

## TERMINATING TRAINS AT STATIONS

**Work description:** Carrying out checks of terminating trains at stations to ensure that all passengers have left the train prior to it departing for the depot or siding

**Scope:** All trains terminating at stations

**References:** N/A

PPE and precautions	Competencies or qualifications	Licenses or permits required
Basic worker PPE	Station Operator, Train Operator	Nil

### Tools and equipment required

Handheld Portable Radio



### Warning

Person may join the train after it has been inspected and prior to its departure and be transported into the depot or siding.

<b>Notification of a Terminating train</b> <i>Station Operator</i>	The Train Controller will give advance notice to the Station Operator at the terminal station when a passenger train is to be withdrawn from service after setting down the passengers.
	Station Operator will: <ul style="list-style-type: none"> <li>Make their way to the platform to get on the train to aid the Train Operator in reminding the passengers to alight from the train</li> <li>make public announcements to the platform advising the passengers that the train is not in service</li> </ul>

<b>Checking trains prior to departure</b> <i>Station Operator</i>	Station Operators will be advised to meet the train on arrival by the Train Controller and carry out the carriage checks prior to departure. Station Operators will: <ul style="list-style-type: none"> <li>Meet the train on arrival at the terminating platform after being advised by the Train Controller</li> <li>Arrange with the Train Operator as to which cars will be checked and by whom</li> <li>Carry out a thorough check of each train carriage being mindful of sleeping passengers and passengers using their mobile phones.</li> <li>Always check behind as you leave the carriage to ensure no passenger has inadvertently joined the train</li> <li>Visually check from the outside of the train to ensure no person has gained access to the train during the process</li> <li>Ensure all passengers and staff are clear of the train and advise the Train Controller to close the PSD's and move the train</li> </ul>
	<i>Train Operator</i> Train Operators will: <ul style="list-style-type: none"> <li>Arrange with the Station Operator as to which cars will be checked and by whom</li> <li>Carry out a thorough check of each train carriage being mindful of sleeping passengers and passengers using their mobile phones.</li> <li>Always check behind as you leave the carriage to ensure no passenger has inadvertently joined the train</li> <li>Visually check from the outside of the train to ensure no person has gained access to the train during the process</li> <li>Ensure all passengers and staff are clear of the train and advise the Train Controller to close the PSG's and move the train</li> </ul> Be vigilant as doors are closing ensuring passengers do not rush to board the train.

### Additional controls

Where possible a Station Operator should be situated on the platform to observe passenger movements on the platform while the carriage check is being conducted.

Approved By:	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
Signature:			
Date:			

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