

MANAGED STATIONS MANUAL

Appendices: MS-08

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Issue: 2

Date: 02 June 202

SAFE USE AND OPERATION OF STATION VEHICLES

APPENDIX A1

"TYPICAL EXAMPLE" PRE-USE CHECKS / INSPECTIONS FOR TOW TRACTORS AND CLEANING MACHINES

Vehicle Registration No.:	(Circle whichever applicable)		
	Yes	No	N/A
Does the key switch operate satisfactorily?	+	+	+
Can the key be removed whilst in the 'on' position?	+	+	+
Are both front and rear lights working?	+	+	+
Are the indicators working?	+	+	+
Is the 'vehicle moving' light working (i.e. flashing)?	+	+	+
Does the horn work?	+	+	+
Does the audible sounder work with the handbrake off and the seat unoccupied?	+	+	+
Does the emergency stop button/switch operate?	+	+	+
Are the tyres in good condition?	+	+	+
Does the foot brake work satisfactorily?	+	+	+
Does the handbrake work satisfactorily?	+	+	+
If fitted, is the fire extinguisher in a serviceable condition?	+	+	+
Check Battery Electrolyte, is it OK, top up as required.	+	+	
Is the drivers log book available?	+	+	
Are side mirrors in a serviceable condition Where fitted?	+	+	+

Faults found	Action required	Remarks

(Items found to be sub-standard shall be reported to the Responsible Manager and the vehicle shall be removed / prevented from entering service)

Vehicle:	Passed Fit to Enter Service	Date:
Name:	Grade:	
Date:	Time:	
Signed:	Date:	

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SAFE USE AND OPERATION OF STATION VEHICLES

APPENDIX A2

"TYPICAL EXAMPLE" PRE-USE CHECK FOR TRAILERS

Trailer Registration No: _____ (Circle whichever applicable)

Yes No N/A

Is the Framework OK?

+ + +

Are the Deck plates OK?

+ + +

Are the Safety Chains OK?

+ + +

Is the Draw Bar OK?

+ + +

Is the Tow Eye OK?

+ + +

Are the Wheels/Tyres OK?

+ + +

Does the brake work satisfactorily?

+ + +

Is the General Condition/Cleanliness OK?

+ + +

Other (please state).....?

+ + +

Faults Found	Action Required	Remarks

(Items found to be sub-standard shall be reported to the Responsible Manager and the trailer shall be removed from service)

Name:

Grade:

Shift start time:

Shift finish time:

Signed:

Date:



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APPENDIX B1

APPROVAL FOR USE OF VEHICLES

Vehicles must comply with relevant British Standard / EU Specifications and Railway Group Standards. The Responsible Manager must liaise through the relevant Station Manager who will contact the Principal or Senior Managed Stations Engineer regarding the load bearing aspects of vehicle approval.

The weight of all vehicles must be established in relation to its intended area of use within the station, to make sure that the load bearing capacities of structures are not exceeded. Clarification and advice must be sought from the Principal or Senior Managed Stations Engineer prior to the introduction of any vehicle or trailer covered by the scope of this procedure, or for change to the area of use.

The Senior Managed Stations Engineer or the Station Manager are to complete **Appendix A1** to inspect the new / modified vehicles (for all companies). If the vehicle passes the criteria set out on **Appendix A1** then they are to sign the form off which approves the vehicle. These forms are to be retained by Network Rail.

The Station Manager or Competent Representative will review the vehicle against the following criteria. These specifications are the minimum requirements and may be added to at individual stations due to specific local needs:

Vehicles used on station platforms and concourses must be limited to 4 m.p.h. If a vehicle is to be used on a slope (no greater than 1 in 8), the speed must be limited so that the 4 m.p.h. traction power is disconnected and at 5 m.p.h. dynamic braking is automatically engaged limiting speed to 6 m.p.h. Speed limiting devices must be designed so as to prevent unauthorised interference by operators.

Vehicles used on station platforms must be fitted with the following interlocks/safety measures:

- A switch on the drivers seat to disconnect traction power if the seat is unoccupied.
- Front and rear lights must be in a working condition.
- The vehicles horn must be working.
- Visual and audible warnings must be fitted to vehicles for when the vehicle is in motion.
- Side mirrors must be fitted to vehicles with enclosed cabs.
- The emergency stop button / switch must be working.
- An interlock to sound a suitable audible warning if the driver's seat is unoccupied and the handbrake is not applied.
- The maximum number of occupants must be displayed on each vehicle.
- A warning notice must be displayed on vehicles capable of carrying or towing loads indicating the maximum capacity.
- The maximum capacity can also be shown as the maximum number of trailers to be towed, so long as the vehicle braking capacity is not compromised and the local safe system of work for towing restrictions is complied with.
- Towed vehicles (including trollies) must be fitted with brakes and a parking brake, which must apply when the towing handle is released on manual pushed types and when the trolley is uncoupled on towed typed.

