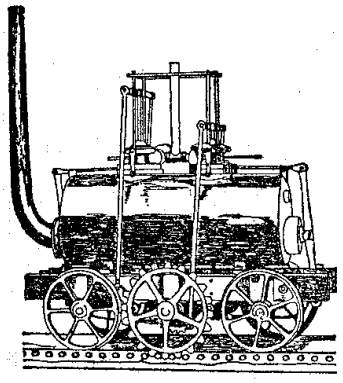
Middleton Railway Trust Ltd.

Train Operating Regulations

Incorporating General Appendix covering Safety Critical Train Crew Instructions

(Ninth Revision)



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March 2026

To Operate From
4th April 2026

Middleton Railway Trust Ltd.

Train Operating Regulations (Ninth Revision)

Revision History

v8.7 - Issued by the Council July 2017
v9.1 – Issued by the council March 2026

Train Operating Regulations

The Train Operating Regulations supplement the provisions of the Company Rule Book, as described in that document. The Train Operating Regulations ensure that locomotives and trains are operated in a safe and proper manner, specifically prohibiting some things that are unsafe. It is not possible for these regulations to legislate for all possible circumstances, and so staff must exercise common sense and initiative in applying them, so as to ensure that trains are operated as safely and effectively as possible. These regulations apply to all staff involved in any form of train operations.

Contents

Definitions

The following definitions are used within the Train Operating Regulations.

Any reference to a person uses the masculine form, however, will be taken to mean any gender.

Any reference to train means any single locomotive, single vehicle or combinations and multiples of these.

Any reference to train operations or train operating duty means anything involving the movement of items of rolling stock

Annett's key	Used to unlock a ground frame
Competent Person	Any person with the appropriate knowledge, skills and experience
Crossing Keeper	Individual with responsibility for the safe operation of a level crossing
Engineering Possession	Section of line taken over by a Senior Engineer
Engineering Train	Train formed for engineering duties
Flagman	A member of staff who stops road traffic at a crossing to allow rail vehicles to pass
Fouling Point	Point at which trains will not safely clear any train or vehicles on an adjacent line
Goods Train	A train formed of vehicles that may not carry passengers
Ground Frame	A control point containing levers which are normally locked by a key forming part of the single line token and, when unlocked, allowed points on running lines to be operated
Level Crossing	Point at which a highway crosses the railway
Limited Clearance	An area where a person cannot be in a position of safety to allow a train to pass
Network Rail	The railway authority; adjacent railway land from Balm Road terminus
Operating Notice	Notice in relation to general train operations and not specific to a service
Passenger Train	Any train on which members of the public are permitted to travel
Permissive Working	More than one train allowed in section, all movements under line-of-sight
Pilotman	A person acting as a driver's authority to move
Position of Safety	At least 1m clear of any railway line where a train may operate
Roster	Record of crew(s) and locomotive(s) allocated for train operating duties
Running Line	Anywhere that passenger trains are designated to operate
Senior Engineer	Any of those appointed by Council as Mechanical Engineer, Civil Engineer, Electrical Engineer, Safety Officer and Traffic Manager
Shunting Movement	Any movement of a train or vehicle, other than operating normal or engineering trains
Siding	A section of line not normally used for passenger traffic
Single Line Token	Authority to proceed within token section
Special Responsible Officer (SRO)	Person responsible for train operations when multiple trains are in use
Staff	Any member of the Railway carrying out duties at the Railway
The Railway	The Middleton Railway including the premises and operational boundaries
Token Section	Area of railway in which movements can only be made when in possession of designated token (see Appendix A)
Traffic Notice	Instructions issued in respect of the operation of trains
Trolley	A manually propelled piece of plant
Vehicle	Any item of rolling stock
Written Train Order	Authority to proceed in accordance with the instructions stated

Train Operating Regulations Section A. General Safety Responsibilities

A1. All staff must keep a good look out at all times when involved in train operating duties and must warn the driver or other members of staff if they see any situation that might lead to a dangerous occurrence.

A2. Trainee staff must be adequately supervised in the carrying out of any duties, and the person(s) supervising must ensure that these duties are carried out in a safe and proper manner, with the due observance of all relevant safety precautions and procedures.

A3. Before undertaking any train operating duty, all members of staff involved must read all traffic and operating notices carefully, to ensure that they are familiar with all current instructions and other information concerning the operation of trains. Staff must ensure that all traffic and operating notices are fully complied with.

Train Operating Regulations Section B: Crewing and Rostering

Staff Competence and Training

B1. The minimum ages at which staff are permitted to undertake train operating duties are:

- To act as a travelling ticket inspector; 14 years
- To act as shunter or cleaner; 16 years
- To act as passed cleaner or secondman; 18 years
- To act as fireman, passenger guard or goods guard; 18 years
- To act as locomotive driver; 21 years

B2. Staff who have been certified competent will be required to have their competence to undertake train operating duties reassessed in line with the current railway competency assessment policy.

