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1 Purpose

To provide OTM train driver license and certificate arrangements for driving requirements outside possessions.

To provide a process for Network Rail to comply with the Train Driving Licenses and Certificates Regulations 2010 (TDLCR) 2010.

2 Scope

This procedure applies to:

a) any new OTM driver;

b) existing OTM drivers;

c) people involved in the recruitment and training of OTM drivers; and

d) doctors, psychometric assessors and training and examination centres who assess new train drivers.

This procedure does not apply to OTM drivers employed to work only:

a) in engineering possessions; or

b) on depot operations only.

3 Definition

Term	Explanation
Certificate	Registered, issued and maintained by Network Rail. Certifies training and competence information including types of route knowledge (NR/L3/NSC/313/SP-1.10) and Traction Knowledge (NR/L3/NSC/313/SP-1.11) maintained on a certificate register. Carried by OTM driver at all times whilst on duty.
Existing driver	A person who, before 29 October 2013, completed relevant training in, and has experience of driving, trains on the mainline railway in Great Britain.
TDLCR	Train Driving Licenses and Certificates Regulations

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	2010 (TDLCR) 2010. Sets out the legal requirements of the licensing and certification system for train drivers in Great Britain.
Licence	Registered by Network Rail and issued by the ORR. Mandatory information required and kept up to date on the National Licence Register. Carried by OTM driver at all times whilst on duty.
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.

4 Roles and responsibilities

4.1 Office of Rail and Road

The ORR:

a) issues licences to drivers and keeps a national register of licences;
b) inspects and monitors train operator's arrangements for training, competency management and fitness of drivers;
c) inspects and monitors train operator's arrangements for making sure drivers carry the necessary documents and keep these up to date; and
d) develops registers of recognised doctors (occupational health), psychologists, examiners and trainers.

4.2 Occupational health provider

The occupational health provider shall:

a) examine employees to the appropriate standard and advise the HR team of the medical result in a timely manner;
b) check that all doctors who examine for railway fitness for train driving are registered with the ORR;
c) examine every driver / assessor who holds a license every 3 years until the age of 55 and annually thereafter; and
d) examine new driver recruits to the appropriate standard prior to appointment.

4.3 HR recruitment manager

The HR recruitment manager shall:

a) collect evidence that employees can legally work in the UK;
b) collect evidence that employees have passed the necessary medical requirements and drugs and alcohol screening;
c) collect evidence that the employee has passed the necessary psychometric tests;
d) collect all personal information including languages spoken and education from the last 9 years; and
e) where relevant, see SMSP 6.11, check that the ATOC form is received and complete.

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NOTE Further information on recruitment and selection of OTM Drivers can be found in NR/L3/NSC/313/SP-1.02.

4.4 HR admin team

The HR admin team shall:

a) liaise with the ORR regarding licence applications;
b) when a licence is received from the ORR, send it directly to the employee;
c) collate all necessary information relating to the issue of licences and certificates;
d) maintain the TDCLR Licence Database:
   i. keep it up to date with current licences and certificates; and
   ii. update it when licences and certificates are suspended or removed;
   iii. manage the renew licences;
e) manage the administration of the frequency of medicals;
f) check that all trainers / assessors are registered with the ORR and maintain the requirements necessary to hold registration;
g) check the medical provider is registered with the ORR;
h) check the psychological assessment providers are registered with the ORR;
i) maintain a Network Rail register of employees holding a certificate and check all documentary evidence before a certificate is issued; and
j) inform the ORR if a licence has been withdrawn, and the reasons why.

4.5 Competence Manager,

The Competence Manager shall:

a) provide training for employees to the appropriate standard;
b) advise the HR admin team when a licence can be applied for;

NOTE 1 This is when an individual has completed basic training and achieved the required standard in rules and regulations. The designated point in training is determined by the Operations Training Manager. It takes place before the trainee undertakes any practical handling training on Network Rail infrastructure.

c) inform the HR recruitment team if, subsequent to an initial driver licence request, the licence is no longer required;
d) check that all operations trainers (drivers) have a licence and have been a driver or driver trainer for three years; and

NOTE 2 Assessors of practical skills need to have met these criteria within the five years preceding the application for recognition as a trainer.

e) brief trainee drivers on their responsibilities under the TDLCR regulations when issued with a licence.

4.6 Operations Performance Manager

The Operations Performance Manager shall liaise with the:

a) HR admin team so that all driver licences are applied for in a timely manner and information required is supplied;
b) the HR admin team so that a certificate is issued when an individual qualifies as a driver;

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