

Rule Book Module TW1
GERT8000-TW1
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Preparation and movement of trains

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Conventions used in the Rule Book

Example

A black line in the margin indicates a change to that rule since the last printed version. The Rule Book Briefing Leaflet in the online Standards Catalogue contains more information about the changes.
Green text in the margin indicates who is responsible for carrying out the rule.

A white i in a blue box indicates that there is information provided at the bottom of the page.

driver



A rule printed inside a red box is considered to be critical and is therefore emphasised in this way.

If you do not understand anything in the Rule Book, ask your manager or supervisor to explain it to you.

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You will need this module if you carry out the duties of a:

- driver
- guard
- shunter
- signaller
- train preparer
- competent person.

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1

Abnormal brake applications

The person responsible: driver

If your train has been brought to a stand by a brake application which you did not make, you must immediately check the in-cab equipment indications, such as automatic warning system (AWS), ERTMS or train protection and warning system (TPWS), to see if this was the reason for the brake application.

If AWS, ERTMS or TPWS equipment was the reason the train was brought to a stand, you must immediately contact the signaller, unless TPWS caused the brake application when the train was approaching buffer stops.

If AWS, ERTMS or TPWS did not cause the brake application, you must find out if the brake was applied by the guard or by the passenger communication apparatus.

If none of these caused the brake application, you must check if the train is complete.

You must agree with the signaller what actions will be taken to find out whether the train has become divided and whether any other line is affected.

You must assume that your train has become divided if:

- the tail lamp is missing
- the brake pipe is open at the rear.

driver

Preparation and movement of trains

2

Assisting failed locomotive-hauled trains in the rear

The person responsible: driver

2.1 General**driver failed train**

If your train has failed, it may be assisted in the rear if you can apply the automatic brake in an emergency.

You must only allow the movement to proceed to the next place where the train can be moved clear of the running line, or a locomotive can be attached to the front.

You must make sure that you can fully control the train throughout the movement.

You must reach a clear understanding with the driver of the assisting locomotive about how the movement is to be started, stopped and controlled.

You can use GSM-R radio for this purpose at any time during the movement.

driver assisting train

Before the movement begins, you must temporarily isolate the TPWS.

Immediately after your train is detached from the failed train, you must reinstate the TPWS.

If you are the driver of an assisting train on which ERTMS is in operation, you must make sure that ERTMS is in the correct mode both before the movement starts, and immediately after your train is detached from the failed train.

You must not make any further movement without the signaller's authority.

2.2 Failed air-braked train

An air-braked train can only be assisted in the rear by:

- a light locomotive
- an air-braked train
- a vacuum-braked train hauled by a dual-braked locomotive.

You must not exceed 25 mph (40 km/h).

However, if the brake pipe is operative throughout the train, a light locomotive may assist:

- a passenger train (loaded or empty)
- a postal or parcels train
- any other train running with passenger brake timings.

You must not exceed 40 mph (65 km/h).

A single-piped air-braked train can be assisted in the rear if the failed locomotive is:

- capable of maintaining its own main reservoir pressure, or
- fitted with an assistance to failed train (AFT) cock.

A two-pipe air-braked train can be assisted in the rear if the main reservoir pipe is:

- coupled and operative throughout the failed train
- coupled to the assisting locomotive.

**driver failed
train**

Preparation and movement of trains

3

Attending for and leaving duty

The people responsible: driver, guard

**driver,
guard**

When attending for duty, you must read the notices that apply to you.

Before leaving duty, you must hand in a full written report of the circumstances of any irregularity or exceptional incident.

4 Brake system requirements

The people responsible: driver, guard, train preparer

4.1 Making sure brakes are working correctly

The automatic brake must normally be in use on every vehicle in a passenger, parcels or postal train. You must make sure that the brakes are working correctly before allowing a train to start a journey.

driver,
guard,
train
preparer

4.2 Carrying out a brake continuity test on locomotive-hauled trains or HSTs

You must carry out a brake continuity test:

- when a locomotive is coupled to the train
- after a brake defect has been repaired
- after a train has been left unattended and the traction unit shut down (except where authorised in local instructions)
- when a vehicle is uncoupled from the train, unless it is uncoupled from the extreme rear
- when a vehicle is coupled to the train
- when any jumper cables have been disconnected and then re-connected during the journey.

driver,
guard,
train
preparer

You must carry out a brake continuity test only after all coupling, including brake and electrical connections, has been completed.

If the train is assisted by a locomotive coupled in the rear, you must ask the driver of the assisting locomotive to carry out the brake continuity test, including brake and electrical connections.

driver

driver,
guard,
train
preparer

4.3 Carrying out a brake continuity test on multiple-unit passenger trains

You must make sure a brake continuity test is carried out as shown in train operating company instructions.

4.4 Coaching stock vehicles with isolated brakes

driver,
guard,
train
preparer

You must carry out these instructions before a train formed of any type of coaching stock vehicles, whether locomotive-hauled or multiple unit, is allowed to:

- start a journey from other than a maintenance depot
- continue a journey after the brakes have been isolated during a journey.

Some types of multiple-unit train have braking equipment which provides the full brake power even though the brakes are isolated on a vehicle. When this is the case, you do not have to reduce speed as shown in this section. Your train operating company instructions will show which classes of train this applies to.

You can allow a train to start or continue a journey with the automatic brake isolated on one vehicle as long as the following conditions are met.

- The train is formed of at least five coaching stock vehicles.
- If the brake has been isolated on the leading vehicle of a train, the requirements in section 5.4 of module TW5 *Preparation and movement of trains: Defective or isolated vehicles and on-train equipment* are carried out.
- If the brake has been isolated on the last vehicle of a train, the requirements in section 5.5 of module TW5 *Preparation and movement of trains: Defective or isolated vehicles and on-train equipment* are carried out.
- The speed of the train is restricted to 10 mph (15 km/h) below the permissible speed for that train over each portion of line concerned. However, the speed need not be reduced below 35 mph (55 km/h).

You can allow more vehicles on which the automatic brake has been isolated to be conveyed in the train as shown below, providing the same conditions can be met.

Total number of coaching stock vehicles in the train	Number of vehicles with brakes isolated
10 to 14	2
15 to 19	3
20 to 24	4
25 or more	5

If the brakes have been isolated on a greater number of vehicles, you can only continue the journey, as long as you travel at a speed which will allow you to keep full control of the train, as shown in section 5.3 of module TW5 *Preparation and movement of trains: Defective or isolated vehicles and on-train equipment*.

driver,
guard,
train
preparer

driver

Preparation and movement of trains

driver,
guard,
train
preparer

4.5 Isolated vehicle brakes

You must treat a vehicle with two air-brake distributors, one of which is isolated, as having isolated brakes.

If it is necessary to isolate the automatic brake on any vehicle, you must:

- carry out any necessary instructions for the type of vehicles concerned
- tell the driver
- make sure the train document is amended
- make sure the train meets the requirements of section 4.4.

4.6 Carrying out a running brake test

driver

You must test that the automatic brake is working properly by carrying out a running brake test.

When you carry out a running brake test, you must do so from a speed that is high enough for you to be sure that:

- the brake is operating effectively
- the speed of the train is being reduced.

Locomotive-hauled trains and HSTs

You must carry out the running brake test at the first opportunity after beginning the journey.

You must, if possible, also carry out a running brake test in good time before approaching:

- the first stopping place
- a crossing place on a single line
- a steep falling gradient
- a terminus or dead-end platform line.

Multiple-unit trains

driver

When working multiple-unit trains you must carry out the running brake test as shown in your train operating company instructions.

Preparation and movement of trains

5

Broken rails, bridge strikes and track defects

The people responsible: driver, signaller

5.1 Broken, distorted or damaged rails and broken fishplates

driver

If there is a broken or defective rail or broken fishplates on the line on which your train is to travel, the signaller will tell you what is happening and the location of the rail defect.

