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| Recruitment and selection of OTM driver operators | Ref:             | NR/L3/NSC/313/SP-1.02 |
|                                                   | Issue:           | 1                     |
|                                                   | Date:            | 05 December 2015      |
|                                                   | Compliance date: | 01 April 2016         |

|                                                        |   |
|--------------------------------------------------------|---|
| 1 1 Purpose                                            | 1 |
| 2 Scope                                                | 1 |
| 3 Definitions                                          | 1 |
| 4 Roles and Responsibilities                           | 1 |
| 5 General                                              | 2 |
| 6 Procedure                                            | 3 |
| 7 Minimum age                                          | 3 |
| 8 Selection criteria and process                       | 3 |
| Table 1 – candidate requirements for psychometric test | 4 |
| 9 Conditions for suitable applicants                   | 6 |
| 10 Commencement of employment                          | 6 |
| 11 Records                                             | 7 |
| Table 2 – Records retention                            | 7 |

## 1 Purpose

To provide a structured and consistent process for the recruitment and selection of OTM Drivers operating outside possessions:

## 2 Scope

This module defines the process to be applied to the recruitment and selection of OTM driver operators by Network Rail.

This module applies to those people who are involved in the recruitment and selection of OTM driver operators.

## 3 Definitions

| Term               | Explanation                                                                                                                                                      |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Driving            | The movement of on-track machines over running lines outside the boundary of a possession                                                                        |
| 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 |
| Selection criteria | Aptitudes or skills that candidates must possess to a sufficient level in order to be considered as potential train drivers.                                     |

## 4 Roles and Responsibilities

### 4.1 HR Manager

The HR manager shall:

|                                                   |                  |                       |
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- a) confirm that recruitment and selection processes for posts involving safety critical work are tested for the presence of drugs or alcohol;
- b) provide an applicant with an information pack on policy and guidance information including the independent screening process;
- c) confirm all applicants undergo suitability (Psychometric Testing) screening where required in accordance with this procedure;
- d) confirm medicals are only carried out by a person or organisation recognised by ORR from their published register of doctors; and
- e) confirm all applicants undergo a medical fitness (Health screening, fitness, physical demands) test.

## 4.2 Recruitment Manager

The Recruitment Manager shall:

- a) only circulate applications to those involved in the shortlisting process;
- b) confirm that at least two members of staff are involved in the shortlisting process, one of which has attended a suitable HR recruitment and selection course;
- c) provide support in deciding which criteria will be used for shortlisting and which will be used later in the management interview;
- d) during the shortlisting and management interview, confirm an objective and consistent assessment is made against the selection criteria listed in the person specification and recorded on a capability matrix;
- e) confirm only applicants graded A or B assessment of suitability (psychometric testing) screening are considered; and
- f) confirm that interview questions relate to the selection criteria listed on the person specification.

## 4.3 Operations Standards Manager

The Operations Standards Manager shall confirm:

- a) the selection process complies with the requirements of Train Driving Licences and Certificates Regulations (TDLCR 2010);
- b) that information supporting all applicants with train driving experience are valid and satisfactory;
- c) that the conditions for suitable applicants are met; and
- d) a Training Needs Analysis (TNA) is carried out at commencement of employment to meet operational requirements.

## 5 General

Specific requirements and conditions to enable safe operation apply when selecting persons for the position of Train Driver.

This procedure meets the requirements for selection of train drivers by railway undertakings. It should be read in conjunction with safety procedure

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NR/L3/NSC/313/SP-1.07 'Transfer of OTM drivers', which provides more detail on the transfer of safety information relevant to employment of train drivers, when they change employment between railway undertakings.

## 6 Procedure

All applicants to the post of On-Track Machine Driver shall be subject to a selection procedure involving the following areas:

- minimum age;
- selection criteria and process;
- suitability (psychometric testing);
- medical fitness; and
- drugs and alcohol screening.

## 7 Minimum age

OTM drivers shall meet the following minimum age requirements:

- driver on Network Rail lines - 21
- driver employed wholly within depot boundaries - 18

*NOTE There is no upper age limit for an OTM driver.*

## 8 Selection criteria and process

### 8.1 General

*NOTE 1 The selection process complies with the requirements of Train Driving Licences and Certificates Regulations (TDLCR 2010).*

When selecting persons for the position of Train Driver the specific requirements of RIS-3751-TOM (GN06) aptitude and mental abilities shall be applied when planning the selection criteria.

Drivers shall undergo psychometric testing prior to appointment, see 7.3.

### 8.2 Written application (Short listing)

At least two members of staff should be involved in the shortlisting process. Ideally at least one member of staff should have attended a HR recruitment and selection course.

Treat all applications confidentially. The recruiting manager should only circulate applications to those involved in the shortlisting process.

When shortlisting, decide which criteria will be used for shortlisting and which will be used later in the management interview. Objectively and consistently assess each applicant against the selection criteria listed in the person specification and recorded on a capability matrix.

### 8.3 Suitability (psychometric testing)

All applicants shall undergo a standardised psychological assessment of safety-related cognitive, psychomotor and behavioural aptitudes for the OTM driver role.