

وزارة المواصلات والاتصالات  
MINISTRY OF TRANSPORT  
AND COMMUNICATIONS



# Train and Tram Drivers Permit Requirements

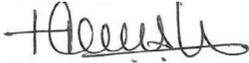
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1.0	22/05/2019	Vijay Singh	Official issue of the requirements.
0.4	20/05/2019	Vijay Singh	Post consultation, made the following changes. <ul style="list-style-type: none"> <li>• Reference to the railway law added</li> <li>• Requirements do not apply during construction phase.</li> <li>• Permit validity to be max 5 years before renewal.</li> <li>• Method for applying for dispensation added to Ch2.</li> <li>• Process for appeal added to Ch7.</li> <li>• Reference to Arabic language requirement removed.</li> </ul>
0.3	25/02/2019	Vijay Singh	<ul style="list-style-type: none"> <li>• Added the requirement for any communication between driver and ICC to be in English.</li> <li>• Changed the language proficiency level from level 3 to level 4.</li> <li>• Chapter 2 – added the requirement for the permission to drive a train i.e. work order.</li> </ul>
0.2	21/12/2018	Vijay Singh	Updated the formatting and branding and issued for initial consultation.
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## 1. Application and Extent

This document applies in relation to the driving of trains and/or trams on a railway network that is certified by the Rail Safety Regulation Authority for public use and provides a list of minimum mandatory requirements and tasks (associated with the train and tram driver permit), for which the Railway Operators, Service Providers and other stakeholders are responsible. This requirements document provides supplementary information to the clauses in the Law on the Regulation of Railway Affairs and should be read in conjunction with the law. Figure 1 below provides the document hierarchy.

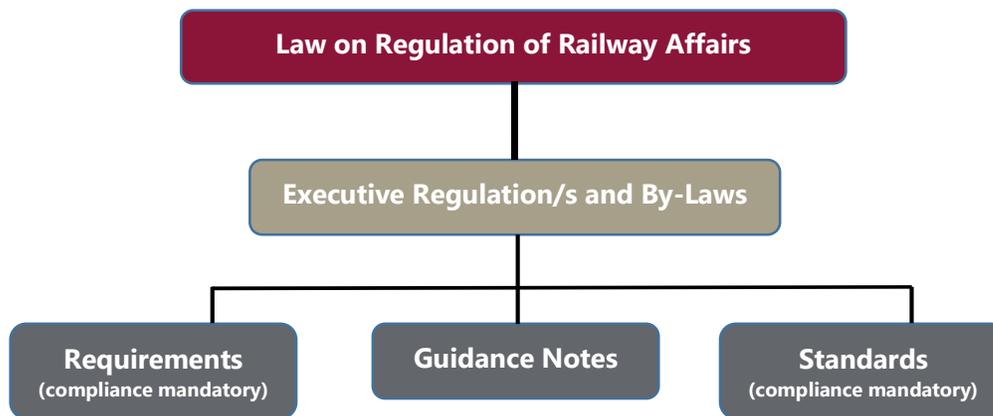


Figure 1: Hierarchy of document structure

This document applies to the following groups of people:

- Railway Operators;
- Service Providers (who employ or will employ Train or Tram Drivers);
- Train and Tram Drivers; and
- Trainers and examiners of Train and Tram Drivers.

These requirements only apply to driving a train, tram or railway vehicle on the railway infrastructure that:

- will form part of the Infrastructure Safety Certificate and/or Operational Safety Certificate for that particular railway system; or
- is listed in the Infrastructure Safety Certificate and/or Operational Safety Certificate issued by the Rail Safety Regulation Authority (MOTC) for a particular railway network.

These requirements do not apply in relation to the driving of trains or trams on track/s, which:

- form part of railway system under development/construction and has not been issued with an Infrastructure Safety Certificate and/or Operational Safety Certificate; or
- is/are temporarily closed for the purpose of maintaining, renewing or upgrading railway infrastructure.

The requirements associated with the train driving permit are not applicable to GOA 4 systems operated in an unattended train operation (UTO) mode and where manual driving of a train is only required in degraded mode of operations (for example, manual train rescue) and the task associated with driving a train is an 'add-on' task.

A train or tram driving permit is evidence that a person has the necessary skills to drive a train or a tram. The permit provides confirmation that the driver is competent and medically and psychologically fit to drive a train or tram. Railway operators and drivers must meet a range of conditions to issue and receive a permit respectively. Various sections of this document provide information on requirements associated with the train or tram driving permit.

### 1.1. Definitions

For the purpose of this document:

- **'Accreditation'** means a formal recognition by an authoritative body of the competence to work to specified standards. For the purpose of this document and in the case of train and tram drivers, the authoritative body is the relevant railway operator by whom the driver is employed.
- **'Examination'** means a process to check a train/tram driver's or trainee driver's competence in accordance with the operator's Safety Management System (SMS) by written and practical means.
- **'Examiner'** means a person having the relevant skills and competence, recognised to conduct and score examinations for the purpose of issuing a train/tram driving permit on behalf of a railway operator.
- **'Grade of Automation 4 (GOA4)'** means unattended train operation (UTO) where starting and stopping, operation of doors and handling of emergencies are fully automated without any onboard train staff.
- **'May', 'Shall' and 'Could'** means an act or information is optional and is not mandatory.
- **'Ministry'** means the Ministry of Transport and Communications (MOTC).
- **'Must'** means a requirement with which compliance is mandatory.
- **'Network'** means any railway line or combination of two or more railway lines and all associated railway infrastructure and facilities used for operating railway vehicles.
- **'Rail Safety Regulation Authority'** means the authority in the Ministry concerned with safety regulation, inspection, detection of violations and technical investigation in incidents and events related to railways.
- **'Railway Infrastructure'** means all establishments and facilities, systems and software required for the operation of the railway including the railway tracks and associated track structures, service roads, signaling and communication systems, rail control systems, signs and notices, electric power supply, electric traction system, buildings, stations, warehouses, depots, stabling yards, equipment and machinery, structures, track ways, diversions, tunnels, bridges, sidewalks, barriers and supporting works,

gates, drainage works, and any other facilities related to the railways. This does not include railway vehicles..

- **‘Railway Operation’** means the operation or movement or causing the operation or movement of railway vehicles for the purpose of operating a railway service (including for the purpose of construction, maintenance, modification or restoration of railway infrastructure or railway vehicles or both). The above includes:
  - construction of railways;
  - defining the rules for employment of railway employees, qualification requirements, financial systems and disciplinary systems for dealing with them.
  - development and assembly of railway vehicles;
  - Scheduling, control and monitoring of railway vehicles being operated or moved on railway infrastructure; and
  - the management, commissioning, maintenance, repair, modification, installation, operation or decommissioning of rail infrastructure or railway vehicles.
- **‘Railway Operator’** means the authorized party providing railway operations or maintenance of the railway infrastructure or railway vehicles, or both for the purposes of transportation.
- **‘Railway Vehicles’** means any mechanism or vehicle that is designed to operate on, or uses a railway including locomotives, engines, trains, trams, light inspection vehicles, self-propelled maintenance vehicles (including rail-road vehicles when that vehicle is operating on a railway), freight wagons and monorail vehicles.
- **‘Recognised psychologist’ and ‘Recognised doctor’** means persons certified to practice in Qatar in the specialized fields of psychological examination and general medical examination respectively.
- **‘Train driver’** means a person capable and authorized to drive trains, including locomotives, shunting locomotives, work trains, maintenance railway vehicles or trains for the carriage of passenger or goods by rail in an autonomous, responsible and safe manner.
- **‘Train driving permit’** means a permit indicating the holder satisfies the requirements stipulated by the Rail Safety Regulation Authority, and the railway operator in regards to driving trains.
- **‘Train’** means one or more railway vehicle units that are connected to each other provided that at least one of them is locomotive.
- **‘Trainee Driver’** means a person who is training to be a train/tram driver.
- **‘Trainer’** means a person with relevant skills and competence to prepare, organise and conduct training courses and who is providing the training to the trainee driver. This includes theoretical and practical assessment.
- **‘Tram Driver’** means a person capable and authorized to drive a tram in an autonomous, responsible and safe manner.

## Train and Tram Drivers Permit Requirements

- **'Tram driving permit'** means a permit indicating the holder satisfies the requirements stipulated by the Rail Safety Regulation Authority and railway operator in regards to driving a tram.
- **'Tram'** means a railway vehicle, which runs on tramway tracks along public urban streets.
- **'Tramway'** and **'Light Rail'**, means a system of transport used wholly or mainly for the carriage of passengers, which employs parallel rails which provide support and guidance for vehicles carried on flanged wheels, and in respect of which the rails are laid wholly or partly in/along a road.

Any term not stated in this definition section has the same meaning as stated in the Law on Regulation of Railway Affairs for the State of Qatar.

## 2. Requirements for Railway Operators

Notwithstanding the requirements stated within Chapter 7 of this document, provided below are requirements for railway operators regarding the Train and Tram Driving permit:

- It is the responsibility of the railway operator, to issue the Train or Tram Driving permit for their respective railway infrastructure.
- A railway operator or an owner must not deploy a person to drive a train/tram, drive a particular type of train/tram or to drive a train/tram on particular infrastructure, unless that person is authorised to do so by a train/tram driving permit issued by it.
- A person must not drive a train/tram unless that person:
  - has a current valid train/tram driving permit issued by the railway operator; and
  - has the permission, from the relevant railway operator, to drive the train/tram. The permission (and any associated conditions) must be documented in electronic form and be made available to the train/tram driver prior to him/her undertaking the task of driving the railway vehicle. .

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**NOTE:** *For Tramways and other railway systems, where a person is employed full time as a Light Rail/Tramway or Train driver, the permission can be in the form of a signed employment contract between the railway operator (or its delegated service provider) and the person employed as Tram Driver.*

*For a GOA4 system, the permission to drive a train is only applicable for manual driving in degraded mode. This permission must include all relevant information that will allow the driver to carry out the task safely and effectively.*

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- A person driving a train/tram must have the necessary fitness and permit to drive trains and must hold a train/tram driving permit on their person whilst driving a train/tram.
- The permit must identify the driver and the issuing organisation and state the duration of its validity. Maximum validity of a permit must not exceed 5 years. The permit must comply with the requirements listed in Section 6: Characteristics and Contents of the Permit.
- Training and examination for a train or tram driving permit must be performed by persons (or bodies) recognised and accredited by the relevant railway operator. The driver trainer and/or examiner must have professional practice in driving (a train/tram) of minimum three (3) years duration gathered within a period of not more than five (5) years prior to becoming a trainer and/or examiner.
- For training, supervising and examining drivers, the trainer must hold a valid and current train/tram driving permit relating to the specific railway vehicle and specific infrastructure. For a greenfield railway, a railway operator may seek dispensation for this requirement provided they can satisfy the Rail Safety Regulation Authority that the relevant trainer has

## Train and Tram Drivers Permit Requirements

sufficient knowledge and experience in train/tram driving to provide the necessary supervision.

- A trainee driver can only drive a train/tram without a train/tram driving permit provided that an authorised & accredited driver/trainer accompanies and supervises the trainee driver in the cab whilst the trainee driver drives the train/tram.
- The railway operator is responsible for training, assessing and monitoring the competence of its drivers, trainers and examiners.
- The railway operator must have, as part of their safety management system, procedures for:
  - Issuing a train/tram driver permit including validity, renewal of such a permit, updating the particulars and issue of a duplicate permit;
  - training and examining both trainee drivers and the train/tram driver trainers and examiners;
  - Periodic refresher training for the train/tram drivers (including route knowledge);
  - Monitoring train/tram drivers employed by them to check that the requirements of these guidelines and their safety management system that apply to them are adhered to;
  - Periodic checks (including periodic medical examinations) to maintain validity of the permit. Refer to Appendix A Medical requirements;
  - Maintaining adequate training records;
  - Ensuring that the train/tram driver maintains a valid road driving licence;
  - Suspension and withdrawal of permit and driver prohibition including the timeframe for continuous unemployment as a driver, that will render the permit to be suspended as general competence cannot be maintained; and
  - Appeal by the applicant against a decision by the railway operator in relation to suspension, withdrawal or cancellation of permit.
- The railway operator must have and keep up to date registers of trainers, doctors (including psychologists) and train/tram driving permits issued by it.
- The train/tram driving permit register should include details of any updating, renewal, amendment, expiry, suspension or withdrawal of any such permit and record any loss, theft or destruction of any such permit. The register must also contain the data required for each permit as listed in Section 5 Minimum Requirements for Obtaining a Permit.
- The railway operator must, upon request, provide information on the status of train/tram driving permit issued by it to the Rail Safety Regulation Authority and other government agency seeking the information for investigative purposes.

## Train and Tram Drivers Permit Requirements

- notwithstanding the point above, the railway operator must inform (as soon as practical) the Rail Safety Regulation Authority of the following events:
  - o Driver stops working as a driver;
  - o Notification of work incapacity in excess of three months;
  - o Notification of driver failing the medical assessment (including periodic checks);
  - o Notification of suspension, cancellation or withdrawal of permit by the railway operator.
- The railway operator must take such steps as are reasonably necessary to avoid the falsification of train/tram driving permits and the tampering of aforementioned registers.
- Any safety critical communication between the Train Controller and Train/Tram driver must be in English.
- It is the duty of the railway operator to make adequate arrangements for the enforcement of these guidelines.

### 3. Requirements for Train and Tram Drivers

If you are or intend to become a train or tram driver, you are responsible for:

- Ensuring you are fit for duty and competent to hold a permit;
- Checking whether you need a permit for the type of work you do;
- Applying for a permit with the concerned railway operator;
- Undertake and complete necessary training with an authorised trainer and pass general and specific professional competence examination set out by an examiner accredited by the railway operator;
- Carrying a valid permit with you when driving a train or tram;
- Regularly providing evidence of medical fitness and general competence; and
- Maintaining general skills and knowledge by continuing to be employed under a safety management system that makes sure drivers remain competent.

### 4. Requirements for Driver Trainers and/or Examiners

The driver trainer and/or examiner must have professional practice in driving (a train/tram) of minimum three years duration gathered within a period of not more than five years prior to becoming a trainer and/or examiner. The requested period of professional experience may include periods of experience as a manager of train/tram drivers or a trainer for training tasks relevant to the driving of trains/trams.

In addition to the above, the driver trainer and/or examiner must satisfy the following conditions:

- Ensuring he/she is fit for duty and competent to be a trainer and/or examiner; and
- Have the skills and the aptitude required for the purpose of conducting training and examinations, and have thorough knowledge of the relevant examination methods and documents; and
- Passed the required medical examination that covers the criteria set out in Appendix A and is conducted by or under the supervision of a recognised doctor; and
- Passed the required occupational psychological fitness examination that includes the content set out in Appendix A and is conducted by or under supervision of a recognised psychologist or recognised doctor; and
- Possess the required language skills to minimum Level 4 as referred to in Appendix C; and
- Possess knowledge of the railway operator's safety management system.

The railway operator must ensure that the driver trainer and/or examiner has a current Qatari road vehicle driving licence or otherwise obtain one as soon as practicable after commencing the role.

## 5. Minimum Requirements for Obtaining a Permit

The railway operator can only issue a train/tram driving permit to an applicant if it is satisfied the applicant fulfils all of the following conditions:

- Applicant has attained the age of 20 years;
- Completed at least 10 years education at primary and secondary level;
- Be at least 160cm in height;
- Must have held an unrestricted (open) road vehicle driving licence for at least two (2) years prior to the train/tram permit application. The road vehicle driving licence must either:
  - be issued by the State of Qatar; or
  - by a country whose driving licence is recognised by the government of Qatar for direct transfer into Qatari driving licence.

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**NOTE:** *The railway operator must ensure that any overseas road vehicle driving licence is transferred to Qatari road vehicle driving licence within three (3) months of arriving in Qatar.*

*The railway operator must undertake review of the competency of the train/tram driver after any road vehicle driving violations (points and convictions) occur post train/ tram permit has been issued.*

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- Successfully completed the training (set out by the railway operator) and passed the general and specific professional competence examination that covers the objectives and requirements as Listed in Appendix B;
- Passed the required medical examination that covers the criteria set out in Appendix A and is conducted by or under the supervision of a recognised doctor;
- Passed the required occupational psychological fitness examination that includes the content set out in Appendix A and is conducted by or under supervision of a recognised psychologist or recognised doctor;
- Possess the required language skills as referred to in Appendix C; and
- Possesses knowledge of the railway operator's safety management system.

To test the language skills, a railway operator must include a language component in the general and specific professional competence examination.

The required general and specific knowledge examination means examination of professional knowledge and competence relating to the railway vehicle and to the infrastructure to which the permit relates. This knowledge must include route knowledge and operating rules and procedures.

## Train and Tram Drivers Permit Requirements

The examination must comprise both theoretical and practical assessments including assessment of the driving ability of the applicant during driving tests on the infrastructure. Simulators may be used for examining the application of operational rules and driver performance in specifically difficult situations.

In case the railway operator uses the services of a service provider for railway operations, then the railway operator must:

- Set or approve the general and specific professional competence examination relevant to its railway vehicle or infrastructure, as the case may be and as referred to in this requirements document;
- Designate or approve the trainer and/or examiner; and
- Establish accreditation criteria for a person to be designated as a trainer and/or examiner.

## 6. Characteristics and Contents of the Permit

The form of a train/tram driving permit issued by the railway operator must comply with all of the following:

- The physical characteristics of the train/tram driving permit must be in conformity with ISO Standards 7810 and 7816-1.
- The card must be made of polycarbonate.
- The card must be bilingual i.e. the information presented must be in both Arabic and English.
- The front of the permit must contain:
  - The words "Train Driving Permit" or "Tram Driving Permit" printed in large type in both Arabic and English;
  - The name of the railway operator or service provider issuing the permit;
  - The number of the permit;
  - The surname of the holder;
  - Other given name(s) of the holder;
  - The date of birth of the holder;
  - The date of issue of the permit;
  - The date of expiry of the permit;
  - QID Number and signature of the holder;
  - Photograph of the holder.
- Other information to be presented on the permit:
  - Permanent place of residence or postal address of the holder (optional);
  - The type of railway vehicle which the holder is authorised to drive;
  - The infrastructure on which the holder is authorised to drive;
  - Language skills (optional);
  - Any additional information as required by the issuing entity.

It is highly recommended that the railway operator should consider the use of a smartcard as a permit. Such a smartcard could have the advantage of combining other elements and applications either in the area of security or for driver management purposes.

## 7. Delegation of Functions by Railway Operator

The railway operator may delegate to any competent person (or entity) the exercise of the following functions:

- Dealing with and determining (including issuing any associated documents) applications for:
  - train or tram driving permits;
  - permit updates or renewals;
  - issuing duplicates, suspension or cancellation of permits;
  - periodic checking of permits;
- recognising (and accrediting) trainers and examiners; and
- keeping up to date and publishing registers of permits as stipulated in this requirements document.

A delegation may be made wholly, generally or to such extent as the railway operator may determine. It is the responsibility of the railway operator to ensure that the delegated person or entity is competent to undertake the delegated tasks and that it maintains its competency levels in providing a safe service.

Providing a delegation of the functions listed in this section of this document does not absolve the railway operator from its responsibilities and accountabilities as the railway operator as stated in the Law on Regulation of Railway Affairs in the State of Qatar.

## 8. Appeals against the Decisions of Railway Operators

A person concerned ("the appellant") may appeal to the Rail Safety Regulation Authority against a decision of a railway operator. The decisions referred to are decisions:

- Not to grant a train or tram driving permit; or
- Suspend or withdraw a train or tram driving permit; or
- Refuse update or renew the train or tram driving permit.

The appellant must have exhausted the appeal process of the concerned railway operator prior to contacting the Rail Safety Regulation Authority.

The Rail Safety Regulation Authority will not hear appeals relating to the outcome of:

- A medical or psychological assessment carried out by a recognised doctor or psychological practitioner; or
- An assessment of competence carried out by the operator and/or an accredited assessor/examiner.

The Rail Safety Regulation Authority will make a recommendation within 20 working days of the appeal being lodged.

## Appendix A: Medical Requirements

### A1: General requirements

1. Drivers must not be suffering from any medical conditions or be taking any medication, drugs or substances which are likely to cause:
  - a sudden loss of consciousness;
  - a reduction in attention or concentration;
  - sudden incapacity;
  - a loss of balance or coordination;
  - significant limitation of mobility.

2. Vision

The following requirements must be complied with:

- aided or unaided distance visual acuity: 1.0; minimum of 0.5 for the worse eye;
- maximum corrective lenses: hypermetropia + 5/ myopia -8;
- near and intermediate vision: sufficient, whether aided or unaided;
- contact lenses and glasses are authorised when periodically checked by a specialist;
- normal colour vision: use of a recognised test, such as ishihara, as well as another recognised test if required;
- field of vision: full;
- vision for both eyes: effective; not required in a case where a person loses binocular vision after starting job as a train or tram driver;
- binocular vision: effective;
- recognition of colour signals: the test must be based on recognition of single colours and not on relative differences;
- sensitivity to contrast: good;
- no progressive eye disease;
- lens implants, keratotomies and keratectomies are allowed on condition that they are checked on a yearly basis or at intervals set by a recognised doctor;
- coloured contact lenses and photochromatic lenses are not allowed but UV filter lenses are allowed.

3. Hearing and speaking requirements

Sufficient hearing confirmed by audiogram, i.e. hearing good enough to hold a phone conversation and to be able to hear warning sounds and radio messages.

The following values should be taken as guidelines:

- the hearing deficiency must not be higher than 40dB at 500 and 1000Hz;
- the hearing deficiency must not be higher than 45dB at 2000Hz for the ear with the worst air conduction of sound;
- no anomaly of the vestibular system;
- no chronic speech disorder (given the necessity to exchange messages loudly and clearly);
- the use of hearing aids is allowed in special cases.

### 4. Pregnancy

In the event of poor tolerance or a pathological condition, pregnancy must be considered to be a reason for the temporary exclusion of drivers. However, legal provisions of the State of Qatar regarding pregnant drivers must be applied.

## A2: Minimum content of examination before appointment

### 1. Medical examination

- a general medical examination;
- examination of sensory functions (vision, hearing, colour perception);
- blood or urine test, testing among others for diabetes mellitus;
- an electro-cardiogram (ECG) at rest;
- tests for psychotropic substances such as illicit drugs or psychotropic medication and the abuse of alcohol calling into question the fitness for the job;
- cognitive: attention and concentration; memory; perception; reasoning;
- communication;
- psychomotor: reaction time, hand coordination.

### 2. Occupation psychological examinations

The purpose of the occupational psychological examination is to assist in the appointment and management of staff. In determining the content of the psychological evaluation, the examination must assess that the applicant driver has no established occupational psychological deficiencies, particularly in operational aptitudes or any relevant personality factor, which are likely to interfere with the safe exercise of the duties.

Psychometric assessments/ tests are tests designed to measure a candidate's suitability for a role based on the required personality characteristics and aptitude (cognitive abilities). They identify the extent to which candidates' personality and cognitive abilities match those required to perform the role.

