

TRAIN OPERATOR TERMINATING TRAINS AT STATION

Work description: Train Operators should check when terminating trains at stations to make sure that all passengers have left the train.

Scope: Instruction for Train Operators when terminating trains at stations

References: N/A

PPE and precautions

Nil

Competencies or qualifications

Train Operator, Customer Service Supervisor, Station Operator, Train Controller

Licenses or permits required

Nil

Tools and equipment required

Hand-held Portable Radio


Warning

Other staff members may join the terminating train at the station and ride it to the yard or siding.

Notification of a Terminating Train

Customer Service Supervisor

The Train Controller will inform the Customer Service Supervisor of the terminal station in advance when a passenger train is to be withdrawn from service after detraining passengers.

The Customer Service Supervisor must:

- deploy Station Operators on board to aid the Train Operator (if any) to alight all passengers
- assist the Train Operator (if any) in security-sweeping the train
- make public announcements to the platform telling passengers not to board the terminating train

Checking Trains before Departure

*Station Operator/
Train Operator*

The Customer Service Supervisor will ask the Station Operators to meet the train on arrival and do the security check before the train goes to the yard or siding. At least one Station Operator must stay at the platform to prevent passengers from boarding the train after disembarking.

The Station Operators will:

- meet the train on arrival at the terminating platform as instructed by the Customer Service Supervisor
- if there is a Train Operator on board: Train Operator will check Car E1 and M1, while the Station Operator will check Car M2 and E2
- if there is no Train Operator on board, then one Station Operator can check the entire train
- at least one Station Operator must stay at the platform to prevent passengers from boarding the train again
- The security check must cover all train carriages.
- pay attention to sleeping passengers and passengers using their mobile phones
- when you leave the train, check your back and from outside of the train to make sure no passenger has boarded the train again
- when all passengers are clear of the train, report to the Train Controller

Pay attention even when doors are closing, making sure passengers do not rush in to board the train.

Additional controls

If possible, a Station Operator or the Customer Service Supervisor should stay on the platform to monitor passenger movements while the security check of the train is being conducted.

Approved By:

☐ Director, Operations and Maintenance

☐ Department Manager

☐ Manager, HSE (Operations and Maintenance)

Signature:

Date: