



TRAINEE RAILCAR (Train) DRIVER RECRUITMENT

This package provides information for prospective candidates applying to undertake training to become a Railcar Driver.

It outlines the pre-requisites, application process and assessments each applicant will need to undertake to be successfully selected. It should be read prior to completing your online application as completion of the application form presupposes that you have an understanding of the content of the content of this Kit.

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SECTION 1: INFORMATION FOR APPLICANTS

ABOUT THE PUBLIC TRANSPORT AUTHORITY of WA

The Public Transport Authority (PTA) of Western Australia operates under the *Public Transport Authority Act 2003* within the Transport portfolio. The Authority is dedicated to the delivery of rail, bus and ferry services in the Perth metropolitan area, and road coach, bus and rail services in regional Western Australia and is responsible for the development of policies and legislation relating to these activities. The Authority is also responsible for providing the infrastructure to deliver public transport services, that is rail infrastructure, rolling stock and stations. School bus services are managed by the Authority. The Minister responsible to Parliament for the PTA is the Minister for Transport.

PTA provides passenger rail services in the Perth metropolitan area across five lines –Since the opening of the Mandurah line on December 23, 2007, the PTA has effectively doubled the Perth urban network .

The TTO division operates an electrified suburban train system with more than 1040 services on an average weekday, and more than 6640 weekly services.

At 30 June 2009, the suburban train system covered 173.1km of track with 70 stations on five lines and a fleet of 198 railcars which can be coupled in configurations of two, three, four or six-car trains.

The train network consists of the Joondalup Line (33.2km), the Fremantle Line (19km), the Midland Line (16km), the Armadale/Thornlie Line (30.5km, and a 3km spur line to Thornlie), and the Mandurah Line (71.4km).

The commencement of Mandurah Line operations has contributed to patronage on Transperth train services continuing to increase at a significant rate for the fifth year in succession. In 2008/09, fare-paying boardings increased by 22.3 per cent to 34.815 million while total boardings increased by 28.4 per cent to 54.750 million. The significant increases recorded in 2008/09 followed growth rates of 25.6 per cent and 19.2 per cent in fare-paying and total boardings respectively in 2007/08.

The purpose of the PTA is to increase the use of public transport by providing customer focused, safe and cost effective passenger transport services for Western Australians. The aim of the PTA is to make public transport an attractive and sustainable choice for connecting people and places.

ROLE OF A TRAINEE RAILCAR DRIVER AND RAILCAR DRIVER

Trainee Railcar Driver

The recruitment process will select suitable applicants to undertake training for a Railcar Driver position. Trainee Railcar Drivers undertake a 22 week training course where they must pass certain testing in the following areas;

- A nine week classroom training block – subjects are: Full PTA Induction, Customer Service including ticketing and customer feedback, Equal Opportunity and Multicultural Awareness, Radio Procedures, Basic First Aid, Safe Working Studies, Electrification Safety and Awareness, Occupational Health and Safety, Fitness for Work, Disability Awareness, Dangerous Goods, Fire Extinguisher Familiarisation, “A” & “b” Series EMU Railcar Familiarization and Public Announcements. These subjects include theory and practical (hands on) based training.
- A 13 week on the job training block where you will work with experienced Driver Trainers. During this period you will be required to undertake shift work including Saturdays and Sundays.

Assessments will be carried out during the training process to confirm competency. (*Training times and subjects may vary dependent on PTA operational needs*).

During training you may be required to attend training at any of the three Public Transport Authority (PTA) depots of Claisebrook, Nowergup or Mandurah. There is no reimbursement of travelling expenses to attend training. The period of training cannot be broken by absences of leave.

Upon successful completion of the training period and being assessed as competent you will be appointed to the position of probationary **Railcar Driver** with the Public Transport Authority of Western Australia.

Consistent with competency based training and assessment methodologies, recognition of prior learning and/or recognition of current competencies will be taken into consideration for trainees with previous rail operations experience.

Railcar Driver

The role of a Railcar Driver (Passenger Services) is to operate electric suburban trains in a safe and efficient manner including prepare, shunt, marshal and assemble railcar consists. Railcar Drivers work in the Transperth Train Operations division of the PTA. A Railcar Driver is expected to have an ability to diagnose and carry out minor running repairs and liaise with specialist staff for major faults and failures. As a Driver you will also have to prepare reports in respect to railcar defects, accidents, incidents and irregularities.