Some of the criteria that railway operators may choose to assess as part of psychometric assessments are:

- Ability to retain and recall job information;
- Ability to learn new information;
- Ability to remain calm in emergencies/ stressful situations and respond appropriately;
- Ability to anticipate elements in the traffic environment i.e. when to reduce speed;
- Ability to communicate (oral and in writing) clearly and effectively;
- Ability to solve problems and make decisions;
- Coordination and reaction time;
- Motivation to follow set rules and procedures;
- Checks, does not make assumptions; and
- Is proactive and tenacious.

### A3: Periodic examinations after appointment

#### 1. Frequency

- Periodic medical examinations must be conducted at the following frequencies:
  - Every 5 years up to the age of 45 years;
  - Every 2 years for drivers aged between 46 years and 55 years (inclusive);
  - Every year for drivers aged 56 years or above.
- In addition to this frequency, a recognised doctor may increase the frequency of examination if the health of the member of staff so requires;
- without prejudice to the guidelines stated in this document, an appropriate medical examination must be carried out when there is a reason to doubt that a holder of a train or tram driving permit fulfils the medical requirements set out in this Appendix;
- physical fitness must be checked regularly and after any occupational accident or any period of absence following an accident involving persons. The recognised doctor can decide to carry out an additional appropriate medical examination, particularly after a period of at least 30 days' sick leave. The employer must ask a recognised doctor to check the physical fitness of the train/ tram driver if the employer has to withdraw the driver from service for safety reasons.
- a psychological evaluation for occupational purposes should be undertaken, should the driver be going through/have gone through major stress or an event in their personal life e.g. death of a family member.

#### 2. Minimum content of periodic medical examination

If the train or tram driver complies with the criteria required for the examination which is carried out before appointment, the periodic examination must include as a minimum:

- A general medical examination;
- An examination of sensory functions (vision, hearing, colour perception);
- Blood or urine tests;
- Tests for drugs where clinically indicated;
- An ECG at rest (for train or tram drivers over 40 years of age).

## **Appendix B: General and Specific Professional Knowledge Requirements**

The railway operator must set, develop or approve the general and specific knowledge training content. The conditions that have to be met for a driver to hold a train or tram driving permit are essentially about their general suitability to drive trains/ trams. This includes a minimum level of general knowledge and specific knowledge about the railway vehicle that they will be driving and the infrastructure on which they will be driving.

The general and specific training has the following objectives:

- acquiring the knowledge and procedures regarding railway technologies, including safety principles and the philosophy behind operational regulations;
- acquiring knowledge and procedures regarding the risks related to railway operation and the various means to be used to control them;
- acquiring knowledge and procedures regarding the principles guiding one or more railway operating modes; and
- acquiring knowledge and procedures regarding infrastructure and the train/tram, their composition and technical requirements on traction units and other railway vehicles.

Provided below, in the table, are the minimum requirements that the railway operator should cover in their driver training course. The railway operator may decide to add more requirements to ensure the driver is competent.

**Table 1: Minimum Requirements for Driver Training Course**

<b>General Knowledge</b>	<b>Infrastructure</b>	<b>Railway vehicle</b>
<ul style="list-style-type: none"> <li>• principle of operation</li> <li>• understanding of hazards and risks</li> <li>• understanding principles governing rail traffic safety</li> <li>• safe behaviour</li> <li>• language skills</li> <li>• responsibilities and functions of persons involved</li> <li>• significance of clear communication</li> <li>• procedures for communicating</li> <li>• procedures applicable to accidents or incidents</li> <li>• emergency evacuation procedures</li> <li>• applicable traffic rules</li> <li>• determine where to stop the train or tram in the event of fire and facilitate the evacuation of passengers (if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>• how the infrastructure works</li> <li>• general characteristics of tracks, stations, depots etc.</li> <li>• know railway structures (tunnels, points etc.)</li> <li>• know signaling and train control systems</li> <li>• know safety installations (TVS etc.)</li> <li>• know traction power supply (catenary, third rail etc.)</li> <li>• route knowledge</li> <li>• operating rules</li> <li>• emergency procedures and degraded working</li> <li>• determine type of running and the limit speed of the train on the basis of characteristics of the line</li> <li>• Thorough knowledge of the railway lines and installations on their route</li> <li>• Transition between different operating or power supply systems</li> <li>• Particular braking conditions</li> </ul>	<ul style="list-style-type: none"> <li>• how that particular railway vehicle works</li> <li>• carrying out checks and tests prior to the departure</li> <li>• driving safely</li> <li>• dealing with malfunctions and emergencies</li> <li>• particular operating features</li> <li>• know all the controls and indicators placed at their disposal</li> <li>• apply brakes for deceleration and stops (taking account of the railway vehicle and installations)</li> <li>• adjust the running of the train/ tram in accordance with the timetable</li> <li>• familiarity with mechanical structures running gear, electrical and pneumatic systems, communication equipment, current and high-voltage systems etc.</li> <li>• detailed knowledge of braking characteristics of the railway vehicle in conjunction with line speed</li> <li>• Immobilisation of the train or tram</li> </ul>

