

Metropolitan Transit Authority

TRAINING PROGRAMME

TRAM DRIVING

(FULL TRAINING - 96 HOURS)

DAY	TIME		PLACE	INSTR.	REMARKS
1	2 hrs 15 mins	<u>DEPOT FAMILIARISATION</u> to include: Run out board, frogs, insulators, points, danger of 2 poles up together Foreman's office, special boards i.e. defective tram refer D.S., "Don't move" etc. <u>TRAM FAMILIARISATION</u> include: physical characteristics, safety features, differences, sand - importance and how to check, how to put trolley pole up, carbon block eye safety, location and use of fire extinguisher	Depot yard & shed	Depot Trainer	Out of Service
	2 hrs	<u>PREPARE TRAM FOR ROAD</u> Trainer explains and demonstrates procedures, trainee carries out actions under supervision, mistakes corrected, practiced until satisfactory standard reached	Depot	Depot Trainer	Out of service
	3 hrs	<u>DRIVING TRAM - STARTING AND STOPPING SMOOTHLY</u> Trainee prepares tram for road supervised by Trainer, Trainer explains procedures then drives demonstrating starting smoothly & stopping smoothly. Trainer gives commentary on road e.g. points insulators, frogs, crossovers, telephones, danger spots, traffic flow.	Depot & route to & from Suburban Terminus	Depot Trainer	Out of service

DAY	TIME	SUBJECT	PLACE	INSTR	REMARKS
1		When ready Trainer allows trainee to drive concentrating on two functions only starting & stopping. These functions are repeated, corrected, redemonstrated by Trainer as required until trainee reaches satisfactory standard. Trainer to run tram in & explain & demonstrate run in procedure.			Trainee to drive for about 1½ hours but not less than 1 hour
	30 mins	<u>REVIEW AND DISCUSSION</u> Question and answer of subject matter taught.	Depot	Trainer	Emphasis on good points & bad points of trainee
2	1 hr 30 mins	<u>REVISION AND PRINCIPLES OF SAFE DRIVING TECHNIQUES</u> Question and answer on Day 1 training. Trainer explains principles of safe driving techniques including speed, distances, reaction times, attitude of professional driver, etc. Introduction to fault finding.	Depot	Trainer	Out of service
	3 hrs	<u>DRIVING TRAM - TO A TRAINING TABLE, PRACTICING SAFE DRIVING TECHNIQUES</u> Under supervision trainee prepares tram for road & runs out. Trainer explains & where necessary demonstrates action at stops, door opening & closing, use of PA system, changing ends at terminus, automatic points, etc. Trainer demonstrates emergency braking procedure. Trainee runs tram in & carries out run in procedure under supervision.	Depot & route to & from Suburban Terminus	Trainer	Out of service Trainee to drive for not less than 1½ hours

DAY	TIME	SUBJECT	PLACE	INSTR.	REMARKS
2	3 hrs	<u>DRIVING TRAM - TO A TRAINING TABLE - CONTINUED PRACTICE OF SAFE DRIVING TECHNIQUES</u> Repeat & practice procedures as in previous session.	Depot & route to & from Suburban Terminus	Trainer	Out of service Emphasis on safety & correct driving techniques Trainee to drive for not less than 1½ hours.
	30 mins	<u>REVIEW & DISCUSSION</u> of day's training session by Q & A. Trainer explains outline of next days training at Hawthorn.	Depot	Trainer	Out of service
3	2 hrs	<u>ROLE, FUNCTIONS & DUTIES OF A TRAM DRIVER</u> To include personal attitudes, health, responsibility, attitudes to public, passengers & other road users To include discussion on lessons learnt in previous 2 days with trainer. Fault finding explanation - in detail.	Classroom Hawthorn	Instr.	
	2½ hrs	<u>THEORETICAL KNOWLEDGE OF DRIVING TECHNIQUES</u> Road law quiz legal obligations and rights of tram driver. Sequence of correct actions, speed, distances, mirrors, gong, acceleration & braking, human physical factors, forces at work on a vehicle in motion, skidding - causes of & how to avoid. Defensive driving. Reading the road - judging distance - alertness & anticipation, safety, action on fire, traffic accident, handling emergencies, public relations.	Hawthorn	Inst.	RTA Films

DAY	TIME	SUBJECT	PLACE	INSTR.	REMARKS
3	2½ hrs	<u>DRIVING</u> - Assessment of trainee's driving skills with particular emphasis on smooth starting and stopping. Corrective action and counselling. Instructor to explain & demonstrate how to handle tram in emergency situations, run tram in.	Hawthorn depot & East Burwood route	Instr.	Z Class tram to be borrowed from Camberwell depot
4 5 6 7)))) 8 hrs	Four days in service on normal service running table. Trainee to get maximum amount of time possible driving the tram under supervision of trainer. Where possible trainer continues to add additional information, reinforces correct techniques, coaches trainee. Trainer also carries out some oral testing and explain techniques of fault finding.	Depot tram routes	Trainer	Trainers will be provided with target guidelines & progress record sheets
8	3 hrs	<u>THEORETICAL ASPECTS OF SAFE DRIVING TECHNIQUE</u> Assessment of progress discussion - ideas, comments, problems. Role of Traffic Officers. Defensive driving - the case against speed, road conditions, no short way to become experienced, the table, running to time, hold ups in service - action to take. Importance of maintaining service, passenger comfort, late bells, fairway and Met system.	Hawthorn	Instr.	RTA films

DAY	TIME	SUBJECT	PLACE	INSTR.	REMARKS
8	1 hr	<u>WRITTEN TEST - ORAL TEST</u> Requirement for testing, personal pride to achieve and perform at highest possible standard.	Hawthorn	Instr.	
	3½ hrs	<u>FAULT FINDING, FINAL TEST - PRACTICAL</u> Test conducted under practical conditions to assess each trainee's ability to satis- factorily identify faults and carry out correct actions.	Hawthorn	Instr.	Z Class tram
	30 mins	<u>REVISION</u> Trainees advised of test results, progress report.	Hawthorn	Instr.	
9 10 11) 8 hrs) each)	In service with Trainer under normal operating conditions - coaching by Trainer.	Depot routes	Trainer	On day 10 Trainer to notify DM & Hawthorn of date for testing of trainee
11 12 13 14) 8 hrs) each) day)	In service with Trainer as coach, under normal service conditions. Trainer to continue to give trainee feedback on progress & to continue to test trainee against progress check sheets as preparation for testing by Instructor.	Depot routes	Trainer	Testing by Instructor from Hawthorn to be carried out in service for a period of 1½ to 2 hours under service conditions normally on Day 14 or 15. Retraining & retesting as approp- riate.