Suburban trains operate from early morning (0500 hours) until late at night, 7 days a week, including late night trains Friday and Saturday night until 0400 hours.

Other responsibilities include:

- Provide timely information to passengers utilising either an on-board computer system or a public address system and respond to public enquires.
- Diagnose and/or liaise with specialist staff for all Electric Multiple Unit faults and failures; perform fault finding following step by step procedures in accordance with fault manuals and carry out minor running repairs.
- Prepare relevant documentation including reports in respect to railcar defects, accidents, incidents and irregularities.
- Operate communication equipment in accordance with correct radio procedures (eg. fixed and portable radio).
- Maintain effective liaison with support staff.

EMPLOYMENT CONDITIONS

The terms and conditions of employment for Trainee Railcar Drivers and Railcar Drivers (Passenger Services) are currently provided under the PTA Railcar Drivers (Transperth Train Operations) Award 2006.

The current wage rates are

Trainee Driver (Classroom training for first 9 weeks)	\$871.50 p.wk
Trainee Driver (on the track training for following 13 weeks)	\$871.50 p.wk plus shift penalties.
Railcar Driver (successfully qualified)	\$1025.30 p.wk plus shift penalties

The full time Drivers role involves working unsociable hours including *staggered* early morning (commencing from 4am) and night shifts (which can finish as late as 1:30am) weekends (which can finish as late 4 am) and public holidays, including Christmas, New Year and Easter as required. You need to consider the impact of this on your life and whether you are willing to work this type of roster.

You will be required to comply with PTA's Fatigue Management Policy which will restrict your ability to work a second job and may affect your ability to engage in volunteer work or social activities when you are required to attain sufficient sleep before your next shift.

Railcar Drivers are required to comply with a zero tolerance Drug and Alcohol Policy which requires passing a Drug and Alcohol screening as part of the pre-employment medical assessment and then on a random testing basis once employed.

ARE YOU ELIGIBLE TO APPLY FOR A GOVERNMENT JOB?

Australian Citizenship or permanent residency is an essential pre-requisite for appointment to permanent full time or part time driver positions

SECTION 2: STAGES OF THE RECRUITMENT PROCESS

We receive a high number of applications from people wanting to be a Railcar Driver. As a consequence the selection process is very competitive, thorough and time consuming. There have been instances where people recruited as a Railcar Driver discover that the role is not what they thought it would be and that certain elements of the job are not suited to them.

Reading the information contained in this kit is recommended prior to commencing the online application process as many of the questions relate to an understanding and awareness of the Railcar Driver's role.

The recruitment process focuses on an assessment of a candidate's

- capability for training and
- suitability to undertaking the role of a qualified Railcar Driver.

Pre –requisites for appointment as a Trainee Railcar Driver

There are several prerequisites that a candidate must meet to be considered for appointment as a Trainee Railcar Driver. You will be asked questions about these on your application form. They are

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position. *(Refer to information on the medical assessment process at Attachment 3c)*
- Satisfactory integrity checks and police clearance.*(refer information on the Integrity checking process at Stage 6)*
- Ability to work unsocial and irregular hours including shift and weekend work.
- Ability to work at other Transperth Train Operations depots other than where initially assigned.
- Applicants agree to comply with Public Transport Authority's Drugs and Alcohol Policy, which includes random testing.
- Applicants agree to abide by Public Transport Authority's dress code/corporate image and safety standards.
- Possession of a current Western Australian 'C' or 'C-A' Class Drivers License or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence on request by the Authority may be required.

Recruitment process for Trainee Railcar Driver selection

Stage 1	Advertise and receive online applications	20 November - 11 December 2009
	Review applications	
Stage 2	Invitation to information session for initial group of candidates. (Mandatory)	Sessions in week of 18 th Jan.
		Group 1
Stage 3	Psychometric testing. (Vienna Test System)	Late January 2010.
Stage 4	Successful candidates interviewed. Reference checking conducted	Early February 2010
Stage 5	First group of successful candidates appointed to pool.	Mid February 2010.
Stage 6	15 candidates from the pool notified <u>VERBALLY</u> of offers for training <u>subject to satisfactory psychological and medical assessment and criminal check</u>	Notified mid Feb 2010. Medicals and psychological assessments late February 2010.
Stage 8	Written offers	1 st group commence training 6 April 2010.