## Appendix C: Language Tests

The language requirements are as follows:

- Drivers who have to communicate with the train/ tram control center or the railway operator on critical safety issues must have language skills in English. Their language skills must be such that they can communicate actively and effectively in routine, adverse and emergency situations.
- Drivers must be able to use the messages and communication method specified by the railway operator.
- Drivers must be able to communicate (oral qualification including listening and responding) according to level 3 or more of the following table:

**Table 2: Language Proficiency Levels**

<b>Level</b>	<b>Description</b>
5	<ul style="list-style-type: none"> <li>• Can adapt the way he or she speaks to any interlocutor</li> <li>• Can put forward an opinion</li> <li>• Can negotiate</li> <li>• Can persuade</li> <li>• Can give advice</li> </ul>
4	<ul style="list-style-type: none"> <li>• Can cope with totally unforeseen situations</li> <li>• Can make assumptions</li> <li>• Can express an argued opinion</li> </ul>
3	<ul style="list-style-type: none"> <li>• Can cope with practical situations involving an unforeseen element</li> <li>• Can describe</li> <li>• Can keep a simple conversation going</li> </ul>
2	<ul style="list-style-type: none"> <li>• Can cope with simple practical situations</li> <li>• Can ask questions</li> <li>• Can answer questions</li> </ul>
1	<ul style="list-style-type: none"> <li>• Can talk using memorized sentences</li> </ul>

- Drivers must be able to read, write, listen and respond to messages in English at the proficiency level as determined by the Railway Operator. However, this proficiency level must follow international best practice.

## **Appendix D: Guidance on accreditation of driver trainers and/or examiners**

The railway operator who employs train/tram drivers is responsible for training, assessing and monitoring the competence of those drivers. Driver training and subsequent assessment must be performed by persons accredited by the railway operator to be a driver trainer and/or examiner. The functions of driver training and assessment can either be performed in-house by the operator or delegated to a service provider. The operator must ensure that training and assessment of driver competence is carried out by competent persons and that there are adequate processes and procedures in place to manage competence of driver trainer and examiners.

The railway operator must be recognised and accredited by the MOTC in order to carry out training. The Rail Safety Regulation Authority will carry out assessment of operators (and its service providers) safety management system (when they seek safety certification).

Criteria for accreditation should include demonstrating how the training provision meets the requirements of competence and impartiality. Ideally, to ensure impartiality the driver trainer and examiner should not be the same person and the operator shall confirm that he or his representative will conduct examinations in a non-discriminatory manner and free of any pressure and incentive that could affect the judgement or the results of the examination. The operator shall demonstrate operational competence and suitability to organise training courses appropriate to the training tasks.

The operator should have an effective governance structure that ensures that trainers and/or examiners have adequate qualifications and experience to provide training. The operator should have adequate staff, facilities and equipment appropriate for the training offered and for the estimated number of trainees. It should have a quality management system in place to monitor compliance with, and the adequacy of, the systems and procedures that ensure training provided is in accordance with their certified and accredited SMS.