B3. All staff undertaking or wishing to be given training for any train operating duty must comply with the current railway medical policy.

B4. No staff may be rostered for any train operating duty unless they are currently certified competent for that duty. Staff may only undertake train operating duties for which they are not certified competent if they are under the instruction of a certified competent person.

B5. Grade cards will be issued to all staff showing which duties they are certified competent for. Staff must be in possession of their grade cards when carrying out train operating duties at the railway.

Composition of Train Crews

B6. The minimum crews that are required for train movements outside of Moor Road site limits are:

- Manually propelled trolley; a driver.
- Locomotive moving light; a driver & secondman or fireman as appropriate
- Diesel locomotive on a goods train; a driver and a goods guard
- Diesel locomotive on a passenger train; a driver, a secondman and a passenger guard
- Steam locomotive on a goods train; a driver, a fireman and a goods guard
- Steam locomotive on a passenger train; a driver, a fireman and a passenger guard

B7. The maximum number of people allowed on any locomotive footplate when working a passenger train is normally three, however an additional person may be carried at the discretion of the Traffic Manager. Any person on a locomotive footplate may only be members of the train crew, officers of the railway in the course of their duties, or any other person who has been approved by the Traffic Manager. It is permitted to have more than three people on a locomotive footplate when the locomotive is not working on a passenger train and the number of persons on the footplate does not compromise the crew's ability to carry out movements safely.

B8. The maximum number of people allowed within a guard's compartment in use on a passenger train is two, and those may only be members of train crew, officers of the railway in the course of their duties or any other person approved by the Traffic Manager.

Rostering of Trains and Crews

B9. Where passenger train operations are taking place on more than one section of railway, a traffic notice must be issued with the necessary instructions for train operations.

B10. The running of passenger trains or demonstration Freight trains will be authorised by the Traffic Manager, who will arrange to roster the crews and locomotives for those trains. No passenger train may operate unless it is so authorised. If a failure of any locomotive or vehicle within a train occurs, the running of an appropriate locomotive to recover the failure may be authorised by the rostered driver or Special Responsible Officer if one is rostered.

B11. The running of Engineering trains may only be authorised by a Senior Engineer or nominated deputy.

B12. Only the rostered staff may act as the crew of a train, however the driver may at any time request other competent staff to act as assistant crew if he feels this to be necessary. If a member of a rostered crew needs to be relieved, a suitably competent person may take over from the rostered crew.

B13. The driver must use the rostered locomotive for train operating duties. In the event of the rostered locomotive being found to be defective, the driver may use an appropriate standby locomotive. The locomotives that are available for use will be designated by the Traffic Manager.

Train Operating Regulations Section C: Train Control – Normal Method of Working

Authorisation of Trains

C1. Unless otherwise authorised by a special traffic notice, passenger trains may only operate within the token section.

C2. Where a train is being hauled by more than one locomotive, then the drivers of all locomotives must come to a clear understanding as to which driver will be in charge of the train for the movements to be undertaken. The driver(s) of the other locomotive(s) must be satisfied that the driver in charge of the train has any necessary authority to proceed prior to movement of the train.

Single Line Token Operation

C3. No train may enter or move within a designated token section unless the driver in charge of that train is in possession of the token for that section.

C4. Under normal passenger train operations, a token section is only permitted to have one train within the section. An additional locomotive may only be present in a token section occupied by a train in order to facilitate the recovery of a failed train, unless otherwise authorised within a special traffic notice.

C5. In the event of a locomotive or vehicle failure requiring an additional locomotive to enter a token section, the rescue locomotive may do so without the token provided that the driver of the failed train has given an assurance that he will not move the failed train. The rescue locomotive must travel at a speed such as to be able to stop within the distance that can be seen to be clear ahead and must stop short of the failed train and await further instructions.

C6. Where the single line token is being used to unlock a ground frame, this is regarded as being under the possession of the driver involved in movements requiring the operation of the point levers.

Sidings Operation

C7. On areas of railway designated as sidings, the driver of a locomotive has responsibility for all movements. When it is necessary to have more than one locomotive moving, shunters must ensure that they do not signal conflicting movements.

C8. No passenger trains may operate within sidings unless authorised by a special traffic notice issued by the Traffic Manager.

C9. Drivers must ensure that no train travels on any part of the railway at a speed in excess of the prevailing speed limit detailed in Appendix A, or of any temporary speed restrictions imposed.

Train Operating Regulations Section D: Train Control – Multiple Train Method of Working

D1. If passenger trains are to be operated on any day when other trains may also be in operation within the single line token section, they may only do so when notified and authorised by the Traffic Manager, who will issue a special traffic notice for the operation of such trains and provide a timetable for operations.

D2. To facilitate the operation of multiple trains, the following will be implemented:
- (a) the single line token will be withdrawn.
- (b) Pilotman working will operate within Moor Road station site, or as described in any special traffic notice.
- (c) written train order(s) will act as authority for train movements for the section(s) of line in use.
- (d) a Special Responsible Officer (SRO) will be appointed.

D3. The SRO will manage the operation of the day. Any changes to timetabled movements may only be authorised by the SRO.

D4. A pilotman may be appointed for the section of line within Moor Road station site. The pilotman must carry a written appointment and be clearly identifiable.

D5. The pilotman may authorise a train to move within Moor Road station site and need not accompany any train moving towards Park Halt. In such cases where the pilotman has authorised a train movement and is not accompanying the train, the pilotman must not attempt to authorise another locomotive movement within Moor Road station site until the previously authorised train has cleared Moor Road station site. The driver of the locomotive must not make any movement unless the pilotman has instructed him to do so.

D6. The pilotman must carry the Annett's key for the Moor Road ground frame with him, unless the planned movement will not allow this.

D7. Locomotives may be stabled in the Middleton Park loop provided that the northern-most locomotive is secured with a locked scotch, the key for which will be carried with the written train order. Stabled locomotives must be clear of the fouling point.

D8. Locomotives may be stabled in the Balm Road loop provided that they are clear of the level crossing and within the fouling points.

D9. When locomotives are being stabled in a terminus loop, the procedure for changing locomotives will be as follows: -

(a) When a train arrives at the terminus, the locomotive(s) uncouple(s) from the train

(b) The arriving locomotive(s) proceeds into the loop

(c) The written train order is transferred to the relieving locomotive(s), which may then leave the loop and couple on to the train when any scotches have been removed.

(d) The driver of the relieving locomotive will be responsible for ensuring that any scotches for stabled locomotives are secured in the correct position prior to departing with the train.

D10. The guard of any train wishing to return from Park Halt to Moor Road station site must, in the presence of the driver, use radio or an appropriate alternative to seek permission from the SRO to proceed. The train must not set off until such permission has been obtained.

D11. Crossing keepers or flagmen at the Moor Road level crossing must only work to instructions from the SRO or pilotman.

Written Train Orders

D12. Written Train Orders (WTO) may be issued as authority to move only when designated as such by a Special Traffic Notice and are only applicable within the limits defined in that Special Traffic Notice and the WTO.

D13. Written Train Orders include any keys necessary for operating points and other equipment such as scotches or clamps within the section covered by the WTO.

Train Operating Regulations Section E: Signalling

Meanings of Signals

E1. Except in emergencies, staff must not use signals for train control other than those defined in this section of the regulations.

E2. "Stop" boards mark points where trains are required to halt before proceeding past them; they may also give other instructions, which must be obeyed before proceeding past the stop boards.

E3. Whistle boards, marked by a "W" sign, mark points where drivers must sound the locomotive audible warning device.

E4. The following signals must be used for train operations:

(a) During daylight hours;

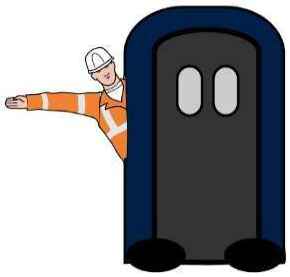
Move towards shunter

Move away from shunter

Slow down

Stop immediately

Stop immediately (when on a vehicle)



Ease up

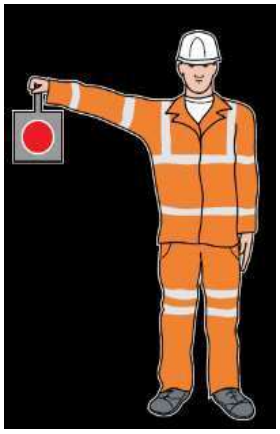
Create vacuum

(b) In darkness;

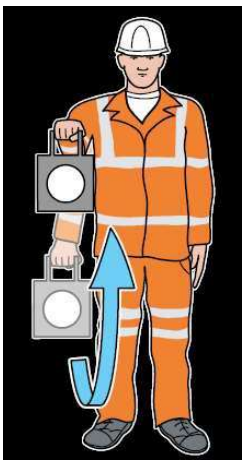
Move towards shunter

Move slowly towards shunter / ease up

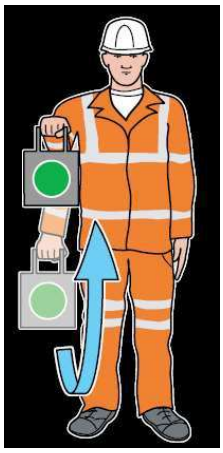
Stop immediately



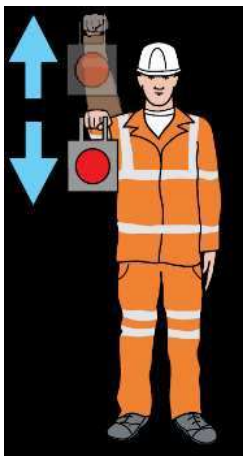
Move away from shunter



Move slowly away from shunter



Create vacuum



E5. The meanings of flag signals are:
Red – Stop
Green - Proceed

E6. Where used for signaling, flags and hand lamps should normally be held.

Response to Signals

E7. All train crews must obey all signs and signals, whether the cause of the signal being shown is known to them or not. Drivers must not move until they have been given the correct signal to do so, which they must acknowledge. If there is some doubt as to the meaning of a signal, the driver must stop and investigate. Audible response to signals should only be given where necessary.

E8. In addition to the prescribed signals, any red signal, or any light waved violently, is to be taken as indicating danger, and any driver of a train observing such a signal should stop the train and investigate before proceeding.

Train Operating Regulations Section F: Duties of Locomotive Crews

Preparation of Locomotives

F1. Locomotives must be examined, prepared and operated in accordance with the relevant instructions for that locomotive. Any deviations from these instructions may only be authorised by the Traffic Manager or Mechanical Engineer.

F2. Before lighting up or starting any locomotive, the crew must ensure that it has been allocated as available for use.

F3. Once examinations and preparations of the locomotive have been completed, a record of the examination(s) must be made by the rostered driver prior to commencement of any operations. Where the examination of a locomotive reveals a defect of any sort, the crew should take all reasonable measures to rectify it, ensuring that the defect and any remedial action taken is recorded in the driver's report of the locomotive operation.

F4. If any defect discovered during preparation, operation or disposal of the locomotive cannot be rectified and appears liable to endanger any person or cause damage to the locomotive or other vehicles, then the locomotive must be regarded as unfit for service, disposed of accordingly and a record made of the defect.

Operation of Locomotives

F5. If during any part of a train operating duty, a person is required to place himself in a position where they might be endangered if the locomotive is moved, or any of the locomotive controls are operated, they must ensure that all necessary staff are aware of their intentions prior to placing themselves in to such a position and be sure that no controls will be operated. Where necessary, suitable not to be moved boards and/or warning notices should be placed.

F6. On a steam locomotive, the crew must take great care to avoid discharging hot water or ashes onto or near any persons in its vicinity and must also ensure that coal on the engine is not stacked dangerously. On any locomotive, the crew must ensure that any tools, irons, boxes etc. are so placed that there is no danger of them falling off whilst the locomotive is in motion.

F7. A locomotive must be adequately supervised while there is a fire in it or its engine running, unless instructions are issued by a senior engineer.

F8. Whenever a locomotive is stationary, the brakes must be applied and, as far as possible, all control levers left in the neutral or off position.

F9. Drivers must ensure that any water crane or hose is left clear of all lines and properly secured.

F10. Crews must give due consideration to local residents, avoiding wherever possible the unnecessary emission of smoke or excessive sounding of audible warning devices.

Starting Trains

F11. Other than for a light locomotive, drivers must not set off until they have received a signal from the guard or shunter to do so. In the case of passenger trains, the signal will be a clearly displayed green flag or lamp accompanied by two blasts of a whistle. This signal must be acknowledged by the driver and he must ensure that the guard or shunter has safely boarded the train if required to do so, prior to moving. If the train is being hauled by more than one locomotive, the drivers must exchange signals to confirm a clear understanding of the intended movement prior to it being undertaken.

F12. The driver, or leading locomotive driver if multiple locomotives are in use, must satisfy themselves by observation that the line is clear and that any points to be traversed are set correctly and safe for passage over them.

F13. Whenever a train is in motion, the crew must keep observing that the line ahead is safe to pass and also look towards the back of the train periodically to ensure no problems may have arisen or be imminent. Crew must particularly keep a careful watch along platforms when a train enters or departs a platform in case of any emergency arising.

Precautions while Running Trains

F14. In the event of a driver being taken ill or otherwise incapacitated while the train is moving, the fireman or secondman must take control of the train. They must then either bring the train to a halt immediately or continue at not more than a walking pace to the next safe stopping point, and having stopped the train must then summon help.

F15. Drivers must sound the locomotive audible warning device in the following situations:

(a) locations marked by signage
(b) before any designated foot or road crossing
(c) where necessary, prior to the movement of any locomotive or train
(d) where necessary, before entering any compound, car park or workshop/stabling buildings
(e) where necessary, when people are seen on or near to the line on which the train is running

F16. If any person(s) on or dangerously near a line on which a train is running does not acknowledge an audible warning device, nor appear to move clear, the driver must sound an urgent danger warning by giving a series of short sharp blasts, reduce the speed of the train and be prepared to stop the train. If the person(s) still remain(s) in a dangerous position, then the driver must bring the train to a stand until the line is clear to proceed.

Braking Systems

F17. On a train fitted with vacuum brakes, the driver must use the vacuum brakes as the primary method of braking the train; the locomotive brakes should, where necessary, be used to supplement the vacuum brakes on those locomotives whose brakes are not applied automatically by the action of the vacuum brake. The driver must regulate the brakes so as to provide a smooth ride.

