

METROPOLITAN TRANSIT AUTHORITY

PROGRAMME FOR THE FIVE DAY TRAINER DRIVERS COURSE

OBJECTIVES OF THE COURSE

1. To reinforce current tram driving knowledge.
2. To inform the trainers of "Hawthorn's" training for student drivers.
3. (a) To give the trainers the skills needed to prepare their own training programme.
(b) To give the trainers the skills needed to instruct on a one to one basis.

PROGRAMME FOR THE FIVE DAY
TRAINER DRIVERS COURSE

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| DAY | 1 | 1] | Outline objectives of the course. |
| | | 2] | Specialised Training Tram and Bus. |
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| DAY | 2 | 1] | Defensive Driving films. |
| | | 2] | Fire Extinguisher. |
| | | 3] | Hold Ups. |
| | | 4] | Report Writing. |
| | | 5] | Importance of correct Training. |
| | | 6] | Operations Officers and Fleet Operations Control. |
| | | 7] | The Trainer Drivers Duties and Responsibilities. |
| | | 8] | Guidance of the Student. |
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| DAY | 3 | 1] | Training Cards. |
| | | 2] | E.A.S. |
| | | 3] | "You'll soon get the hang of it". |
| | | 4] | Need for preparation. |
| | | 5] | Task Analysis. |
| | | 6] | Citizen Tram. |
| | | 7] | Trouble in Training. |
| | | 8] | Bitch Session. |
| | | | |
| DAY | 4 | 1] | Road Quiz. |
| | | 2] | Will to Work, |
| | | 3] | Good Public Relations. |
| | | 4] | Video Skill Session Explanation. |
| | | 5] | Video Skill Session Preparation. |
| | | | |
| DAY | 5 | 1] | Video Skill Session. |
| | | 2] | Objectives. |
| | | 3] | Photograph |
| | | 4] | Revision. |
| | | 5] | Training Administrator |
| | | 6] | Back up Systems. |

Day three at Hawthorn Training Centre

7:30 Sign on
7:45 Defensive driving films
8:15 Defensive driving discussion
-21 points of defensive driving
-drivers duties and responsibilities
-legal obligations and rights of a tram driver
9:30 Break
9:40 Damaged equipment display
10:00 "Z" Students to Camberwell depot. Car out to East Burwood.
"W" Students handout and explanation, controllers and notches.
10:20 "W" Students car out to East Burwood, from Hawthorn depot.

Car out to include:-
preparing tram for the road
emergency brakes
smooth stops and starts
hill starts
judgement, concentration and anticipation
frogs insulators points mirrors etc etc

12:00 Lunch
1:00 "Z" fault finding in detail at Hawthorn on "Z" class tram
"W" fault finding in detail at Hawthorn on "W" class tram
3:00 Break
3:10 Drivers paperwork explanation
Revision of days activities
Pep talk; encourage to do well
obey all instructions from trainer
do not move tram without trainer being present

Day eight at Hawthorn Training Centre

7:30	Sign on
7:45	Defensive driving films
8:10	Self assessment of progress to date
	Ideas - service problems and training
	Problems encountered in training
	Questions on any facet of training programme
8:30	Beppie - health talk
9:00	Break
9:10	Fault finding test
	Trainers please note, your students must be fluent in
	fault finding by this time of their training
	"W" students - 4th emergency explanation
11:30	Fire extinguisher in detail
12:00	Lunch
1:00	Oral/written test
	Road law quiz
1:30	Operations Officers role - Fleet Operations role
1:50	Attitudes to other road users
	Public relations
	Customer relations
	knowledge of the MET system
	Geographical quiz
3:00	Break
3:10	Pushing procedure in shed at Hawthorn
3:45	Revision of days activities
	Question on days activities

Final day tram driver training programme

Training schedule for final day, driving test

All classes

Instructor to go out onto the road and ride with the student for sixty to one hundred and twenty minutes, then fill in training card and tell depot manager of the result of the test.

Leave the student with the trainer for the rest of the day ask the trainer to let the student drive as much as possible.