When you are told to proceed, you must do so at no more than the speed the signaller tells you.

5.2 Bridge strikes

driver

If a bridge is reported as having been struck by a road vehicle on the line on which your train is to travel, the signaller will tell you what has happened and the location of the bridge.

When you are told to proceed, you must do so at no greater speed than the signaller tells you. You must not increase speed until the whole of your train has passed beyond the bridge concerned.

If it is an overline bridge that has been struck, the signaller may ask you to check the bridge before passing under it. In this case you must:

- stop your train before passing under the bridge
- check for any obvious damage, including debris on the line
- tell the signaller whether the line appears to be safe for the passage of trains.

If there is no obvious damage or debris, you may pass under the bridge at a speed not exceeding 5 mph (10 km/h).

5.3 Track defects

If you believe there is a track defect, you must tell the signaller, as soon as possible:

driver

- the location of the defect
- the type of defect, using terms in the table below
- whether there is a bridge or viaduct at or close to the location of the defect
- as much information as you can about the defect.

If a driver tells you about a possible track defect, you must:

signaller

- get the location of the defect from the driver
- get as much information as possible from the driver, using the terms in the table below
- carry out the actions shown in the table below
- tell Operations Control.

driver,
signaller

Type of defect	Driver's report	Signaller's actions
A track defect that is seen	You can definitely see that there is: • a broken rail • a defective rail • broken fishplates.	You must stop trains from passing over the affected line as shown in module TS1 General signalling regulations regulation 17.1.1.

Preparation and movement of trains

driver,
signaller

Type of defect	Driver's report	Signaller's actions
A track defect that is felt	There is unusual movement of the train - either sideways or vertical - which may be because of a track defect. This may be: • a lurch or dip • shaking or vibrating • pitch.	You must arrange for the line to be examined, as shown in module TS1 General signalling regulations regulations 20.1, 20.3 and 20.5.
A track defect that is heard	You hear an unusual noise that may be because of a track defect. This may be: • a bang • a rattle • grinding.	You must arrange for the line to be examined, as shown in module TS1 General signalling regulations regulations 20.1, 20.3 and 20.5.
Deterioration of ride quality	You consider that the ride quality has deteriorated from that experienced previously at a particular location. In this case. • You do not need to tell the signaller about this. • You must report this to your Train Operator's Control at the earliest opportunity.	If a driver reports this type of defect, you must tell Operations Control.

6

Classification of trains

The people responsible: driver, train preparer

The following table shows the classification used to identify the types of train.

You must tell the signaller if the classification of the train is different, or has been changed, from that published.

**driver,
train
preparer**

Description	Class
Express passenger train	1
Nominated postal or parcels train	
Breakdown or overhead line equipment train going to clear the line (1Z99)	
Traction unit going to assist a failed train (1Z99)	
Snow plough going to clear the line (1Z99)	
Ordinary passenger train	2
Officers' special train (2Z01)	
Freight train if specially authorised	3
A parcels train	
Autumn-railhead treatment train	
Empty coaching stock train if specially authorised	
Freight train which can run up to 75 mph (120 km/h)	4
Empty coaching stock train	5
Freight train which can run up to 60 mph (95 km/h)	6
Freight train which can run up to 45 mph (70 km/h)	7
Freight train which can run up to 35 mph (55 km/h)	8
Class 373 train	9
Other passenger train if specially authorised	
Light locomotive or locomotives	0

Preparation and movement of trains

7

Dead locomotives

The people responsible: driver, train preparer

7.1 General

driver,
train
preparer

You can allow dead locomotives to be worked as part of a formation of light locomotives, or conveyed in a train.

If a dead locomotive has an operational automatic brake, you must make sure that it is used even when it is partially defective. This means the number of brakes isolated reduces the brake force by no more than 25%.

You must make sure that the brake timings are compatible throughout the train, including the locomotives.

7.2 As a formation of light locomotives

driver,
train
preparer

Unless authorised otherwise, you must not allow more than a total of five hauling and dead locomotives to be worked as a formation of light locomotives.

You must not haul a locomotive on which the automatic brake is totally inoperative.

If any locomotive has a partially defective automatic brake, you must not allow the speed to exceed 50 mph (80 km/h).

7.3 In a passenger train (loaded or empty), postal or parcels train

driver,
train
preparer

Unless authorised otherwise, you can only convey one hauling and one dead locomotive, except that you can allow two dead class 20 or class 73 locomotives to be formed at the rear of the train.

You can convey more locomotives when an electric locomotive in service is being hauled over a non-electrified line, or an electrified line on which the traction current has been isolated.

When preparing the train, you must make sure that a dead locomotive is formed:

- immediately behind the hauling locomotive, or
- immediately inside the powering locomotive on a push-pull train, or
- at the rear of the train.

You must make sure that the automatic brake is fully operative on a dead locomotive.

driver,
train
preparer

7.4 In a freight train

Unless authorised otherwise, you must not convey more than a total of five hauling and dead locomotives.

If the dead locomotives have only a through pipe available, you must make sure that:

- not more than three locomotives are hauled
- the locomotives are formed immediately behind the hauling locomotive
- the automatic brake is operating on the three vehicles behind the dead locomotives.

You can only allow one locomotive (or two class 20 or class 73 locomotives) to be formed at the rear of the train.

You must not convey a dead locomotive at the rear of a train, or within the train, unless the automatic brake is operating fully.

You must only convey a dead locomotive formed anywhere in the train except immediately behind the hauling locomotive or at the extreme rear, as long as:

- your train operating company instructions allow this
- you carry out any additional instructions in the train operating company instructions.

driver,
train
preparer

Preparation and movement of trains

driver,
train
preparer

If a dead locomotive is formed anywhere in a single-piped air-braked train except immediately behind the hauling locomotive, you must make sure that it is fitted with an AFT cock or equivalent. If not fitted with an AFT cock, a locomotive cannot be hauled dead, but can be conveyed with the engine under power but not supplying traction power.

8

Doors on passenger, postal and parcels trains

The people responsible: driver, guard, signaller

8.1 Door open or not completely closed

If a door comes open or is not completely closed while the train is moving, you must not try to close or secure the door, but immediately stop the train before doing so.

guard

8.2 Treating and reporting doors as defective

You must treat a door as defective and carry out the instructions in module TW5 *Preparation and movement of trains: Defective or isolated vehicles and on-train equipment* if any of the following applies.

driver of a
DO train,
guard

- A power-operated door closes other than through normal operation.
- The train starts with someone or something trapped in a door.
- A power-operated door remains open when it should be shut.
- A door comes open during the journey.
- Someone is injured when opening or closing the door and it is possible that the condition of the door may have contributed to the accident.
- Someone falls from the door during the journey.
- The power-operated door controls become inoperative.
- The central door locking becomes defective.
- The internal passenger 'door open' buttons become lit when the train is moving.

Preparation and movement of trains

driver of a DO train, guard

You must also treat a door as defective and carry out the instructions in module TW5 *Preparation and movement of trains: Defective or isolated vehicles and on-train equipment* if any of the following applies.

- A slam door is found on the safety catch, unless it is known that the door was not properly closed before the train started.
- A door handle does not return to the horizontal position when closed.
- A door is stiff in its frame.

guard driver

You must tell the driver what has happened.

If it is necessary to stop the train, you must do so immediately.

You must tell the signaller what has happened and give details of:

- the vehicle number
- the location of the door
- the position of all door controls
- the position of the traction interlock switch at the time of the incident.

You must not move your train until instructed to do so by the signaller.

signaller

You must instruct the driver not to make any further movement until you have been given specific instructions from Operations Control.

8.3 Passenger falling from the train during the journey

If you know or suspect that someone has fallen from the train, you must tell the driver.

guard

You must tell the signaller if:

driver

- someone has fallen from the train
- you cannot be certain whether anyone has fallen from the train.

You must also tell the signaller if it is known or suspected that someone has fallen from the train, but it is not known which door was involved.

You must, if possible, transfer passengers to another vehicle and place the vehicle out of use.

driver of a
DO train,
guard

You must not move your train until instructed to do so by the signaller.

driver

You must instruct the driver not to make any further movement until you have been given specific instructions from Operations Control.

signaller

9

Driver-guard communication*The people responsible: driver, guard***driver,
guard**

When using the bell or buzzer to communicate, you must use the following codes.

Code	Meaning
1	Stop
1-2	Close power-operated doors
2	Ready to start
2-2	Do not open doors (driver and guard to speak to one another)
3	Set back
3-1	Lock central door locking
3-2-1	Testing doors
3-3	Guard required by driver, or guard or driver to speak on the telephone
3-3-1	Release central door locking
4	Slow down
6	Draw forward
9	Police assistance required

You must make sure that all codes are made carefully, clearly and distinctly, with pauses clearly marked and acknowledged by repetition (except for code '3-2-1').

If you receive a code '9', you must get police assistance at the next suitable stopping point. You must arrange this by telling the signaller in the quickest way possible.

You must use the cab-to-cab telephone only for essential conversations about the working of the train.

You must not use the cab-to-cab telephone instead of the bell or buzzer codes to control movements of trains, unless your train operating company instructions allow you to do so when the bell or buzzer is defective.

10

Driver's reminder appliance (DRA)

The person responsible: driver

Note: On a train on which ERTMS is in operation, the use of the DRA will only be necessary if a DRA is provided.

10.1 When entering or leaving the driving cab

When you enter a driving cab before starting a journey, or when taking over the train from another driver, you must make sure that the DRA is set.

driver

If there is a platform starting signal, you must reset the DRA only when one of the following applies.

- The platform starting signal has been cleared.
- You have been given authority to pass the signal at danger, or pass an end of authority (EoA) without a movement authority (MA).
- You are allowed to pass the signal at danger on your own authority.

You must set the DRA when you leave the driving cab at the end of a journey or when another driver is to take over the train.

10.2 When stopping at a station platform or at a signal at danger

You must set the DRA when your train:

driver

- stops at a station platform where the starting signal is at danger, or you do not have an MA beyond the station
- is stopped at any signal at danger, or at a block marker when you do not have an MA beyond it.

driver

You must only reset the DRA when:

- the signal has cleared, or an MA has been received
- you have been given authority to pass the signal at danger, or an EoA without an MA
- you are allowed to pass the signal at danger on your own authority.

You may set the DRA before your train stops at the platform.

10.3 When stopping at a station platform where no platform starting signal is provided

driver

You must set the DRA when your train stops at a station platform after having:

- passed a signal showing a single yellow aspect or a semaphore distant signal at caution
- been authorised to pass at danger the signal, or an EoA without an MA, on the approach to the platform
- entered the platform under the authority of a position-light signal or subsidiary signal.

You may set the DRA before your train stops at the platform.

I You do not need to set the DRA if you can see that the next signal ahead is showing a proceed aspect or clear indication.

You must only reset the DRA when you receive the ‘**ready-to-start**’ signal.

**driver of a
DO train**

If you are at an unstaffed platform, you must only reset the DRA when you have made sure it is safe to start the train.

11

Driving-cab equipment

The people responsible: driver, train preparer

When preparing a train for service, you must check that the following equipment is available in any cab that the train will be driven from, or in another location on the train as shown in your train operating company instructions for the type of rolling stock concerned.

**driver,
train
preparer**

- At least 10 detonators.
- Two track-circuit operating clips.
- Two red flags.
- A spare tail lamp or hand lamp when working locomotive-hauled DO trains.
- Any other equipment shown in the instructions for the type of train concerned.

On a multiple-unit train, one red flag must be available in each cab.

If any of the equipment shown above is not available in any cab that the train will be driven from, or in another location as shown in your train operating company instructions, you must not allow the train to start a journey.

12

Examining the line

The person responsible: driver

12.1 How to carry out an examination of the line

driver

If instructed by the signaller to examine the line, you must:

- reach a clear understanding with the signaller as to which portion of line is to be examined
- proceed over the affected portion of the line at caution
- carry out any other instructions.

If the affected portion of line is within a tunnel, you must not exceed 10 mph (15 km/h) through the tunnel.

If the signaller has told you that the examination of the line is because of a suspected track defect, you must not exceed 20 mph (30 km/h) over the affected portion of line.

You must report the state of the affected line from an agreed location beyond the affected portion of line.

12.2 If the headlight has failed

driver

During darkness, poor visibility, or if there is a tunnel in the section, you must not use a train to examine the line if the headlight has failed completely, unless a portable headlight is fitted.

12.3 Being accompanied by a competent person

driver

During darkness, poor visibility, or if the affected portion of line is within a tunnel, while examining the line, you must be accompanied by the guard or other competent person (if one is immediately available).

13

Exploding detonators

The person responsible: driver

13.1 At a signal box or when a hand danger signal is shown

If your train explodes one or more detonators at a signal box or when a hand danger signal is being shown, you must:

driver

- stop your train immediately
- not proceed until given permission to do so.

13.2 Other locations

If your train explodes one or more detonators in any other situation you must:

driver

- stop your train immediately
- proceed at caution towards the obstruction, or any signal, end of authority (EoA) or handsignal.

Preparation and movement of trains

14

Lights on trains

The people responsible: driver, guard, train preparer

14.1 Headlights and marker lights

driver

You must make sure that any marker lights at the front of your train are switched on when the train is:

- on a running line
- moving on any line or in a depot, yard or siding
- being propelled in the right direction.

You must make sure that the headlight (fixed or portable) at the front of your train is:

- switched on when the train is moving on a running line
- displaying the correct day or night beam.

You must make sure that the headlight (fixed or portable) is switched off:

- in a depot, yard or siding
- when stabled on a running line.

14.2 Tail lamps

driver,
guard,
train
preparer

You must make sure there is a tail lamp that is lit at the rear of the train when it is:

- on a running line
- on a through or reception siding
- being propelled in the right direction.

When two built-in electric tail lights are provided, you must make sure both are lit, where possible.

You must make sure that no other tail lamp is displayed at any other position.

14.3 Lights on shunting locomotives

You must make sure there is at least one red and one white light displayed at each end of a shunting locomotive (where these are fitted) when it is being used for shunting purposes.

driver

14.4 Lights when making a wrong-direction movement

When making a wrong-direction movement of less than 400 metres (440 yards), you need not change the normal head or marker lights or the tail lamp.

driver

When making a wrong-direction movement of more than 400 metres (440 yards), you must make sure that the headlights and marker lights are lit on the leading end of the movement and a tail lamp is lit at the rear end of the movement.

You can use a portable headlight or a handlamp if the above lights or lamps are not available.

15

Locomotive assisting in the rear of a train*The person responsible: driver***15.1 Before the movement begins****driver**

You must reach a clear understanding with the driver of the assisting locomotive about how the movement is to be started, stopped and controlled.

You can use GSM-R radio for this purpose at any time during the movement.

**driver
assisting
locomotive.**

You must only assist a train in the rear where authorised in the *Sectional Appendix*.

You must make sure that the assisting locomotive is always coupled to the train except where authorised in the *Sectional Appendix*.

Whenever an assisting locomotive is attached to the rear of the train, you must tell the signaller.

Before the movement begins, you must temporarily isolate the TPWS or make sure that ERTMS is in the correct mode.

15.2 Assisting locomotive leaving the train**driver
assisting
locomotive**

Immediately after the locomotive is detached from the train, you must reinstate the TPWS, or make sure that ERTMS is in the correct mode.

You must only detach the assisting locomotive at a location authorised in the *Sectional Appendix*.

You must not pass a signal which has been cleared for the train that was assisted, until the signal has been returned to danger and then cleared again.

If ERTMS is operative on the assisting locomotive, you must not make any further movement without the signaller's authority.

**driver
assisting
locomotive**

16

Locomotives at both ends of the train or in tandem

The person responsible: driver

16.1 Trains with locomotives at both ends of the train**driver**

You can operate a train with powered locomotives at both ends of the train in the following circumstances.

- When the rear locomotives are providing traction power.
- When the rear locomotives are providing an electrical train supply only.

You must make sure that the automatic brake is connected and operative throughout the train.

**driver
locomotive
on rear**

You must reach a clear understanding with the driver of the leading locomotive as to what is required before the journey or movement begins.

You can use GSM-R radio to speak to the other driver at any time during the journey about how the movement is to be started, stopped and controlled.

During the journey, you may disregard any signal which reverts to danger or caution before your locomotive passes it.

16.2 Trains hauled by locomotives in tandem

If ERTMS is in operation on the leading locomotive, you must make sure that suitable communication is available between each of the drivers.

driver

If you are the driver of the leading locomotive, you are responsible for observing signals or in-cab indications and operating the brake.

If you are the driver of the second locomotive, you must:

- observe all signals affecting the working of the train, where possible
- observe any signals or follow other communication given by the driver of the leading locomotive
- apply the brake if it becomes necessary.

You can use GSM-R radio to speak to the other driver at any time during the journey about how the movement is to be started, stopped and controlled.

16.3 If a locomotive is not the leading one

If you are the driver of any locomotive that is not the leading one, you must:

driver

- temporarily isolate TPWS before the movement starts, if it is required to be in operation during any part of the journey
- reinstate the TPWS after the movement has been completed, or before the train reverses, if it will then be required to be in operation
- make sure that ERTMS is in the correct mode throughout any part of the journey when it is required to be in operation.

17

Locking doors on passenger trains

The people responsible: guard, train preparer

guard,
train
preparer

You must carry out these instructions:

- before a train starts its first journey of the day
- after any vehicle has been attached or detached from a train
- when a door is locked out of use for any operational reason.

You must make sure that the following doors are locked.

- Gangway doors at each end of the train.
- Gangway doors at each side of any gangway connection which cannot be made.
- A door leading to any accommodation or vehicle which is not for public use, unless your train operating company instructions allow another means of preventing public access.

You must make sure that all other doors (internal and external) are kept unlocked at all times.

18

Looking out along a train

The people responsible: **driver, guard**

When starting away, if it is safe and possible to do so, you must look out to make sure everything is in order.

When working a freight train, if it is safe and possible to do so, you must look out from time to time to make sure the train is following in a safe and correct way.

**driver,
guard**

19

Passenger communication apparatus (PCA)

The people responsible: driver, guard

driver

If the PCA is operated, you must, if possible, avoid stopping the train:

- in a tunnel
- on a viaduct
- in any other unsuitable location.

If an emergency brake application is not automatically made when the warning alarm sounds on a train fitted with a PCA, you must:

- if possible, contact the person who has operated the apparatus
- ask the person why the PCA has been used
- take the necessary action
- if necessary, bring the train to a stand as soon as possible at a suitable location.

However, you must stop the train immediately if:

- you have reason to believe that the train may be in danger, or
- the apparatus is operated as the train is leaving a station.

You must reset the PCA before the train restarts.

**driver of a
DO train,
guard**

20

Permissive working

The person responsible: **driver**

20.1 Definition

Permissive working allows a second train to be signalled onto a running line that is already occupied so that more than one train at a time can be on the same line in a:

- block section
- signal section
- dead-end platform line.

20.2 Authority for permissive working

You must only make a permissive movement where authorised in the *Sectional Appendix*.

driver

However, you can make a shunting movement to a portion of line that is already occupied, even though permissive working is not authorised, as long as this is for the purpose of attaching, detaching or removing vehicles.

20.3 Proceeding towards the rear of another train on permissive-worked lines

When proceeding towards another train which is at a stand, you must:

driver

- approach at caution
- stop your train at least 2 metres (6 feet 6 inches) short of the train in front.

20.4 Following another train which is moving on a permissive-worked line

driver

When it is permitted to drive a train towards the rear of another train which is moving forward, you must:

- proceed at caution
- keep sufficient distance from the train in front to prevent your train colliding with that train in case it stops
- not pass a signal which has been cleared for the train in front until the signal has been returned to danger and then cleared again.

20.5 Setting-back movements where permissive working is authorised

driver

You must not make any movement, other than for coupling or uncoupling, once the train has come to a stand unless one of the following applies.

- A signal is cleared for the movement.
- The movement is authorised by the signalling system.
- The movement is authorised by the signaller.

If the movement was made on the authority of the signaller, you must tell the signaller when the movement has been completed.

If making a setting-back movement when coupling or uncoupling, you must make sure that the movement is not greater than a distance of 600 mm (2 feet).

If it is necessary for the movement to be greater than this distance, you must get the authority of the signaller.

20.6 Emergency permissive working

You can also make a permissive movement when the signaller tells you that, in an emergency situation on a TCB or ERTMS line, your train is authorised to enter an occupied section to use a station platform.

driver

21

Personal equipment*The people responsible: driver, guard***driver,
guard**

When on duty, you must have with you:

- a handlamp
- high-visibility clothing
- a means of telling the accurate time
- up-to-date notices for all lines over which you are required to work
- any other equipment as shown in your train operating company instructions.

driver

You must also have with you a supply of:

- Form RT3185 Reporting a Signal/AWS/TPWS/ERTMS/ATP/TVM failure or irregularity
- Form NR3190 Extended Block Working Tickets

guard

You must have a means of completing Form RT3185 and Form NR3190.

You must also have a green flag with you.

When you are working a locomotive-hauled passenger train that is not a push-pull train, you must also have::

- a red flag
- 10 detonators.

22

Poor visibility

The person responsible: **driver**

If you cannot see signals, block markers or lineside indicators soon enough to react to them during poor visibility, you must reduce the speed of your train as you consider necessary.

driver

You must not exceed 40 mph (65 km/h) during poor visibility on a line where AWS is not provided as shown in Table A of the *Sectional Appendix*.

Preparation and movement of trains

23

Preparing a train

The people responsible: driver, guard, train preparer

guard,
train
preparer

Before a train starts a journey, you must check all of the following.

- All vehicles are properly coupled, including the brake-pipe and electrical connections.
- The necessary lamps are provided on the trains.
- The load and formation of the train meet the relevant rules and instructions.
- Before moving any locomotive or vehicle in the train that is not registered with Network Rail, that special authorisation has been received from Network Rail.
- All vehicles appear safe to travel.
- All handbrakes are released (unless it is the driver's responsibility on multiple units).
- All the doors are properly closed on a passenger or empty coaching stock train.
- Two track-circuit operating clips are available for use in or next to each brake compartment on a train of coaching stock.

You must make sure the driver is aware of any items of defective or isolated on-train equipment.

You must give the driver any necessary instructions to do with the safe working of the train.

You must test power-operated doors as shown in your train operating company instructions. You must carry out this test before a train starts a journey, unless your train operating company instructions allow the test to be carried out before starting a journey that passengers will be carried on.

If you are working a train on which ERTMS is in operation, you must:

driver

- make sure you enter the correct data and validate it (where necessary) or check the data already entered by the previous driver
- not enter data into the DMI when a train or vehicle is standing between your train and the signal or block marker at the EoA ahead.

24

Proceeding after being stopped because of an accident or other exceptional cause

The people responsible: driver, guard

driver

When your train has been stopped because of an accident or other exceptional cause, you must not restart until:

- you have received a **'ready-to-start'** signal from the guard, if the train is worked by a guard
- you have made sure it is safe to do so, if you are working a driver only (DO) train.

guard

You must only give a **'ready-to-start'** signal to the driver after you have made sure it is safe to do so when the train has been stopped by an accident or other exceptional cause.

driver

If your train has stopped over unworked points, you must:

- only restart when it is safe to do so
- if necessary, arrange for the points to be secured before restarting.

25

Proceeding at caution

The person responsible: **driver**

If instructed to proceed at caution, you must, as well as not exceeding any specified speed, proceed at a speed which takes account of conditions (such as the distance you can see to be clear), that will allow you to stop the train short of any train, vehicle or other obstruction, or the end of your movement authority.

driver

26

Propelling movements

The people responsible: driver, shunter, signaller,

**driver,
shunter,
signaller**

26.1 Authority for propelling

You may allow a propelling movement to take place as follows.

- At locations shown in the *Sectional Appendix*.
- Within the station limits of the same signal box.
- A shunting movement on a track circuit block line that is not required to proceed beyond more than one main aspect signal.
- A shunting movement on an ERTMS line that is not required to proceed beyond more than one main aspect signal or block marker.
- Through points worked from a ground frame.
- An officers' special train in the right direction.
- A wrong-direction movement that has been authorised after taking a wrong route at a junction.
- When a wrong-direction movement has been authorised after overrunning a station.
- A movement that is in connection with single line working.
- A movement that is in connection with working to or from the point of obstruction.
- A movement of a breakdown train.
- A movement in connection with clearing a disabled train or portion of it from the section.
- A wrong-direction movement with the front portion of a divided train to the rear portion.

26.2 Controlling the movement

You must not make a propelling movement unless it is controlled by a person acting as a shunter as shown in Rule Book module SS2 *Shunting*.

driver

26.3 Before the movement starts

Before the movement starts, you must both reach a clear understanding about:

driver,
shunter

- the movement
- the limits of the movement
- how it will be controlled.

You can use GSM-R radio to speak at any time during the journey about how the movement is to be started, stopped and controlled.

If the movement is to be made along a running line, you must:

shunter

- make sure the automatic brake is in use
- tell the signaller that the movement will be propelled, except when the movement is being made through points worked by a ground frame.

You must:

driver

- temporarily isolate the TPWS before the propelling movement starts
- reinstate the TPWS when the movement has been completed
- make sure that ERTMS is in the correct mode before the propelling movement starts.

26.4 During the movement

driver

If you are making a propelling movement, you must drive from the leading cab unless either of the following applies.

- You have to look out for signals or handsignals and you will have a better view from another cab.
- A shunter is controlling the movement by radio and you do not have to look out for signals or handsignals during the movement.

Throughout the movement you must:

- observe all signals
- not pass any block marker, signal or stop board without authority
- not exceed 20 mph (30 km/h), except for an officers' special train
- sound a short blast of the horn as a warning of the movement when approaching a level crossing.

27

Public address system

The person responsible: **driver**

If your train operating company's instructions tell you to make announcements using the public address system, you must not do so when the train is moving if you may become distracted and put the safe operation of the train in danger.

driver

28

Rail adhesion*The people responsible: driver, signaller***28.1 Levels of rail adhesion**

There are three levels of rail adhesion conditions:

Level	Definition
Good	Rail adhesion conditions are good.
Expected	Rail adhesion is no worse than would be expected for the location and environmental conditions.
Reportable	Rail adhesion is worse than would be expected for the location and environmental conditions.

28.2 When to report rail adhesion levels**driver**

You must follow your train operator's driving policy for low rail adhesion at locations where you expect to experience 'expected' adhesion levels. You do not need to report 'expected' adhesion levels to the signaller.

You must tell the signaller immediately if you experience 'reportable' rail adhesion levels.

signaller

If a driver tells you about 'reportable' rail adhesion levels, you must make sure that you find out:

- where 'reportable' conditions were first met
- where 'reportable' conditions finished
- whether the conditions affected a portion of line where one of the situations in the table below would apply.

If you are told about 'reportable' rail adhesion levels, you must tell Operations Control and take the following action.

signaller

Location where conditions apply	Action to be taken
Approach to a stop signal or an End of Authority (EoA)	Arrange for the driver of each train to be told about the circumstances unless the signal is showing a proceed aspect or an MA has been issued beyond the EoA
Portion of line where drivers would be reducing the speed of the train	Arrange for the driver of each train to be told about the circumstances
Controlled level crossing within the overlap of a signal or EoA	Close the crossing to road traffic before each train approaches
AHBC level crossing	Select the non-stopping mode (where provided)
Approach to a platform	Arrange for the driver of each train booked to call to be told about the circumstances
Dead-end platform	Arrange, if possible, for the platform to be taken out of use

When it is necessary for you to tell a driver about 'reportable' rail adhesion levels, you can do this by using the 'Acknowledged (safety) broadcast calls' arrangement.

signaller

If you have been told about 'reportable' rail adhesion levels, you must approach the location using the method shown in your train operator's driving policy.

driver

28.3 Arranging a controlled test stop

signaller

You must arrange for a train to make a controlled test stop at the location concerned, if one of the following applies.

- Operations Control tell you that the rail head has been inspected and nothing unusual has been found.
- Operations Control tell you that the rail head has been inspected, and improvement treatment carried out.
- At least 30 minutes have passed since you were told about the 'reportable' rail adhesion level.

In the case of a dead-end platform, or a location where drivers would be reducing the speed of the train, you must not arrange for a test stop to be made unless you have been told that the rail head has been treated.

If possible, you must arrange for the test stop to be performed by a similar type of train to that which reported the conditions.

Before a controlled test stop is made, you must:

- arrange for the signal, where provided, to be cleared
- arrange for an MA to be issued beyond the EoA, if there is one
- where permissive working is authorised, make sure the platform line is clear.

driver

When the signaller tells you to make a controlled test stop, you must brake the train in the way that you would normally use for the environmental and rail adhesion conditions at the location, rather than the way that you would for 'reportable' rail adhesion levels.

Immediately after the controlled test stop, you must tell the signaller:

- the results of the test
- whether the rail adhesion level should still be considered as 'reportable'.

signaller

If the driver who made the controlled test stop reports that the rail adhesion level is still 'reportable', you must tell Operations Control, who will tell you when to arrange a further controlled test stop.

28.4 Resuming normal working

You must continue to advise drivers.

I **signaller**

You must continue to take any other action shown in section 28.2.

You must not resume normal working until a controlled test stop has been carried out and the rail adhesion level is no longer considered as 'reportable'.

28.5 Serious wheel slip

You must tell the signaller the location where serious or prolonged wheel slip is experienced. However, if you suspect the rail to be damaged, you must stop the train specially and tell the signaller immediately.

driver

You must arrange for the affected portion of line to be inspected.

signaller

29

Route and traction knowledge requirements

The people responsible: driver, guard

29.1 Driver's responsibilities

driver

When working a train, you must have the necessary knowledge for the entire route over which you are to work, or be accompanied by a competent conductor driver.

If the conductor driver is not familiar with the type of traction concerned, you must explain before starting the journey:

- how to stop the train in an emergency
- where the emergency equipment is kept
- how to shut down the traction unit in an emergency.

If you are being conducted over a portion of line you are not familiar with, you must take note of signals, speed restrictions, ERTMS lineside signs and other features about the line.

conductor driver

If you are the conductor driver, you must:

- take responsibility for the safe working of the train
- observe all signals and speed restrictions
- drive the train if authorised and competent to do so
- be competent in ERTMS on a train on which ERTMS is in operation.

If you are not driving the train, you must give the driver the necessary instructions concerning:

conductor
driver

- signals
- speed restrictions
- gradients
- curves
- ERTMS driver machine interface (DMI) indications on a train on which ERTMS is on operation
- other features of the line the driver needs to know.

29.2 Guard's responsibilities

When working a train, you must have the necessary knowledge for the entire route over which you are to work, or be accompanied by a person who has.

guard

30

Route-proving trains*The people responsible: driver, signaller***30.1 Before starting route proving****driver**

If you are told to carry out route proving, you must contact the signaller before entering the affected section.

You must agree with the signaller:

- the route that needs proving
- if adjacent lines in the route are to be proved from the train
- where the train will operate to
- whether additional staff are travelling on the train or in the cab
- the arrangements for reporting back the state of the route to the signaller.

signaller

If you are told route proving is to happen, you must stop the route-proving train at the protecting signal.

You must agree with the driver:

- the route that needs proving
- if adjacent lines in the route are to be proved from the train
- where the train will operate to
- whether additional staff are travelling on the train or in the cab
- the arrangements for reporting back the state of the route.

You must make sure that the driver will examine the line they are travelling on and look out for possible obstructions or damage to structures or earthworks which could cause a danger to other trains on adjacent lines, cess or lineside.

You must tell the driver to proceed at caution and not to exceed any specified speed you have been given.

30.2 During route proving

During route proving, you must:

driver

- examine the line at caution
- not exceed any specified speed you have been told by the signaller
- look out for damage, debris, distortion and other issues that may affect the safe passage of trains
- observe the state of other lines if instructed to do so by the signaller.

If you find that the line is blocked or partially blocked by debris, you must tell the signaller which lines are affected and how they are affected.

Once route proving is complete, you must contact the signaller to confirm the route is clear and safe for the passage of trains.

If staff on board the train tell you they need to alight to assist in clearing the route or inspect infrastructure, you must:

- tell the signaller that staff will be alighting from the train
- agree with the staff that the train will remain at a stand until they are back on board and the signaller has given you authority to move.

You must carry out the instructions as shown in section 13.2 of module TS1 *General signalling regulations* if any of the following apply.

signaller

- Additional staff that are on board are required to access any open lines other than the one the train is standing.
- There are other route-proving trains operating.

You do not need to follow this instruction if adjacent lines are closed and no other route-proving trains are operating on these lines

31

Sanding equipment

The person responsible: driver

driver

If your train is equipped with manual sanding equipment, you must use this as necessary to assist with traction or braking.

You must, if possible, avoid using the sanding equipment:

- near to points and crossings
- during braking at speeds less than 12 mph (20 km/h)
- when at a standstill.

However you can use the sanding equipment in these situations if:

- it will avoid passing a signal at danger, an end of authority (EoA) without a movement authority (MA) or any other serious incident
- you are starting a train away
- it is necessary to test the sanding equipment.

You can also apply these instructions if your train is equipped with automatic sanding equipment, as long as your train operating company instructions state that you can.

32

Sidings and goods lines

The person responsible: **driver**

You must not allow a passenger train to enter a siding, a goods line or a goods loop unless:

driver

- the arrangements have been published, or
- in an emergency, when authorised by the signaller.

33

Single line working

The people responsible: driver, guard

33.1 In the wrong direction

driver

If your train is to travel over the single line in the wrong direction, you must tell the guard.

driver,
guard

You must consider the effect on:

- station working, releasing doors and passenger safety
- protection arrangements if you have to carry out the requirements of Rule Book module M1 *Dealing with a train accident or train evacuation*.

33.2 Single line working where more than one running line is available

driver

If your train is to travel over the single line in the wrong direction and the single line working arrangements have not been published in the *Weekly Operating Notice*, you must tell the guard.

driver,
guard

If protection needs to be carried out as shown in Rule Book module M1 *Dealing with a train accident or train evacuation*, you must take into account the altered direction of train working under single line working arrangements.

34

Single lines worked with a token, or with or without a train staff

The people responsible: **driver**,

34.1 Principle

Only one train at a time is allowed in a single-line section.

34.2 Entering or fouling a single line worked with a token or train staff

You must always stop your train when you need to get, deliver or exchange a token or train staff.

driver

Before you take a train onto the single line, you must make sure you get the correct token or train staff for the section you are about to enter from the signaller or person authorised in the *Sectional Appendix*.

Where a no-signaller token instrument is provided, you must ask the signaller or authorised person to release the token.

If you are the driver at the leading end of the train, you must show the token or train staff to the driver of any other locomotive at the leading end of the train before you enter the single line section.

You do not need to have the token or train staff, if any of the following apply.

- The line is under possession.
- Working by pilot is in operation.
- Modified working arrangements are in operation.
- You are authorised to pass the section signal on an electric token line at danger for shunting purposes.
- Your train is to enter the single-line section as an assisting train.

34.3 Handling the token or train staff

driver

You must keep the token or train staff with you in the cab from which the train is being driven until it is needed by a shunter.

If the token or train staff has been given to the shunter for shunting purposes, you must not continue with the journey until:

- shunting is completed
- the points have been locked in the correct position for trains to pass on the single line
- the shunter has returned the token or train staff to you.

When the train has reached the end of the section, you must:

- give the token or train staff to the signaller or the person authorised in the *Sectional Appendix*, or
- where a no-signaller token instrument is provided, place the token in the instrument or give the token to the authorised person to do this.

If your train has failed and an assisting train is to enter the section from a ground frame which is released by the token, the signaller will instruct you to take the token to the ground frame.

When you arrive at the ground frame, you must:

- contact the signaller
- not place the token in the instrument
- come to a clear understanding with the signaller about what is to be done
- hand the token to the driver of the assisting train.

If any portion of the train is left in the single-line section, you must tell the signaller before you leave the single-line section. You must keep the token or train staff until the whole train is clear of the single-line section.

If the signaller tells you that the front portion of the train is to continue on its journey, leaving the rear portion in the single-line section, you must then give up the token or train staff.

driver

If the signaller has told you that, because of a failure of token instruments, trains will be run as if on a one-train working line where a train staff is provided, you must:

- handle the token as if it is a train staff
- not place the token in any instrument.

On a no-signaller token line, you must not transfer the token from one train to another unless it has been passed through a token instrument, except when:

- a train is to enter the section to assist, from the front, a portion of a train which has been left in the section
- you are told that due to a failure of token instruments, the single-line section will be worked as a one-train working line with train staff.

34.4 One-train working without a train staff

driver

You must not enter or foul the single-line section until the controlling signal is cleared unless one of the following applies.

- The line is under possession.
- Working by pilot is in operation.
- Modified working arrangements are in operation.
- Your train is to enter the single-line section as an assisting train.

If any portion of the train is left in the single-line section, you must tell the signaller. You must not leave the single-line section until you have told the signaller.

35

Snow conditions

The person responsible: driver

driver

When snow is falling, or fallen snow is being disturbed by the passage of trains, you must carry out running brake tests as frequently as necessary to make sure that the automatic brake is operating effectively.

You must also carry out any other train operating company instructions.

36

Starting a train

The people responsible: driver, person in charge

36.1 Starting a train from a siding, depot or yard

Before you give permission to the driver of a train leaving a siding, depot or yard to start the train, you must make sure it is safe to do so.

person in charge

Before you start a train from a siding, depot or yard, you must make sure it is safe to do so, and get permission from the person in charge, if there is one. 

driver

36.2 Starting a train assisted in the rear

If a train is assisted in the rear, you must also give permission to the driver of the assisting locomotive for the train to start.

person in charge



Person in charge in this section means the person in charge of movements at the location concerned.

37

Stopping a train at a station where the train is booked to stop

The people responsible: driver, guard

driver

You must stop your train at the platform as indicated by the car stop markers, where provided.

Unless you are authorised to do otherwise, you must stop your train so that all doors used by passengers are at the platform.

**driver of a
DO train,
guard**

If your train is to stop at a station where it is longer than the platform, you must, if possible, tell passengers leaving the train at that station to move along the train before reaching the station, or wait for the train to be drawn forward.

**driver,
guard**

You must make sure you do not release the doors until the train has stopped and is at the correct position at the platform.

You must make sure that you release the doors at the correct side of the train.

If the whole of the train will not be at a platform, you must make sure that you only release those doors that will be alongside the platform.

38

Stopping or stabling a train

The person responsible: driver

38.1 Train shunted clear of the line or entering loop lines on other than track circuit block (TCB) or ERTMS lines

If your train has not already passed the controlling signal box, you must tell the signaller immediately that your train has arrived complete with tail lamp and is clear of the running line when your train has:

driver

- entered a loop or siding, or
- been shunted clear of the line on which it arrived.

38.2 Traction unit left unattended

You must only leave your traction unit unattended when you are:

driver

- handing it over to another competent person who is to take charge of it
- stabling the traction unit in either a depot, siding or other authorised place
- required to leave your traction unit unattended as instructed in the rules.

Each time you leave your traction unit unattended, you must make sure it is properly secured.

When you leave a traction unit on a dead-end platform line which has a red light on the buffer stops, you must make sure a red light is displayed on the end of the traction unit which faces approaching movements.

You do not have to display a red light if your train operating company instructions say that this is not necessary at that location because the traction unit will be sufficiently visible to an approaching movement.

38.3 Standing foul of any other line

driver

When stopping your train on a reception line or siding, you must make sure that the train does not stand foul of any other line.

39

Stopping short of, or overrunning a platform

The people responsible: driver, guard

39.1 If the train is stopped incorrectly at a station platform

When the guard is responsible for releasing the doors and you have stopped your train incorrectly at a station so that the whole of the train is not at the platform, you must tell the guard immediately using the bell or buzzer communication.

driver

You must immediately tell passengers not to get out of the train until it has been moved to the correct stopping position.

driver of a
DO train,
guard

If the doors have been released by mistake, you must check that no one has fallen from the train before moving the train.

If someone has fallen from the train or you are not sure whether someone has fallen from the train, you must tell the driver.

guard

You must tell the signaller if someone has fallen from the train, or you cannot be certain whether anyone has fallen from the train.

driver

You must make arrangements, including where necessary with the person in charge of the platform, for the train to be moved so that those passengers who want to get off can do so safely.

driver,
guard

If the train is to draw forward or return in the wrong direction, you must only do this when all doors are closed and are no longer released.

driver

You must get the signaller's permission before you make any of the following:

- a wrong-direction movement
- a movement towards a signal at danger
- any movement on a permissive platform line.

driver

Before you make the movement, you must make sure you can do this without endangering anyone who has got off the train.

39.2 Returning to the platform after an overrun

driver

If your train overruns a platform, it can only return to the platform if both of the following apply.

- The overrun is no more than 400 metres (440 yards) beyond the platform.
- You have received permission from the signaller.

You must tell the guard when permission has been given for the train to return to the platform.

If the train has to pass over a level crossing, you must make sure that the crossing is clear.

40

Train in distress

The people responsible: **driver, guard**

If you cannot control the speed of your train or you need to alert anyone about some other emergency, you must:

driver

- sound a continuous series of long blasts of the horn as the 'train in distress' warning
- switch on the hazard warning indication if provided
- display a red light.

If you become aware that the 'train in distress' warning is being sounded, you must:

guard

- try to stop the train immediately
- contact the driver.

41

Train radio equipment

The people responsible: driver, guard, signaller, competent person

41.1 Using the train radio safely**driver**

Except in an emergency, you must only use the train radio when a train is moving if one of the following applies:

- You need to pass a message relating to the immediate movement of the train and it is necessary to do so before your next stopping point.
- You are responding to a 'contact signaller' or a 'contact train operator's control' message.
- You are allowed to elsewhere in the Rule Book.

Before you use the train radio when a train is moving, you must decide whether it is necessary and whether it can be done safely, taking into consideration:

- whether your train is running under cautionary signal aspects or you can see cautionary signal aspects ahead
- whether your train is approaching a location where it is necessary to reduce speed or you are running over a speed restriction
- whether you have reduced the speed of your train sufficiently before making the call to keep full control of the train throughout the call
- the movement authority and mode your train is operating in on an ERTMS line.

If a conversation cannot be completed quickly, you must end the call or stop the train.

If you need clarification, advice or information from a signaller, you must bring the train to a standstill before making a call.

If you receive a text message, you must only read that message when it is safe to do so.

driver

Except in an emergency, you must not use the train radio to speak to the driver unless you are sure that the train concerned is at a standstill.

signaller

You can use the train radio at any time to send a 'contact signaller' message to get the driver to call you.

41.2 Communicating with the signaller

You must use the train radio (if available) as the normal method of communicating with the signaller.

driver

You must only use a signal-post telephone if it is not possible to communicate using the train radio.

In an emergency, you can use the train radio (if available) to communicate with the signaller.

guard

41.3 Signaller unable to contact the driver

If you cannot contact the driver on the train radio, you must not send messages to the driver through anyone else. Instead, you must arrange for the driver to contact you direct.

signaller

41.4 GSM-R radio area boundaries

When your train passes a sign indicating the start of a GSM-R radio section, you must check that the GSM-R radio is operating and connected to the GSM-R network.

driver

When your train passes a sign indicating the end of a GSM-R radio section, you must check that the alternative radio system is operational.

41.5 Making a railway emergency group call (REC)

driver,
signaller

You must only use the emergency call facility when it is necessary for trains in the area to be stopped immediately, or to call the emergency services, because of an accident, obstruction or other emergency.

41.6 Receiving a REC

driver

a) Receiving a REC

If you receive a REC, you must:

- bring your train to a stand immediately
- listen to the message.

signaller

b) During the REC

During the REC, you must:

- identify all trains that must remain at a stand
- instruct the drivers of those trains to remain at a stand
- get confirmation from the driver or competent person of each train that must remain at a stand that the message has been received and understood.

c) Ending the REC

When you are sure the emergency has been protected, you must end the REC with the phrase 'End of railway emergency group call'.

driver

You must not consider the REC to be ended until the signaller has said this.

driver

d) Restarting trains

After the REC has ended, you may restart your train as long as:

- you are sure your train is not affected by the emergency
- the signaller has not instructed you to remain at a stand.

You must proceed at caution as far as the next stop signal or proceed as indicated by the movement authority displayed.

In all other situations you must get authority from the signaller before you restart your train.

41.7 Duties of the competent person

If the train radio in the leading cab has failed, a competent person may be provided in an alternative cab with an operative train radio as long as a direct means of communication is available between you and the competent person.

You must only use the train radio in an emergency to make a REC or respond to one.

You must only use the emergency call facility when the driver tells you or if you cannot contact the driver after you suspect an emergency.

If you receive a REC, you must:

- stop the train immediately
- listen to the message.

You must not consider the REC to be ended until the signaller has said 'End of railway emergency group call'.

If you have been instructed to remain at a stand you must confirm this with the signaller.

After the call has finished, you must tell the driver the content of the REC, including instructions regarding the movement.

driver

competent
person

41.8 Making an urgent call

driver

You must use the urgent call facility when it is necessary to give advice about an incident that does not require trains in the area to be stopped immediately,

signaller

You must use the urgent call facility when it is necessary to give the driver immediate advice that only affects their train.

41.9 Receiving an urgent call

driver,
signaller

If you receive an urgent call, you must respond to the call as soon as possible.

41.10 Acknowledged safety broadcast call

signaller

You must only use an acknowledged safety broadcast call in the following circumstances:

- Reportable rail conditions.
- Animals on the line (but not if a tunnel might be affected).
- Defective emergency indicators.
- Missing or obscured temporary speed restrictions.
- Unusual events not related to trains or signalling.

You must start the call by saying 'this is a safety broadcast'.

You must stop the train if the driver fails to acknowledge a safety broadcast.

driver

You must acknowledge a safety broadcast to confirm that you have received and understood the broadcast.

41.11 Driver's safety device (DSD) alarm call

signaller

You must contact the driver if you receive a DSD alarm call.

