

Radio/PA Discipline

Except in an emergency, never use the radio or PA when braking for a station or speed restriction. This includes taking radio calls from control, as they have the option of putting out an emergency stop message (Code Red) in an emergency.

Braking under low adhesion (slippery) conditions

Brake earlier and lighter, do not be afraid to double your braking distance and use the minimum and normal brake positions only. Reduce speed when approaching a signal at danger or the start of the platform. Always adhere to line specific instructions.

Communications

Always use operational communication standards as per rule book I when communicating railway safety related messages via radio or telephone. Repeat back the message you have been given so that the person giving it to you can be sure you have fully understood the message. Ensure the person receiving your message repeats back to you any message you give.

Do not move unless you are 100% sure of the instructions you have received.

Discipline

The following guidelines on cab discipline must be adopted:

- Newspapers and other items must not be left on show
- Bags must be placed on the floor and not on any control surface
- Cabs must be kept clean, and all items of litter must be taken with you and correctly disposed
- Feet must not be placed on a control console
- Personal mobile phones must remain switched off at all times when in the driving cab.
- The use of personal radio equipment or any other equipment that may cause distraction is not permitted in the driving cab
- Do not read timetables, duty sheets or rosters whilst driving
- Under normal circumstance, trains should not be operated with any cab doors open
- Only the Train Operator, authorised route learners and personnel on duty are permitted to ride in the cab (up to a maximum of 3 including the Train Operator)
- Avoid conversations with visitors in your cab, unless it is absolutely necessary for the safe operation of the train