Information on the stages of the Recruitment process

The Trainee Railcar Driver selection process includes various types of testing and assessments. The process is designed to assess whether an applicant meets the standards required to successfully undertake training to become a Railcar Driver and then undertake the role of the Railcar Driver, as well as their overall competitiveness in comparison to other applicants. The recruitment and selection process is designed to ensure we are fair and equitable in the recruitment decision and that the PTA complies with the Public Sector Standards in Human Resource Management.

Successful completion of a stage is a pre-requisite to progressing to the next stage. All applicants are notified in writing as to whether they are successful or not in progressing to the next stage in accordance with Public Sector Standards.

Stage 1 - Application

Your application is very important as it will be used by the Selection Panel to determine whether you will progress to stage 2.

All applications will be required to be completed online as the ability to use a computer is a requirement in the role once employed.

As there may be many other people applying for the position, the responses to the questions will need to demonstrate that you meet all the job requirements. The Selection Panel will review and assess all applications.

All applicants must answer a question (in no more than 2 pages) outlining their skills and experience relevant to Essential Selection Criteria

Essential Selection Criteria are the skills and abilities, experience, knowledge and qualifications you **MUST** have to be considered eligible for the job. When making your statement consider the following:

- Describe relevant experience you have had and include a description of your skills and abilities in relation to the selection criteria.
- Include an example that helps demonstrate your ability or experience against the selection criteria and describe the situation, your tasks, your actions and the result.
- Include information of any relevant qualifications you may have obtained and their relation to the selection criteria.
- Focus your achievements relevant to the selection criteria.

Resume/Curriculum Vitae

All applicants must provide a Resume/Curriculum Vitae outlining:

- Personal Details including name, address, and telephone number.
- Relevant Work Experience - a brief summary of previous work experience starting with the most recent and including dates and details of the type of tasks that were performed.
- Education and Training achievements - include any current education.
- Any activities undertaken or skills obtained outside of work that are relevant to the position.

Stage 2 – Information Session -

Selected candidates whose applications meet the standard required will be invited to a **mandatory** information session. The number of candidates selected at intervals will be based on workforce planning requirements. This session will provide more targeted information about the training and conditions of employment for Trainees and Railcar Drivers.

Stage 3 - Psychometric Testing

Candidates who progress through to the information sessions will be invited to undertake psychometric testing.

The PTA uses psychometric and capability testing to assist in identifying applicants who are suitable to be trained as a Railcar Driver. The tests are designed to specifically assess skills, abilities and characteristics which are directly related to the successful performance of the critical work tasks of the Driver position.

The PTA uses the Vienna testing System (VTS) which is also used in other parts of Australia and the European Union for assessing Railcar Driver candidates.

The VTS is a sophisticated computerised assessment system comprising software and simple hardware that even a person unfamiliar with computers can easily use. It includes a special keyboard comprising buttons and joy sticks and accompanying foot pedals.

The software offers batteries of tests to assess abilities and attributes of candidates in the following areas:

- cognitive,
- perceptual
- personality and
- psychomotor

Test Results

Test scores are calculated by comparing your results with those of other individuals who have completed the tests previously. Applicants must score in the average range or better on each of the tests to proceed to the next stage of the recruitment process.

TIP How best to prepare:

Most applicants will not have seen the VTS tests before. No preparation is necessary, but try to get a good night's sleep the night before. If you use reading glasses it's important that you bring these with you. Arrive at the testing venue early so that you're not feeling rushed prior to starting the session. Simply pay close attention to the instructions and answer the questions honestly as they apply to you. Some sections of the tests contain time limits so ensure that you read and follow the instructions associated with each specific task

Stage 4 - Selection Panel Interview

All interview questions will be job related and are directly related to the selection criteria. The same questions will be asked of every applicant. All applicants should consider the following actions when preparing for the interview:

- Read the Job Description Form thoroughly and be fully aware of the Essential Selection Criteria. Additional information regarding the position can also be sought from the contact person in the advertisement.
- Examine the Selection Criteria and think of examples of situations where you have applied relevant skills and abilities. To help you think of appropriate examples apply the S.T.A.R

technique when addressing the criteria. i.e.; think of – Situation, Task, Action taken and Result in relation to each particular criterion.

- Focus on the duties of the position and how you would carry them out, taking into consideration problems that you may encounter and how you would resolve them.
- If you have any relevant reports or documents which will provide an example of your skills and abilities, you should prepare it for presentation at the interview.

TIP Dress neatly and appropriately for the job (as you would usually do for work). Remember that presentation at interview creates a perception. A professional image creates a good first impression with a potential new employer, especially in a competitive process.

- Be prompt (if not early) for your interview. Do not be late.
- During the interview:
 - Don't assume that the panel members know about your suitability for the job even if you may have worked with them in the past.
 - Factors under consideration are your skills and competencies as well as the ability to undertake the duties outlined in the job description.
 - The panel will consist of a minimum of two members (men and women); it is good to try and remember the names of each of the panel members.
 - Take time to answer each question. Present answers clearly and concisely. Where possible, relate your answer to direct past experiences.
 - When the opportunity is presented, feel free to ask any questions you may have in relation to the position. If you do not have any questions, do not be afraid to say so.
 - Take a copy of your application to the interview.

Feedback

When you have been advised of the result of your interview, you are encouraged to seek feedback in the first instance from the person nominated in your letter advising the outcome. Feedback is often useful in assisting you with the preparation of future applications and for improving performance at future interviews. Feedback is usually provided in verbal form, however written requests may be considered.

Reference checks

In your application you will have been asked to nominate two referees. At least one referee will need to be either a current or previous work manager or supervisor. For those applicants who are successful at the interview stage, the referees will be contacted to provide comments and examples of your skills and experience in relation to the essential criteria. The panel may ask your referees how well they think you meet the requirements of the job. You should always let your referees know about the position and skills required before nominating them in your application.

The panel will not contact referees of those applicants who are not successful at the interview stage.

Stage 5 - Appointment to pool of candidates

Applicants who successfully progress through the interview stage will be appointed to a pool of candidates from which offers will be made to undertake training as a Trainee Railcar Driver subject to satisfactory passing the final 3 stages of the selection process of

Stage 6 - Integrity check

Stage 7- One-on-One meeting with a Psychologist
Stage 8- Medical Assessment.

Stage 6 - Integrity Check

Candidates who are offered a training opportunity will need to undergo criminal records screening. Part of the initial application process will be to declare any information about any previous offences (including traffic offences but not including spent convictions).

At this stage you will now be asked to provide a National Police Certificate no more than 30 days old at the time of request. This can be obtained from any Australia Post Office.

A criminal record will not automatically disqualify an applicant from proceeding further, but any convictions (including Traffic Offences) will need to meet with the PTA's Integrity requirements Policy and if necessary assessed by PTA internal investigators. Further enquiries may need to be made if insufficient details of offences are available.

Investigations, Suspensions from Employment and Pending Criminal Charges

Applicants are required to declare during the selection process if they are under investigation for any matter or suspended from employment. Applicants will similarly be required to declare in their Application Form that they are not subject to any pending criminal charges.

Declarations associated with the above will not automatically disqualify an applicant from the selection process. If rejection of an applicant is considered appropriate on the basis of the information provided in a declaration, the applicant will be given the opportunity to discuss the matter before a final decision is made.

Stage 7 - One-on-One meeting with a Psychologist

Applicants who successfully progress through the interview stage will be referred for a one-on-one meeting with a psychologist to further assess their suitability for the Trainee and Railcar Driver position. The focus of this interview is to consider the applicant's overall suitability for work as a Railcar Driver by gathering further information.. This assessment is also a requirement of the Medical Examination process referred to below.

The work of a Railcar Driver involves the performance of a range of activities under varied conditions. A careful analysis of the duties performed by a driver has resulted in the development of a number of psychological characteristics which are considered necessary for the successful performance of the position. These characteristics are outlined in Attachment b) of this Kit on the page titled **ESSENTIAL PSYCHOLOGICAL CHARACTERISTICS OF A RAILCAR DRIVER**

TIP How best to prepare:

No specific preparation is required for a psychological interview. However, keep in mind that the psychological interview is an important component of the overall selection process and each applicant's performance and presentation is carefully considered by the psychologist.

Stage 8 Health Assessment in accordance with the National Transport Commission Medical Standards

Why is a Health Assessment Required?

The Public Transport Authority is obligated to comply with the requirements of Health Assessment Standards as determined by the National Transport Commission. These Standards have been put in place across Australia to provide safer operations for the public, better health for workers, and a consistent set of requirements for public transport operators.

