



FERRYMEAD RAILWAY
TRAFFIC BRANCH

DIRECTOR OF OPERATIONS
DAILY DUTY ROSTER AND GENERAL REPORT

DIRECTOR OF OPERATIONS:.....DATE:.....

This report is to be filled out by the nominated member rostered on as the Director of Operations for the day. It is to be used as a summary of the day's train operations. In general the report is intended to assist the Traffic Manager with statistical information and the General Manager with any issues that may arise during the day.
Any part of the report that is not used or not relevant shall have a line crossed through it and "NA" endorsed on it as "Not applicable".
This report should only take a few minutes to fill during the day and is to be forwarded to the Traffic Managers "Green Drawer" in the Workshop Lunch room at the end of the day.

DATE:.....

CURRENT TRAIN ADVICES FOR DAYS OPERATION:

.....
.....

TRAIN RUNNING CONSISTS

LOCOMOTIVE (S) :.....**Total Trips**.....

CONSISTS:.....

MEMBERS ON DUTY

	POSITION	NAME	TIME ON	TIME OFF
1	Director of Ops			
2	Engine Driver			
3	Fireman / LA			
4	Shunter			
5	Guard			
6	Guard's Assistant			
7	Signalman M/H			
8	Station Master F/M			
9				
10				
11				
12				

TRAIN READY FOR SERVICE:.....Hours

Date:.....

EXTRA RELIEF AND TRAINEE STAFF DUTIES

	POSITION	NAME	TIME ON	TIME OFF
1				
2				
3				
4				
5				
6				
7				

INCIDENTS
(See Page 4 for Check List)

	ITEM	TIME	NZTA NOTIFIED
1			
2			
3			
4			
5			

SIGNALLING FAULTS

	ITEM	TIME	Signals Advised	NZTA NOTIFIED
1				
2				
3				
4				
5				

Incident Check List

Date:.....

<u>ITEM</u>	<u>ACTION</u>
<ul style="list-style-type: none">• Ascertain what the nature of the incident is including contacting and accounting for the condition of the other train crew members and number/nature of any passenger injuries. Note this should be done without getting off the train if possible.	
<ul style="list-style-type: none">• Advise the passengers to stay on the train (unless it is unsafe to do so) until they can be safely disembarked.	
<ul style="list-style-type: none">• Check if the incident involves damage to the electric overhead lines or involves electric powered rail vehicles becoming derailed or damaged. If so ensure that the overhead has been turned off before disembarking from the train (Internal Phone 840).	
<ul style="list-style-type: none">• Advise Emergency Services, Phone 111.	
<ul style="list-style-type: none">• Send someone to nearest public access point to guide emergency services.	
<ul style="list-style-type: none">• Secure the train (e.g. apply the handbrakes, tend to the locomotive boiler).	
<ul style="list-style-type: none">• Advise the Moorhouse Signalbox, Phone 03 384-9918.	
<ul style="list-style-type: none">• Advise Ferrymead Station.	
<ul style="list-style-type: none">• Advise the Ferrymead Heritage Park Main Office, Phone 03-384-1970.	
<ul style="list-style-type: none">• Disembark passengers if it is safe to do so, tend to injured passengers, and keep all passengers informed as best as possible.	
<ul style="list-style-type: none">• Take down passenger details if possible before allowing them to leave.	
<ul style="list-style-type: none">• Assist emergency services as directed by them (within railway safe working practices) and provide any equipment as needed.	
<ul style="list-style-type: none">• Cordon off area if required.	
<ul style="list-style-type: none">• Advise NZTA within 2 hours, phone (04) 499-1858.	
<ul style="list-style-type: none">• Advise the General Manager, phone 0274 183 703.	
<ul style="list-style-type: none">• Fill in NZTA Incident Form.	

