cap numerals plainly visible.

The foregoing exceptions apply only during hot weather and while employees are on duty. When reporting for duty and when working under normal weather conditions, the full uniform must be worn.


MANAGER.

ALL DEPOTS

26/10/1949

MELBOURNE and METROPOLITAN TRAMWAYS BOARD.

C. No. 1312.

NOTICE to DRIVERS, CONDUCTORS and CONDUCTRESSES.

UNIFORM SHIRTS and BLOUSES.

There appears to be a misunderstanding by some employees as to the correct way to wear shirts.

The only shirts to be worn without a tie are the new sports style.

The other collar-attached shirts must be worn with a tie which can be loosened and the top button undone on hot days.

When wearing tunic coats, ties must be worn irrespective of the type of shirt.

It is advisable, when laundering the new type shirts, to iron them with the lapels open as a sports shirt, so that the collar will lie flat as shown in the photograph below.



Conductresses who have been issued with the new Peter Pan collared blouse are not required to wear a tie; however, when tunics are worn, the collar must be buttoned.

R. C. DRUMMOND,

TRAFFIC MANAGER.

ALL DEPOTS.

26th February, 1968.

NCE/68.

26th January, 1968.

MEMO. from TRAFFIC MANAGER

TO TRAM DRIVERS,
MALVERN DEPOT.

FERODO BRAKE SHOES.

As from MONDAY, 29th JANUARY, 1968, a start will be made with the fitting of non-metallic (Ferodo) brake shoes on W5, SW5, SW6 and W7 type trams at Malvern Depot.

MELBOURNE and METROPOLITAN TRAMWAYS BOARD.

31st January, 1968.

MEMO. from TRAFFIC MANAGER

TO TRAM DRIVERS,
SOUTH MELBOURNE,
GLENHUNTLY, CAMBERWELL,
BRUNSWICK and ESSENDON DEPOTS.

FERODO BRAKE SHOES.

In the near future, a start will be made with the fitting of non-metallic (Ferodo) brake shoes on W5, SW5, SW6 and W7 type trams at your Depots.

All North Fitzroy trams have had Ferodo shoes fitted since September 1966, and Preston trams have had them since April, 1967. Malvern and Kew trams are currently being fitted.

Tests and usage have proved that Ferodo shoes provide consistently reliable braking and also very considerably reduce brake shoe clatter and the noise from flatted wheels.

Trams at your Depots will have their cast iron brake shoes replaced by Ferodo shoes as the cast iron shoes wear out. The complete change from cast iron to Ferodo shoes will take many weeks and the effect will be gradual and barely noticeable from day to day.

When a tram is fully equipped with Ferodo shoes, you will notice that:-

1. The Ferodo shoes are quieter.
2. There is less tendency for the wheels to grab at the end of the stop. (This effect, if not properly controlled by the driver, can make flats with the cast iron shoes). The Ferodo shoes will give you a smoother stop.
3. Less air pressure is required than for cast iron shoes in order to slow down or stop a tram.
This last feature is the most important fact to bear in mind. Please gauge the necessary brake application by the "feel" of the tram. As with cast iron shoes, the intelligent use of sand is very important for all emergency stops.
4. Some slight squealing of the shoes may be noticed. This will not affect the braking ability.

R. C. Drummond

TRAFFIC MANAGER.