The PTA is also duty-bound to adhere to the inherent statements and regulations for Fitness for Duty as stated in:

- WA Occupational Safety & Health Act
- WA Rail Safety Act – Fitness for Duty regulations
- AS4292 Australian Standard for Rail Safety

Medical and physical standards for entry into the PTA are high and applicants who have medical conditions, which prevent them from offering unrestricted operational service cannot be selected for employment. These high standards are set not just for the benefit of the PTA, but also to protect you and your future health.

What is involved in a Health Assessment?

Your health assessment will be carried out by an Authorised Health Professional who is qualified to carry out the examinations. The Authorised Health Professional is not permitted to discuss with you your suitability for the position you have applied for nor are they permitted to discuss or indicate if you have passed or not passed the health assessment. The Authorised Health Professional's role is to provide recommendations to the PTA as to whether you did or did not meet the medical criteria on the day of your examination.

For you to successfully continue through the recruitment and selection process you must meet all health assessment criteria required for the position on the day of your examination. Refer Attachment c) **Medical/Health Assessment Process for Applicants** later in this kit.



Job Description Form

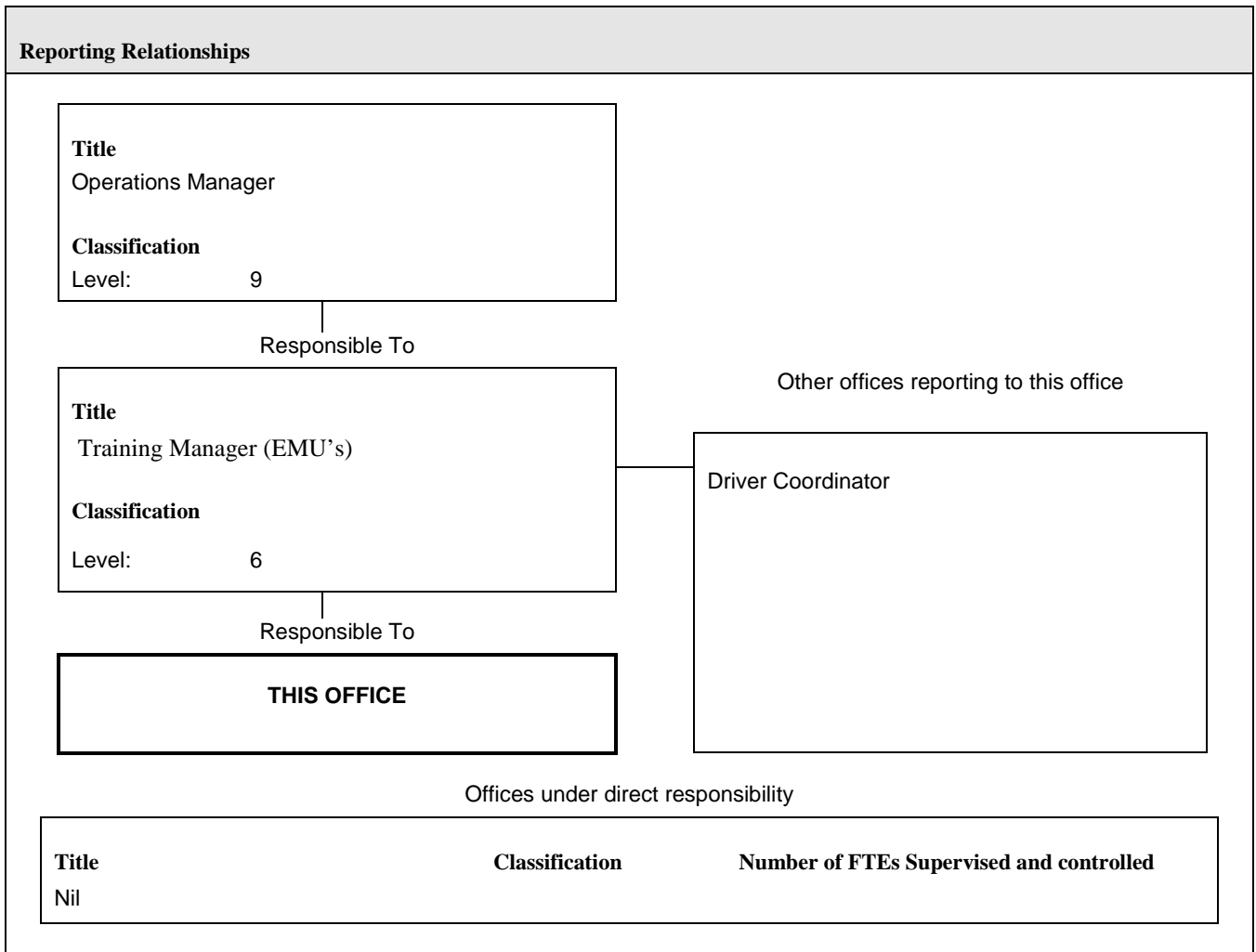
Attachment a)

Public Transport Authority

Our Purpose

To increase the use of public transport by providing customer focused, safe and cost effective passenger transport services.

