

OTM driver assessment standards	Ref:	NR/L3/NSC/313/SP-1.08/AA
	Issue:	1
	Date:	05 December 2015
	Compliance date:	01 April 2016

Non-technical skills

1 - Situational awareness	1.1 - Attention to detail 1.2 - Maintain global awareness 1.3 - Maintain concentration 1.4 - Retain information (during shift) 1.5 - Anticipation of risk
2 - Conscientiousness	2.1 - Systematic & thorough approach 2.2 - Checking 2.3 - Positive attitude towards rules and procedures
3 - Communication	3.1 - Listening 3.2 - Clarity 3.3 - Assertiveness 3.4 - Sharing information
4 - Decision making and action	4.1 - Effective decisions 4.2 - Timely decisions 4.3 - Diagnosing and solving problems
5 - Co-operation and working with others	5.1 - Treating others with respect 5.2 - Considering others' needs 5.3 - Supporting others 5.4 - Dealing with conflict / aggressive behaviour
6. Workload management	6.1 - Multi-tasking and selective attention 6.2 - Prioritising 6.3 - Calm under pressure
7 - Self-management	7.1 - Motivation 7.2 - Confidence and initiative 7.3 - Maintain and develop skills and knowledge 7.4 - Prepared and organised

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Blue highlights indicates:

Top 6 Non-technical skills identified by Network Rail for OTM drivers.

1 Prepare for and complete duty

Demonstrate

- attend for duty at the correct time and location using the approved method;
- report to the appropriate personnel the taking of medicines or drugs;

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- c) when required, have available all necessary identification, publications, PPE and personal equipment maintained in good order and wear where appropriate;
- d) read notice case information, clarify where necessary, note any items relevant to work schedule completing daily work content brief;
- e) receive brief on safe working procedures for the work to be undertaken;
- f) confirm the start time and location of next duty;
- g) report any incident, accident or defect to appropriate person.

Explain:

- 1) the fitness requirements and minimum rest period between turns of duty;
- 2) the purpose and key elements of the company drugs and alcohol policy and reporting procedure for any medical, domestic or personal issues that could affect performance;
- 3) the requirements for corrective or protective eyewear, who to advise when there is insufficient rest between turns of duty or when excessive hours could be worked;
- 4) the procedure for requesting new or replacement PPE, equipment and publications;
- 5) the sections of the Network Rail operating notice;
- 6) action to take if brief not received or inadequate;
- 7) the methods used to advise altered methods of working;
- 8) the preparation required for next turn of duty.

Non-technical skills

1.1. Attention to detail; 1.5. Anticipation of Risk; 2.2 Checking; 2.3 Positive attitude to rules and procedures; 3.4 Sharing Information; 7.1 Motivation

2 Unit 2 Communicate effectively

2.1 Communicate safety critical information using correct protocols

Demonstrate:

- a) commence communication by clearly stating your identity and confirming that the correct person has been contacted. Establish the reasons for the communication;
- b) effectively relay verbal information in an accurate, clear and concise manner, in line with Network Rail communication protocols and Rule Book requirements;
- c) listen to messages received. Be able to repeat back information to obtain a clear understanding of any instruction, reasons or operational requirement to be applied to all relevant persons including second driver;

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- d) all personal mobile phones and portable media players are switched off when in the driving cab or on the line side unless otherwise instructed and only when safe to do so;
- e) report defective or inoperable communication equipment using the appropriate method;
- f) make an emergency call using appropriate communication equipment.

Explain:

1. the reason for identifying yourself clearly and establishing you are speaking to the correct person
2. the phonetic alphabet and reason for its use
3. the key words and phrases to be used or avoided when communicating safety related information
4. the reason for switching off mobile phones and portable media players
5. the reason for repeating (readbacks) safety related messages
6. the action to take if messages are not clearly understood - the need to challenge and clarify unclear language, assumptions etc.
7. approved methods for reporting emergency situations

Non-Technical Skills

1.3 **Maintain concentration**; 1.4 Retain information (during shift); 2.2 **Checking**; 3.1 Listening (people not stimuli); 3.2 **Clarity**; 3.3 Assertiveness; 5.3 Treating others with respect; 5.4 Dealing with conflict/aggressive behaviour.