F18. When a train is drawn by two or more locomotives, the driver in charge of the train is responsible for the observance of signals and the working of the vacuum brake. Other drivers must watch for and act upon signals.

Disposal of Locomotives and Trains

F19. Upon completion of operations, the driver must complete a report form as provided by the Traffic Manager or Mechanical Engineer, giving details as are required including the work carried out by the locomotive and any defects noted during its operation, including any actions taken to rectify defects.

F20. On completion of operations, the crew must leave the locomotive and all other vehicles properly disposed of and in accordance with any instructions given, and stabled with handbrakes fully applied.

Out of Course Stoppages

F21. In the event of an out of course stoppage, the driver is responsible for the investigation of such stoppage and any remedial actions required. The driver may proceed only once satisfied that appropriate remedial action has been taken.

F22. In the event of such a stoppage, the guard must remain on the train and must not apply any brakes, unless they are instructed to do so by the driver. If the guard is instructed to leave the train, they must destroy the vacuum (if in use) and must fully apply the handbrake of their vehicle.

F23. Where a stoppage has required the driver to instruct the guard to apply their handbrake, then the driver must notify the guard once the train is able to proceed. The guard must then give a signal for the train to proceed in line with normal train dispatch procedures, and the driver must not attempt to move the train until such an authorising signal has been received.

Train Operating Regulations Section G: Shunting and General Train Operation

Responsibilities of Drivers and Shunters

G1. The driver in charge of a train has overall responsibility for its operation, working strictly to signals given by the shunter or guard.

G2. Before any train movements, the shunter must make any staff who may be on or near the line in which movements will be taking place aware of the intended movements.

G3. Where more than one locomotive is in use, those concerned must ensure that no conflicting movements can occur. All movements must be undertaken at an appropriate speed and shunters must ensure that signals are clearly given in such a way as to avoid them being taken by any driver other than the one for whom they are intended.

G4. Trailing through points is not permitted, except for designated sprung points.

G5. Shunting using radios may only be undertaken with radios that are provided by the railway.

G6. Radios used for shunting must be used in accordance with training given. At all times, the shunter must be talking to the driver and at any point where the driver cannot hear the shunter, the train must be stopped immediately.

G7. Assistant shunters, or communication by radio, must be used when visibility falls below 50 yards (45 metres).

G8. Where any movement of a train is required after dark or when the visibility is less than 50 yards (45 metres), a suitable light must be displayed on the front, in the direction of travel, of the vehicle or train being moved. The guard or shunter must ensure that this and any other lamps are properly displayed.

G9. The following forms of shunting movement are prohibited:

- double shunting (i.e. the turning of some vehicles onto one line or siding and others onto another line or siding during a single movement)
- loose shunting (i.e. propelling of vehicles by a train without being coupled to it)
- fly shunting (i.e. hauling of vehicles before uncoupling whilst on the move)
- any movement of vehicles by means of a prop or pole, or by towing with a rope or chain attached either to a locomotive, railway vehicle or road vehicle except when authorised by a senior engineer.

G10. During severe frost or falling snow, particular care must be taken to ensure facing points are not blocked in such a way to prevent them being closed fully.

G11. Shunting into buildings is not permitted where members of public are present and appropriate precautions must be taken to prevent members of the public entering the building during shunting movements.

G12. When any shunting movement is to take place within a station site that is open to members of the public (and particularly when running round a passenger train), the train crew must take great care that all members of the public are clear of the tracks on which vehicles are to move.

G13. Before any vehicle is moved, the guard or shunter must ensure that:
(a) all other trains and vehicles, including their loads, are clear of all points that require to be traversed;
(b) all persons, road vehicles, animals and any other objects are clear of the line(s) on which shunting is to take place;
(c) all doors on vehicles to be moved are properly closed and secured
(d) all points are correctly set and fully closed for the required movement, in particular any which are to be traversed in a facing direction.
(e) all vehicles to be moved are correctly coupled

G14. After any shunting operations have been undertaken, the shunter in charge must ensure that:
(a) all vehicles and their load(s) are left clear of any running lines, and safely within any fouling markers, trap points, derailers or scotch blocks;
(b) all trains or vehicles are properly secured (including the placement of scotch blocks where required) so as to prevent them moving, fouling other lines, being blown out, or otherwise escaping onto a running line;
(c) all vehicles fitted with vacuum brakes have had their manual brakes applied and then have the vacuum brake manually released by pulling the release string under the vehicle, ensuring the piston is fully down.
(d) all equipment used for the shunting movements are returned to their designated storage places, unless they are required again immediately for further operations;
(e) where possible, vehicles are coupled together, including with any vehicles already stabled

G15. In the event of any failure of, or accident to, some part of a train, the train should be brought to a stand as quickly and safely as possible. Advice must then be sought from a senior engineer prior to any further movement of the train.

G16. Drivers must stop the train short of any vehicles that their planned movements require then to be coupled up to and not proceed to buffer up until instructed to by the shunter or guard. When buffering up to coaching stock when passengers are alighting or disembarking, extra care must be taken to ensure the disabled ramp is not in use, and that no people could be injured by the sudden movement of the stock caused by the locomotive coming into contact with the coaching stock.

G17. As far as is reasonably practicable, coupling and uncoupling of vehicles should be done with a shunting pole, so as to avoid the necessity for going between the buffers of vehicles

G18. Where a shunting pole is being used to operate couplings, no attempt must be made to throw the link over the drawbar hook until the buffers have actually touched.

G19. Staff must not go between vehicles to operate couplings, attend to brake pipes or for any other purpose until the vehicles are at rest, nor may they remain between them while any movement of the vehicles or easing of the couplings is made. Only if absolutely necessary, may a person go between vehicles whilst the buffers are compressed to facilitate coupling or uncoupling, and the vehicle to be coupled or uncoupled from must be chocked.

G20. Where screw couplings are used they must not be unequally screwed, and shunters must equalise them before coupling up. When a screw coupling is used, it must be screwed up as far as possible to prevent it jumping out of the drawbar hook.

G21. When coupling or uncoupling trains on which vacuum brakes are in use, the brake pipes must be disconnected first and left open to atmosphere. Only when all couplings and connections have been dealt with should the brake pipes be reconnected to the vacuum system.

G22. Before going between any vehicles for any purpose during any shunting operation, shunters must ensure that they inform the driver and have received acknowledgement from the driver that it is safe to do so.

G23. A vacuum brake continuity test must be completed when a locomotive is first attached to a train on which vacuum brakes are in use, or when the formation of such a train is altered other than by a single locomotive running round it.

G24. Before any operation of trains commences, or after a train has been involved in any shunting movements, or had vehicles coupled to it or uncoupled from it, the guard or shunter must ensure that all couplings, brake pipes and electrical leads are properly connected. The guard or shunter must also ensure that either all handbrakes (other than on the locomotive) have been released or applied in accordance with directions given by the driver, and must confirm this to the driver upon completion.

Train Operating Regulations Section H: Passenger Trains

General Requirements for Passenger Trains

H1. Except in an emergency, or unless special provision has been made, passengers may only board or alight from passenger trains at designated platforms.

H2. The Traffic Manager will issue instructions defining which vehicles may be used for the carriage of passengers, and how these vehicles must be marshalled within a passenger train.

H3. The rearmost vehicle of a passenger train, in the direction of travel, must display a red tail lamp.

H4. The vacuum brake must be in operation throughout a passenger train, such that the vehicle at the rear end of the train has an operable vacuum brake.

H5. Except in an emergency, passenger trains must be operated with the locomotive at the leading end in the direction of travel.

H6. On any passenger train, at least 50% of the axles in the whole train should be capable of having vacuum brakes applied by the driver. Where this cannot be achieved, the train must travel at no more than 5mph.

Preparation of Passenger Trains

H7. Before commencing the operation of passenger trains, the guard must ensure that the train is equipped with an emergency ladder, access ramp, first aid kit, fire extinguisher, red and green flags, a tail lamp, and a hand lamp as may be required. This equipment must stowed so as to be readily available if required.

H8. Guards must undertake a “fitness to run examination” of the rolling stock to be used for conveying passengers, in line with instructions given. A record of this examination must be made prior to the operation of trains, noting any defects and any remedial actions taken.

H9. Before commencing any operation of passenger trains on any day, unless the line has been inspected by others, the driver must conduct a check of the whole line over which the trains are to be operated, ensuring the line is not obstructed and free of serious defects and that all turnouts are adequately secured by facing point locks or physical clamps. A record of the line check must be made prior to the commencement of passenger trains over the section of line being inspected.

H10. Guards must limit the maximum number of passengers permitted to travel in each vehicle within the train to avoid overcrowding and ensure, as far as reasonably practicable, that passengers do not ride in positions that may endanger their safety or that of their fellow passengers or the train.

H11. Prior to departure of a train, the guard must ensure that all passengers and belongings are safely aboard and that all vehicle doors are shut and any safety bars are in position.

H12 Guards must ensure passengers do not interfere / operate handbrake wheels or any other safety equipment.

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Train Operating Regulations Section I: Goods & Engineering Trains

I1. Goods and engineering wagons must only be used to carry loads for which they are suitable, and all wagon loads must be adequately secured. Particular care must be taken with securing long loads that require more than one vehicle, having regard to any curves that may have to be traversed.

I2. The guard or shunter must undertake an inspection of the rolling stock to be used in line with any instructions given to ensure that the train is fit for the intended duties.

I3. A competent person must be consulted before any load that is out of gauge or exceptionally heavy is moved, and such a load may only be moved in accordance with any instructions that may be issued.

I4. On goods and engineering trains where the vacuum brakes are not operative throughout, a manned braked vehicle must be provided at the downhill end of the train.

I5. On a goods or engineering train where vacuum brakes are not operative, and the movement will involve traversing a downhill gradient, the driver must take appropriate cautions to maintain full control of the train, applying hand brakes on a minimum of every third wagon.

I6. If staff are likely to be required to travel on a goods or engineering train (other than as part of the train crew), suitable accommodation must be included in the train.

I7. Where a senior engineer has taken over part of the line to carry out engineering works, this is deemed as an Engineering possession, where engineering regulations apply. A competent person must be designated to be in charge of the possession. All works within the possession must be in accordance with instructions issued by the competent person.

I8. When Engineering Training is being carried out by the training providers, and the use of a trolly is required on the main line. The providers will work as per MRT Instructions and place a marker on the Moor Road ground frame to indicate a trolley is in use up the line. Drivers must proceed with caution if this indicator has been placed.

Train Operating Regulations Section J: Footpath & Highway Crossings

Level Crossings

J1. No train may proceed on to a level crossing unless it is safe to do so.

J2. Any staff who are to act as flagman or level crossing keeper at a level crossing, or who are otherwise involved in the operation of any level crossing, must be wearing suitable, clean orange high-visibility clothing during the operation of the level crossing.

J3. Where trains are to cross a level crossing with gates, the gates must be closed so as to stop road traffic, whether there is any road traffic at the time of crossing or not.

J4. Level crossing gates must always be secured when closed to either road or rail traffic.

J5. In any conditions where visibility is less than 50 yards (45 metres) or after dusk, before closing gates to road traffic, red lamps must be fixed to the gates so as to be visible to road traffic. The lamps must remain fixed to the gates until they have been reopened and secured to allow road traffic to pass. Where the level crossing has no gates, a red lamp is to be held towards oncoming road traffic in order to stop it. Any lamps being held by railway staff must be done so from a safe position relative to both road and rail traffic.

J6. Trains should not be allowed to come to a halt with any of their vehicles on the level crossing. Should the train come to a halt with any vehicles on the level crossing, every effort must be made to move the train from the level crossing as soon as possible.

J7. Any shunting operations across level crossings must be planned so as to minimise as far as possible the number of occasions on which trains need to cross the level crossing, ensuring the length of time for which the level crossing has to remain closed to road traffic is minimised.

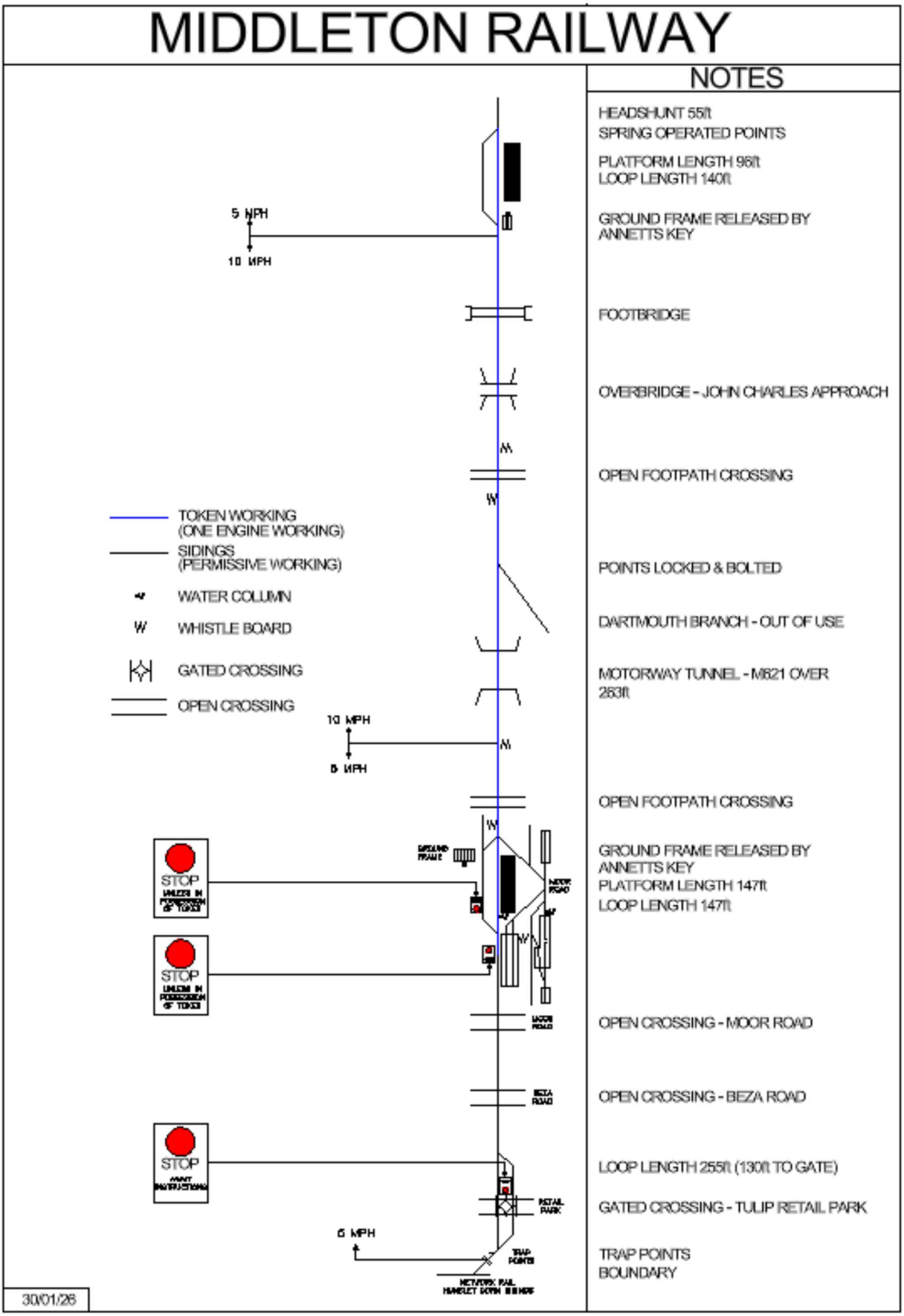
J8. No part of a train shall be stabled on a level crossing, except in the event of an emergency or failure.