Position Title Trainee Railcar Driver (Passenger Services)		Level Wages
Effective Date 11 November 2009	Position Number 33106 Trainee	Task Risk Assessment Category 1
Branch Operations	Division/Directorate Transperth Train Operations	Section



Role of This Position
Undertake all training and assessments required to successfully operate electric suburban trains in a safe and efficient manner in the Transperth Train Operations division.

Responsibilities of This Position

The Trainee Railcar Driver will be responsible for becoming proficient in the operation of all classes of the Public Transport Authorities EMU Railcars across all metropolitan lines in accordance with operating rules and regulations, policies, procedures and instructions encompassing industry guidelines.

The Trainee Railcar driver will be required under the instruction of a suitably qualified Driver Trainer to undertake training in the following areas:

- Operate electric suburban railcars in either single or multiple consists and prepare, shunt, marshal and assemble railcar consists.
- Ensure that customers of the PTA receive a comfortable, safe, secure, timely and environmentally friendly means of transport.
- Provide timely information to passengers utilising either on-board computer system or a public address system and respond to public enquires.
- Diagnose and/or liaise with specialist staff for all Electric Multiple Unit faults and failures; perform fault finding following step by step procedures in accordance with fault manuals and carry out minor running repairs.
- Prepare relevant documentation including reports in respect to railcar defects, accidents, incidents and irregularities.
- Operate communication equipment in accordance with correct procedures (eg. fixed and portable radio).
- Maintain effective liaison with support staff.

Selection Criteria

Essential

- Good communication skills (written, oral and interpersonal).
- Proven customer service skills.
- Good problem solving skills.
- Ability to work within a team environment.
- Mechanical aptitude or technical ability (*NOTE: This would demonstrate an applicant's basic aptitude to later learn the practical aspects of operating a train and diagnosing faults*)
- Satisfactory literacy and numeracy skills to perform basic workplace communications and calculations.

Desirable

- Proven ability to operate railcars and/or locomotives.

Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Subject to satisfactory integrity and police clearance.
- Ability to work unsocial and irregular hours including shift and weekend work.
- May be required to work at other Transperth Train Operations depots as required Applicants agree to comply with Public Transport Authority's Alcohol & Drugs Policy and Procedure, which includes random testing.
- Applicants agree to abide by Public Transport Authority's dress code/corporate image and safety standards.
- Possession of a current Western Australian 'C' or 'C-A' Class Drivers License or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence on request by the Authority may be required.
- Appointment is subject to a probationary period of three months following satisfactory completion of training requirements. Applicants must meet the special training requirements shown below within this time. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time.
 - Safeworking Automatic Signalling
 - Electrification Safety and Awareness
 - Workplace First Aid or Equivalent
 - Customer Service Course
 - Dangerous Goods (Urban)
 - Certificate III in Rail Operations

Corporate Responsibilities

Responsible and accountable for the implementation of and adherence to Public Transport Authority People policies and procedures and ensuring Equal Employment Opportunity and Diversity Management principles and practices are adhered to within their area of responsibility. The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

Responsible and accountable for ensuring that all operations and business activities involving employees, contractors, customers and the public are carried out in a safe environment and that the Public Transport Authority Safety and Health policy and procedures are adhered to and where appropriate implemented within their area of control.

Responsible and accountable for ensuring that their work activities are carried out in an environmentally responsible manner and that they are aware, have an understanding of and adhere to the Environmental Protection polices and strategies contained in the Public Transport Authority Environmental Management Plan.

Responsible and accountable for the implementation and adherence to Railway Safety Management (AS4292) to the level applicable to this position as detailed in the Railway Safety Management Responsibilities and Authorities Manual.

Carry out as required, such tasks and functions that are consistent with the employee's skills, competence and training.

Direct Working Relationships:

Training Manager EMU's
Driver Coordinator
Driver Trainer
Operations Manager
Assistant Operations Manager
Depot Manager - (Claisebrook, Nowergup & Mandurah)
Depot Master - (Claisebrook, Nowergup & Mandurah)
Roster Clerk
Train Controller
Suburban Operations Coordinator

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

General Manager / Chief Executive Officer / Executive Director

Signature

Date: 11 November 2009

The work of a Railcar Driver involves the performance of a range of activities under varied conditions. A careful analysis of the duties performed by a driver has resulted in the development of a number of psychological characteristics which are considered necessary for the successful performance of the position. These characteristics are listed below in no particular order.

➤ **Interpersonal skills**

Can relate to customers and fellow workers in a manner that is helpful, respectful and encourages a positive attitude towards the PTA.

➤ **Practical Intelligence**

Effectively manages unexpected problems (e.g. faults) through consideration and evaluation of possible courses of action and then following through with an appropriate response. Has the capacity to follow procedure but be flexible and adaptive in meeting the demands of the situation.

➤ **Resilience**

Ability to manage the psychological strain of acutely stressful work incidents.

➤ **Vigilance**

Demonstrates an ability to be observant and perceptive to his/her surroundings over prolonged periods of time.

➤ **Composure**

Can maintain effective performance of work tasks and exercise sound judgment under difficult, demanding and/or stressful circumstances.

➤ **Cognitive/Mental Endurance**

Has the capability of developing and sustaining a high level of concentration while performing repetitive tasks over extended periods of time and under varied work conditions (e.g. time of day and weather).

➤ **Diligence**

Works carefully and steadily according to training and procedures when completing work tasks.

➤ **Job Knowledge**

The ability to learn, retain and recall information required for safe and effective performance of the work role.

➤ **Communication Skills**

Has the ability to express oneself clearly and succinctly in oral and written form.

➤ **Technical Proficiency**

Has the capacity to understand the working elements of a train and rail network to effectively complete the work role (e.g. fault finding).

Medical/Health Assessment Process for Trainee Railcar Drivers

POSITION	TRAINEE RAILCAR DRIVER, PASSENGER SERVICES: RAILCAR DRIVER PASSENGER SERVICES/DRIVER TRAINER/DRIVER COORDINATOR		
PRIMARY TASK	<i>Passenger train driving on urban network</i>		
DIVISION	<i>Transperth Train Operations</i>		
MANAGER/ SUPERVISOR	<i>Manager Driver Operations / Depot Manager</i>		
NTC CATEGORY	<i>1 High Level Safety Critical Work</i>	TRACK ACCESS LEVEL	<i>WTO 11</i>
ORGANISATIONAL CONTEXT			
<p>Public Transport Authority provides passenger transport services across Western Australia including trains, buses and ferries. The Transperth Train Operations Division is responsible for the operation and management of Perth's urban rail passenger service in accordance with a Service Level Agreement with the Department for Planning and Infrastructure.</p> <p>This responsibility includes the operation, security, railcar maintenance, and management of the urban rail passenger system.</p>			
ACTIVITIES & WORKING CONDITIONS	HEALTH ATTRIBUTES		
<p>The job of Driver Passenger Services/Driver Trainer/Driver Coordinator involves a variety of activities that include:</p> <ul style="list-style-type: none"> ▪ Continuous skilled driving to meet a timetable, which involves: <ul style="list-style-type: none"> – Sitting for long periods while reading instruments; – Communicating by radio to train control in a noisy environment; – Operating handles to brake and accelerate the train; – Constant vigilance to detect and respond to colour signals and other visual cues in a variety of changing conditions, including day/night situations; – Scanning the track ahead for unexpected events and responding accordingly; and – Reading and understanding authorities and train orders. ▪ Performance of activities outside the cab in all types of weather, ground conditions, and times of day or night including: <ul style="list-style-type: none"> – Climbing in and out of the crew cab; – Checking the integrity of the train; – Coupling / uncoupling carriages in a confined space; – Fixing faults involving kneeling, bending and reaching; – Using the signal telephone and other communication devices; and – Changing points involving kneeling, bending, rotating crank handles, pushing and pulling levers. ▪ Emergency response including: <ul style="list-style-type: none"> – Exiting the cab to the ground in unpredictable conditions such as after an accident; and – Walking distances to provide protection of the site. ▪ Working a rotating shiftwork roster; ▪ Exposure to environmental factors, such as low or high air temperature, rain, wind if outside the cab; ▪ Exposure to industrial factors, such as dust, noise, odours, fumes, light, vibration; ▪ Required to wear personal protective equipment such as safety shoes, etc. 	<p><i>Health attributes relating to the safety of the rail network</i></p> <ul style="list-style-type: none"> ▪ Good physical and psychological health in order to maintain vigilance when driving; ▪ Normal colour perception in order to read signals and flags; ▪ Ability to focus readily at changing distances and lighting levels (such as entering a tunnel, bright daylight) to see signals or other signs; ▪ Good eyesight to read data on a flat screen/SBE to monitor the train; ▪ Ability to memorise and retain route knowledge and signal placement; ▪ Good hearing and speech to communicate on radio and communication devices and the ability to discern communications in a noisy environment; ▪ Able to understand written and spoken information in English; ▪ Sufficient musculoskeletal strength and flexibility to be able to walk externally along the length of the train on uneven ground (eg ballast) and to correctly un/couple carriages including, where necessary, heavy coupling devices such as air hoses, electrical jumpers and emergency couplers in awkward spaces; and ▪ Ability to get out of the cab and walk distances on uncertain terrain in unpredictable weather and light, and take emergency measures to protect the safety of the rail network when an incident has occurred. <p><i>Health attributes relating to the safety of the worker</i></p> <ul style="list-style-type: none"> ▪ Must be within maximum manufacturer's weight allowance for cab seating in railcar (130 kg); ▪ No impediments to wearing safety gear, etc; ▪ The ability to integrate visual, sound and vibration cues in order to detect an oncoming train; ▪ Physical mobility to move out of the way of an approaching train; and ▪ Good visual fields for peripheral and long distance vision. 		