2.2 Use in cab and line side communication equipment

Demonstrate:

- a) set up radio system (portable or fixed) for operation;
- b) use communication equipment in accordance with operational requirements and when safe to do so using correct hierarchy;
- c) seek information relating to delays, alterations and disruption in a timely manner via appropriate methods.

Explain:

1. The functions of the radio system and when these can and are used;
2. The different types of line side communication equipment and how they are identified including those with restricted clearance;
3. Action to be taken if required to use line side and signal post communication with restricted clearance.

Non-Technical Skills

1.1. **Attention to detail**, 1.5 **Anticipation of risk**, 6.3 Calm under pressure, 4.1 Effective decisions, 2.3 Positive attitude towards rules and procedures, 3 Communication (all), 5.3. Treating others with respect, 7.2 Confidence and initiative, 7.4. Prepared and organised.

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2.3 Communicate using written methods

Demonstrate:

- a) report any significant information in writing on a general report form accurately, legibly and completely. Submit reports in a timely manner without prompting prior to leaving duty or sooner if requested;
- b) Use the correct and appropriate forms when reporting significant information.

Explain:

1. The typical information to be reported and the reasons for submission prior to leaving duty;
2. The different types of forms which an OTM driver may be required to complete or assist in the completion of.

Non-Technical Skills

1.3 Maintain concentration, 1.4 Retain information (during shift), 2.2 Checking, 3.1 Listening (people not stimuli), 3.2 Clarity, 3.3 Assertiveness, 5.3 Treating others with respect.

3 Unit 3 Prepare and shunt OTM

3.1 Prepare and mobilise OTM

Demonstrate:

- a) locate the OTM, following the relevant safety arrangements;
- b) entry and exit from the cab in a safe manner;
- c) perform tests and checks on systems and equipment, for the relevant OTM types in accordance with the current checklist requirements within the allocated time. Fill in entry on cab log book;
- d) identify and rectify OTM faults promptly and accurately within the limits of authority. Follow correct reporting procedures;
- e) couple and uncouple OTMs in a safe manner;
- f) secure and lock OTM site working equipment.

Explain

1. the correct access protocol to an OTM at site, including walking routes;
2. the method of reporting if the OTM will be delayed in entering service;
3. the safety precautions to be taken when preparing an OTM within a depot, siding, station or stabling point;
4. the requirements and safe methods used for coupling and uncoupling;
5. the methods, techniques and allotted timescales for conducting tests and checks on systems and equipment in both the preparation or mobilisation relevant to the type of OTM;

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6. the types of equipment required when undertaking tests and checks;
7. the common faults that prevent OTMs entering service;
8. why it is important to identify and communicate faults prior to bringing an OTM into service;
9. when and how to confirm a OTM is unserviceable.

Non-Technical Skills

- 1.1 Attention to Detail; 1.3 Maintain concentration; 2.1 Systematic and thorough approach;
- 2.2 Checking; 2.3 Positive attitude towards rules and procedures; 3.4 Sharing information;
- 4.3 Diagnosing and problem solving; 7.3 Maintain and develop skills and knowledge.

3.2 Move OTM within depots, yards and sidings

Demonstrate

- a) clarify and confirm the scope of the OTM movement with the person in charge prior to commencing the movement;
- b) move OTM in response to hand or fixed signals as appropriate. Maintain a good lookout at all times;
- c) move safely into and out of maintenance buildings or other covered areas;
- d) control the speed of the OTM in accordance with applicable speed restrictions. Sound warning horn as appropriate;
- e) stop machine at stop boards / loudaphones. Act in accordance with instructions;
- f) maintain awareness of other trains, vehicles or objects which may be foul, or any potential conflicting movement;
- g) check that all points and derailleurs are set correctly for the safe movement of the OTM.

Explain

1. the track layout within the depot including local instructions, protection arrangements and emergency procedures;
2. the typical hazards associated with shunting movements within depots and sidings;
3. the specific SPAD hazards within a depot or siding.

Non-Technical Skills

- 1.5 Anticipation of risk; 2.1 Systematic and thorough approach; 2.2 Checking; 2.3 Positive attitude towards rules and procedures; 3.1 Listening (people not stimuli); 3.2 Clarity; 3.3 Assertiveness; 3.4 Sharing information; 6.2 Prioritising; 7.3 Maintain and develop skills and knowledge.

3.3 Dispose of and stable OTM

Demonstrate: