

OTM driver development plan	Ref:	NR/L3/NSC/313/SP-1.09
	Issue:	1
	Date:	05 December 2015
	Compliance date:	01 April 2016

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1 Purpose

This module enables Network Rail to check the ability and willingness of an on-track machine (OTM) driver to perform a task to the required standard following a report of sub-standard performance.

It assures Network Rail that a OTM driver has the ability and willingness to consistently meet the required performance standards.

2 Scope

This module specifies the process to address sub-standard performance by OTM drivers. It specifies the process to identify, evaluate and develop driver plans for OTM driving outside possessions.

This module applies to all Network Rail OTM drivers, and supervisory and management staff who require competence to drive OTM trains as part of their responsibilities and work requirement.

3 Definitions

Term	Explanation
Development plan	An agreed 9 point personal plan needed to provide additional development to a driver to enable competence to be improved to meet performance standards.
OTM Driver	An individual who requires competence to drive OTM trains on the mainline as part of their responsibilities and work requirements (for the purposes of this procedure, also includes supervisors and managers).
On-track machine	Any rail-mounted machine meeting the requirements of GM/RT2400 and permitted by GO/RT3000 to be

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driven outside the limits of a possession.

Sub-standard
performance

Gap between driver performance and performance standard following a safety of the line incident for which there was partial or whole responsibility, or where a significant issue during monitoring has been identified.

4 Roles and responsibilities

4.1 Operations Standards Manager

The Operations Standards Manager shall:

- review and resolve any disagreement on the content of the development plan between the Competence Manager, OTM Fleet Assessor or OTM Operations Assessor, and OTM driver;
- decide whether a OTM driver who has been deemed unsuitable for a development plan should be redeployed or whether their employment should be terminated.

4.2 Competence Manager

The Competence Manager shall:

- resolve any disagreement on the content of the development plan between the OTM Fleet Assessor or OTM Operations Assessor, and OTM driver.
- review system adequacy and effectiveness where causes of sub-standard performance might have contributed to inadequate or ineffective performance standards.

4.3 OTM Fleet Assessor and OTM Operations Assessor

The OTM Fleet Assessor and OTM Operations Assessor shall:

- identify sub-standard performances and record them in the competence assessment file;

NOTE The competence assessment file can be found in NR/L3/NSC/313/SP-1.08/FA.

- advise where others have identified sub-standard performances relating to OTM Driver performance;
- develop and agree a development plan with the affected OTM driver;
- provide support and advice for OTM drivers to achieve planned aims and objectives;
- conduct scheduled and unscheduled OTM driver reviews;
- maintain all records relating to each OTM driver development plan.

4.4 OTM driver

The OTM driver shall: