Professional OTM driver policy	Ref:	**NR/L3/NSC/313/SP-1.01**
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1 Purpose 1
2 Scope 1
3 Definition 1
4 Roles and Responsibilities 2
5 Professional Driving Policy 3
6 Professional Lifestyle 3
7 Professional Attitude 4
8 Professional Awareness on Human Factors 4
9 Professional Competence 5
10 Professional Hazard and Risk Awareness 6

1 Purpose

To minimise risks caused by behaviour and other factors arising within and outside the work environment.

2 Scope

This module applies to those involved in driver training and the management of driver training.

This includes Operations Standards Manager, Competence Manager, Technical Services, OTM Fleet Assessor and OTM Operations Assessor, OTM Fleet Trainer and OTM Operations Trainers and OTM drivers.

3 Definition

Term	Explanation
Attitude	A manner of thinking, feeling, or behaving that reflects a state of mind or disposition.
Competence	The ability to undertake responsibilities and perform activities to a recognised standard on a regular basis. It requires a combination of practical and thinking skills, experience and knowledge, and is influenced by personal attributes such as attitudes, beliefs and values
Hazard and risk awareness	A source or situation with a potential for injury (harm) and the probability of that injury occurring (high, medium or low etc), e.g. ice on a path is the hazard, slipping on the ice is the risk.
Human factors	Human factors refer to environmental, organisational and job factors, and human and individual characteristics which influence behaviour at work in a way which can

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	affect health and safety.
Lifestyle	The typical way a person goes about daily living on a habitual or regular basis.
On-track machine	Any rail-mounted machine meeting the requirements of Railway Group Standard GM/RT2400 and permitted by GO/RT3000 to be driven outside the limits of a possession.
Professional driving	A combination of personal attitudes, behaviours and train driving techniques that minimises the risk of driver error.
Professional driving policy	Contains five core components which enable OTM Drivers to anticipate and respond to conditions in a way that minimises the risks of incidents and accidents.

4 Roles and responsibilities

4.1 Operations Standards Manager

The Operations Standards Manager shall:

a) make provisions so that the Professional OTM Driver Policy is delivered as intended on the OTM driver training programme and is applied in the relevant circumstances by OTM Drivers;

b) review the Professional OTM Driver Policy in conjunction with the Competence Manager, Technical Services as appropriate.

4.2 Competence Manager

The Competence Manager shall:

a) make arrangements for the ongoing assessments of trainers and assessors during delivery of the training and assessment programme;

NOTE This is to confirm the Professional OTM Driver Policy is being applied in the relevant circumstances.

b) make arrangements so that Operations and Fleet Trainers and Assessors and instructors are continually updated the Professional OTM Driver Policy;

c) review the Professional OTM Driver Policy in conjunction with the Operations Standards Manager as appropriate.

4.3 OTM Fleet Assessor and OTM Operations Assessor

The OTM Fleet Assessor and OTM Operations Assessor shall:

a) maintain the competence assessment system against the relevant competence standards criteria as identified in NR/L3/NSC/313/SP-1.08 for the trainee (dependent on job);

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