Foot Crossings

J9. Crew must be vigilant at designated foot crossings along the railway line and must sound the audible warning device on the approach to all crossings, being prepared to stop should the need arise.

J10. Any instructions signposted for footpath crossings must be obeyed.

Appendix A: Route Map



Appendix B

General Appendix covering Safety Critical Train Crew Instructions

GA 1. When shunting towards building doors, roller shutter doors must be fully raised. Hinged doors must be secured in the open position to ensure they do not close whilst passing through. If a door must remain closed (shed doors), whilst parking a vehicle, extreme care must be taken to ensure the vehicle is stopped in good time!

GA 2. Carriage Shed Shunting procedure

Morning shunt

Ensure the Large roller shutter door is fully open before the loco approaches.

Check for trailing cables and coaches on charge.

Ensure the required coaches are coupled, cabled and the vacuum hoses are connected.

Couple and Vac up coaches to loco. This is to ensure maximum braking for when propelling over the crossing. Shunt back the ~~correct~~ required distance from the turnout.

Once the road is set and a signal is given, propel forward towards the crossing under the control of a qualified shunter.

The guard must remain in the guard's compartment throughout the shunt move in order to be close to the emergency brake valve should it be required and if qualified to do so, will be directing the shunt move towards the crossing. If not qualified, a qualified shunter needs to be present to signal the driver appropriately.

Once the route for the platform has been set, the driver should receive a signal from the Shunter at the ground frame, check both sides, whistle and proceed to the platform.

End of service shunt

After the last arrival at Moor Road, the loco should stay on the North end of the train.

The guard should remain on the train and in the rearmost guards compartment to assist with this move.

The train should be propelled south towards the crossing, under the control of a qualified shunter

Once clear of the turnout, the train should be brought to a halt, and the road set for the yard.

If there is someone at the ground frame ready to set the road for the yard immediately, then a brief pause of stock on the crossing itself is acceptable.

If there isn't someone at the ground frame, the train must be propelled clear of the crossing due to the delay.

Once the route for the yard has been set, the driver should receive a signal from the Shunter. Check both sides, whistle and proceed to the yard, stopping at the point where the last vehicle has cleared the carriage shed turnout.

Once the road has been set for the carriage shed, the shunter / guard should signal the train back into the carriage shed.

The stock must be stabled clear of the roller shutter with handbrake(s) applied.

Place any vehicles on charge as needed.

Crews must also ensure that the building is left locked and secure at the end of the day,

Ensure the South Gate is closed and locked.

ALL MOVEMENTS MUST BE UNDER THE INSTRUCTION OF A QUALIFIED SHUNTER

GA 3. Museum fire Alarm.

This is a RED light on the South End of the museum, which lights up upon activation of the museum Fire Alarm. If on approaching the platform and the light is seen to be lit the train must be brought to a stand towards the South End of the platform. The guard must contact the duty manager to ascertain what the cause is and take instructions as to which way passengers should be evacuated from the platform, if that is required. Train crew must ensure no passengers proceed to the museum until the Duty Manager has given permission. Passengers should be advised of the situation and kept informed.

Advice for Shunters is contained in the Shunters Handbook

Advice for Guards is contained in the Guards Handbook.

Emergency Evacuation Procedures - General Advice is contained in the Guards Handbook.

Whilst the railway cannot cover every emergency eventuality, passenger safety must come FIRST ensuring any means of egress e.g. ladders must be secured to prevent movement.

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