

Trainee Train Driver Role Profile for candidates

1. PURPOSE OF THE ROLE

You will attend and participate in the Trainee Train Driver Training Programme and will comply with all instructions given to you as part of this training. When required, you will prepare, drive and dispose of traction units in a safe, punctual and economical manner in accordance with the rules and regulations currently in force and any instructions given to you by a designated individual.

2. ROLE SPECIFIC RESPONSIBILITIES

- 2.1. Attain a satisfactory standard of progress in rules, traction, driving and route knowledge and immediately notify the Supervisor of any concerns or difficulties.
- 2.2. Comply with the rules as defined in the Rule Book and Regulations issued to you and undergo/participate in training, briefings and assessments as directed, including assessments as prescribed in the Competence Management System (CMS).
- 2.3. Prepare, drive and dispose of traction units safely, using the prescribed techniques as set out in the appropriate instructions and in accordance with the instructions given to you.
- 2.4. Report any unusual occurrences or unsafe practices in the prescribed manner.
- 2.5. Locate, and where possible, rectify faults, following the correct reporting procedures.
- 2.6. Communicate effectively with, and assist, colleagues and customers in the interests of safety and/or customer service.
- 2.7. Maintain a productive and professional relationship with your Manager, Trainers and others involved in your training.
- 2.8. Sign for, and read, all notices and amendments affecting your duties and maintain currency of all personal publications, notifying your trainer or manager if you do not fully understand them.
- 2.9. Maintain a safe and tidy working environment, including cabs.
- 2.10. Wear uniform as issued and to meet First Great Western Standards.
- 2.11. Carry publications, authorities and issued equipment whilst on duty, ensuring compliance with relevant policies for issued equipment at all times.
- 2.12. Report for duty at the time and place specified and advise your Supervisor prior to any absence from duty, giving full explanation of the circumstances and keep them updated during your period

of absence, in line with the applicable company policy.

2.13. Undertake any other reasonable duties appropriate to your role, as directed by your manager.

3. SPECIFIC SAFETY RESPONSIBILITIES

You are accountable for full compliance with the Safety Management System (SMS) and for the implementation of the requirements of the supporting Safety Standards as they apply to your role.

You must understand your individual safety responsibility to comply with FGW's commitment to the prevention of injury and ill health, to continual improvement in safety management and safety performance and compliance with applicable standards.

Generic Safety Responsibilities:

- Ensure your personal safety and that of others, always.
- Participate in safety briefings and meetings.
- Carry out emergency procedures when required.
- Ensure messages concerning safety are properly communicated to and understood by all concerned.
- Report any hazards, unusual occurrence, or unsafe practices in the prescribed manner and report all accidents or near misses to your Supervisor or Manager.
- Comply with the Drugs and Alcohol Policy, Rules and Procedures.
- Co-operate with FGW to enable legal obligations relating to health and safety to be met.
- Use all equipment as per instructions and do not misuse or interfere with anything provided in the interests of health, safety or welfare.
- Ensure you are wearing the correct PPE for the task being performed, including ensuring compliance with any local arrangements. It is your responsibility to ensure PPE is fit for purpose and to report any damaged or worn items to your Manager for replacement.
- Comply with the mandatory working time limits. You are responsible for ensuring you present yourself fit for duty and free from fatigue and you must not undertake or continue any task that may affect your personal safety, or that of others, if you are unfit to do so owing to fatigue.

4. GENERAL RESPONSIBILITIES

HR: You will support the organisation's vision and purpose by living FGW's values at all times and you are responsible for complying with all competencies and HR policies which are relevant to your role.

Franchise: You must ensure that you are familiar with any specific Franchise Compliance issues relating to the locations, facilities and processes under your control and ensure their delivery.

Environment & Energy: You must comply with First Group's Environment Policy and FGW's Energy Policy.

Security: You must comply with all local instructions relating to the mandatory security procedures.

5. LOCAL RESPONSIBILITIES

5.1. Local Responsibilities will be provided to allow for variances between Role Profiles for the same role, due to factors such as location or size of station/depot etc. This section may detail responsibilities which are particular to a location but should not be used to record responsibilities which are applicable to all roles of this type. If no Local Responsibilities apply, it will state, 'There are no Local Responsibilities applicable to this role'.

6. KEY WORKING PARAMETERS

Shift Pattern – Yes. Travelling Required - Yes

Out of Hours Attendance – Yes. Exceptional Duty - No

On-Call Responsibility – No. Own Budget Control - No

7. COLLEAGUE BRIEFING RECORD

Date, Colleague Signature, Line Manager Signature, would be recorded here.