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- The parking brake must be capable of holding the trolley on a 1 in 8 platform slope when under load.
- The design must give consideration to the aerodynamic effects of passing rail vehicles and must either:
 - o be able to resist such effects;
 - o be accepted for use with restrictions where such effects are not significant.

The Station Manager or Responsible Manager shall make sure that towed vehicles (including trolleys) shall be fitted with brakes and a parking brake which must apply when the towing handle is released on manual pushed types and when the trolley is uncoupled on towed types.

The parking brake must be capable of holding the trailer / trolley on a 1 in 8 platform slope when under load

All vehicles / trailers must have pneumatic tyres fitted. Where this is not technically feasible, then the operator must satisfy the Station Manager that station surfaces will not be subject to impact damage by alternative types of wheels. This requirement applies to all floor surfaces including Tactile. Network Rail reserves the right to prohibit the use of any vehicle / trailer which it reasonably suspects of causing damage to station floor surfaces. Trailers used for carrying loads must be fitted with adequate means to restrain / prevent loads from falling off when in use.

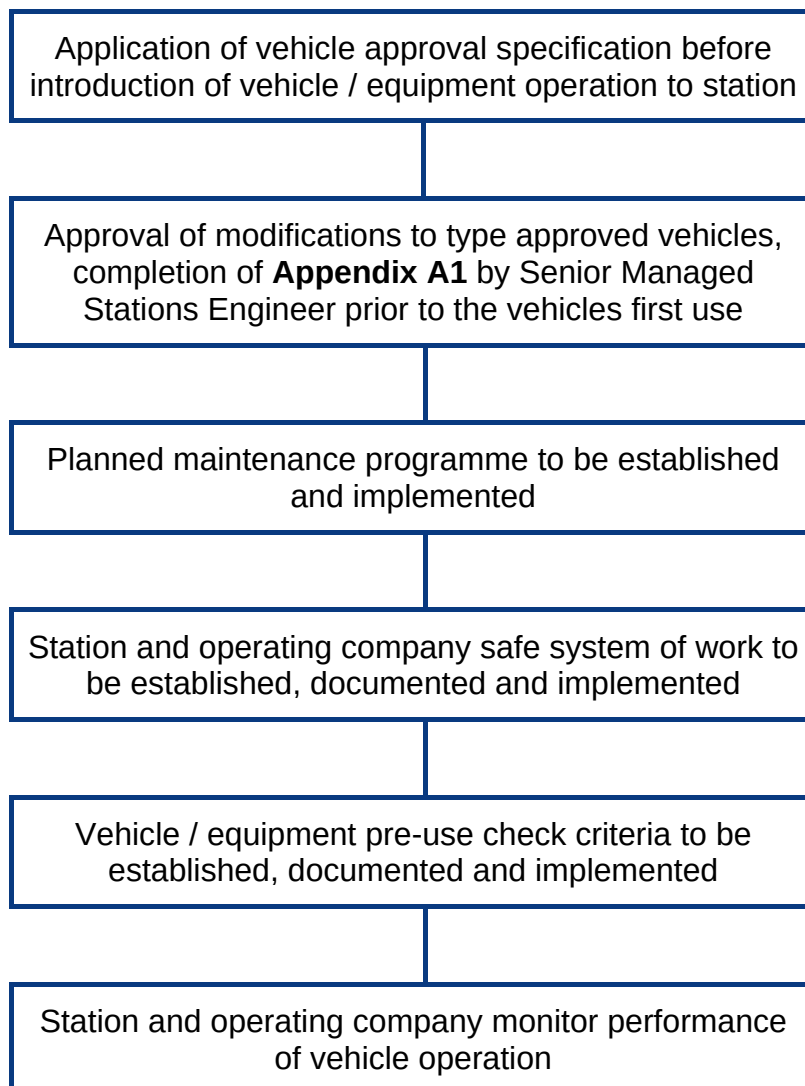
Wheelie bins must not be of metal construction i.e. body panels, lids or frames. This requirement does not apply to attachments such as hinges, locks, towing and wheel components.

Use of gas-powered vehicles within Managed Stations represents a significant risk of fire. It is therefore Managed Stations policy that where reasonably practicable gas powered vehicles must not be used on Managed Stations by Network Rail, its contractors and business partners. Exceptions may be granted by the Route Director subject to risk assessment and assurance of adequate controls.

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APPENDIX B2

VEHICLE OPERATING PROCESS FLOWCHART



Note: The above flowchart is intended to give a quick overview of the system that applies to the introduction and use of vehicle / equipment operations to a station. Reference shall be made to the relevant sections within the procedure for the full application of this procedure.