POSITION	<p style="text-align: center;">TRAINEE RAILCAR DRIVER, PASSENGER SERVICES : RAILCAR DRIVER PASSENGER SERVICES/DRIVER TRAINER/DRIVER COORDINATOR</p>
ENGINEERING & PROCEDURAL ENVIRONMENT	
<p>Railcar cabs have a vigilance control mechanism which drivers need to continually activate or the brakes will automatically make an emergency application.</p> <p>For urban trains there are a range of other safety devices on the network, including Automatic Train Protection (ATP) to stop a train in the case of a driver not responding appropriately to signals.</p> <p>In the case of driver incapacity, there is an immediate activation of the brakes via the ATP. During the activation of the brakes, approximately 650m could be covered at speeds of over 100 km/h, with attendant risks to the safety of the rail network, including speeding on restricted curves, through stations and accelerating on down hill gradients.</p> <p>A Driver Passenger Services usually operates alone and the majority of their responsibilities during a shift relate to operating railcars, with some general administrative duties. A Driver Passenger Services may perform mainline or shed duties, or both, during any given shift. Shed duties will be similar to mainline duties but include entering and exiting driver cabins more often as well as more changing of points.</p> <p>Driver Trainers and Driver Coordinators have more administrative responsibilities and generally spend less time operating railcars than Driver Passenger Services. However, Driver Trainers and Driver Coordinators do still operate railcars alone and, when operating with another driver, are frequently providing instruction or on-track tuition in railcar handling and fault rectification procedures to a trainee or other driver.</p>	
RISK ANALYSIS	
<p><i>The tasks of a Driver Passenger Services/Driver Trainer/Driver Coordinator – Urban Network are High Level Safety Critical because:</i></p> <ul style="list-style-type: none"> ▪ Physical or psychological ill health in performing some or all of the above activities could result in a serious incident on the rail network; ▪ Sudden incapacity could also result in a serious incident on the rail network; and ▪ Despite the high level of engineering protection on the urban network, the high traffic density and greater passenger load on urban trains means that the highest risk category is applied. 	
SPECIFIC HEALTH ASSESSMENT REQUIREMENTS ARE:	
<ul style="list-style-type: none"> ▪ Health Assessment Category 1 <i>Excludes full psychometric & psychological assessment for periodic assessment</i> 	<p>Includes</p> <ul style="list-style-type: none"> ▪ Psychometric and Psychological Assessment if requested for pre-placement or Triggered Assessment ▪ Cardiac Risk Score ▪ Safety Critical Worker Questionnaire ▪ Screen Based Equipment examination ▪ Alcohol & Other Drugs Screening (supervised) ▪ OSH Assessment ▪ Hearing ▪ Visual Acuity (Distance & Near) ▪ Visual Fields ▪ Colour Vision
<ul style="list-style-type: none"> ▪ Other requirements 	None