If you do not receive a response, you must try to find out whether the driver is incapacitated. If you can, you must make a public address (PA) call to the train to ask for help.

signaller

42

Train requiring to stop in section

The person responsible: driver

42.1 General

driver

You must tell the signaller, if necessary stopping the train at a signal or the signal box, before reaching the section of line in which the train has to work, if you are working:

- an engineering train that is required to work on a running line which is not under possession
- an engineering train that is to stop at a flexible train arrival point (FTAP) before working in a possession or protection zone (PZ)
- a freight train that is required to make an unscheduled call at an intermediate siding
- an officers' special train that is required to stop at a location that is not shown in the published notice.

You must:

- agree with the signaller a time when the section must be clear
- make sure your train has left the section by the agreed time.

42.2 Level crossings

driver

You must not stop the train within the controls of:

- an AHBC, unless it is under local control
- an automatic barrier crossing locally monitored (ABCL) or an automatic open crossing locally monitored (AOCL) level crossing.

42.3 Changing direction

driver

If the train is returning to the same end of the section at which it entered on a single or bi-directional line, you must ask the signaller for permission before the returning movement starts.

43

Train stopped out of course or unable to make normal progress

The people responsible: driver, signaller

43.1 Driver's instructions

If your train stops out of course for any reason, you must tell the signaller as soon as possible, including the reason for your train stopping.

driver

If your train is only making slow progress and may be brought to a standstill, if you can, you must tell the signaller what is happening as soon as possible.

Examples of reasons a train cannot make normal progress would include:

- conductor rail icing
- rail-head adhesion
- insufficient traction power.

Whether you told the signaller because your train had stopped or was only making slow progress, you must carry out any instructions you are given by the signaller.

43.2 Signaller's instructions

If a driver tells you that a train has stopped out of course for any reason, or is only making slow progress and may be brought to a standstill, you must take any action that will prevent other trains being stopped as a result, and tell any other signaller who may be able to take similar action.

signaller

You must tell Operations Control.

44

Traincrew being relieved

The people responsible: driver, guard

**driver,
guard**

You must give the new driver or guard all necessary instructions and information about the safe operation of the train.

This must include:

- any operational requirements affecting the safe working of the train
- any defects with the train which the new driver or guard needs to know about
- any instructions given by the signaller.

45

Trains put in danger

The people responsible: driver, guard

45.1 When other trains are put in danger

You must carry out the instructions in this section if you see:

driver

- an obstruction on the line which could cause danger to other trains
- damage to structures or earthworks which could cause a danger to other trains
- a cow, bull or other large animal within the boundary fence, even if it is not an immediate danger to trains
- any other animal on or near the line which might be a danger to trains
- something wrong with another train.

You must tell the signaller by making a railway emergency group call (REC) on the train radio equipment.

You must warn the driver of any approaching train, if possible, by:

- sounding a long blast of the horn as an urgent warning
- switching on the hazard warning indication where provided.

If you cannot switch on the hazard warning indication, you must display a red light forward.

You must continue for at least 2 km (1¼ miles) beyond the obstruction and stop there.

You must then tell the signaller in the quickest way possible, if you have not already done so.

When the signaller tells you that signal protection has been provided, you must place a track circuit operating clip on each affected line.

Preparation and movement of trains

driver

You must place a track-circuit operating clip and three detonators 20 metres (approximately 20 yards) apart on each affected line if one of the following applies.

- The signaller cannot provide signal protection.
- You have not been able to contact the signaller.

If either of those applies, you must show a hand danger signal to any train that is approaching the obstruction.

guard

If you see something wrong which could put another train in danger, you must, if possible, alert the driver of the other train by the most appropriate means.

45.2 When a following train is put in danger

driver

If you see an obstruction or something wrong which could put a following train in danger, you must not proceed beyond the next stop signal until you have told the signaller.

45.3 When your train is put in danger

driver, guard

If you become aware of something which could put the safety of your train in danger, you must stop your train as soon as possible.

You must, if possible, avoid stopping the train:

- in a tunnel
- on a viaduct
- at any other unsuitable place.

45.4 When trains will not be put in immediate danger

driver

If you see something wrong which will not put trains in immediate danger, you must tell the signaller at the first available opportunity.

46

Trespassers

The person responsible: driver

46.1 Reporting trespassers

The person responsible: driver

If you see any trespassers, you must report this to the signaller immediately using the train radio.

driver

You must give the signaller as much information as possible including:

- train reporting number
- the location of the trespassers
- whether trespassers are on the lineside or on or near the line
- if the trespassers are moving, which direction they are moving in
- whether the trespassers appear likely to endanger trains
- a brief description of the trespassers. If possible, include distinguishing features such as age and what they are wearing.

46.2 Instructions from the signaller

If a signaller has been told about trespassers on or near the line, the signaller will:

driver

- stop your train if it would proceed over the affected portion of line
- tell you what is happening and to proceed at caution past the location where trespassers have been reported.

driver

If a signaller has been told, or has reason to believe, that trespassers are likely to endanger trains, the signaller will stop your train, tell you what is happening and tell you:

- to proceed at caution past the affected location
- if there is a tunnel in the affected section, not to exceed 10 mph (15 km/h) through the tunnel.

46.3 When the line is again clear**driver**

If you find that the trespassers are no longer on or near the line, or do not appear to be in danger from approaching trains, you must tell the signaller.

47

Vehicles labelled for repair or with a NOT TO BE MOVED board attached

The people responsible: driver, guard, train preparer

47.1 Trains or vehicles with a NOT TO BE MOVED board attached

If a train or vehicle has a NOT TO BE MOVED board attached, you must not allow:

- it to start a journey
- it to be moved
- another vehicle to make contact with it
- the controls on a traction unit to be interfered with.

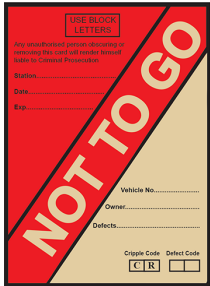
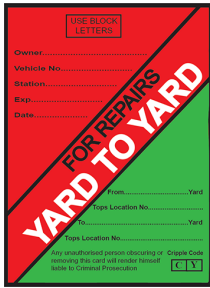
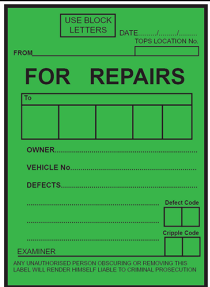
driver,
guard,
train
preparer

47.2 Vehicles labelled for repair

If a train or vehicle has a repair label attached, you must make sure the movement restrictions on the label are carried out.

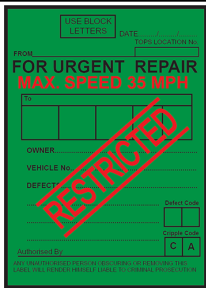
The meaning of each type of label is shown in the following table.

driver,
guard,
train
preparer

Label	Meaning	Example
NOT TO GO	Must not: - be worked away from the station, depot, yard or siding, or - be moved within the station, depot, yard or siding unless authorised by a rolling stock technician	 The label is red with a diagonal white band containing the text 'NOT TO GO' in large, bold, black letters. Above the band, it says 'USE BLOCK LETTERS'. Below the band, there are fields for 'Station', 'Date', 'Exp.', 'Vehicle No.', 'Owner', 'Defects', 'Cripple Code', and 'Defect Code'. The 'Cripple Code' field contains 'CIR'.
YARD TO YARD FOR REPAIRS	Must only make the journey to a maintenance depot shown on the label	 The label is red with a diagonal white band containing the text 'FOR REPAIRS YARD TO YARD' in large, bold, black letters. Above the band, it says 'USE BLOCK LETTERS'. Below the band, there are fields for 'Owner', 'Vehicle No.', 'Station', 'Exp.', 'Date', 'From', 'To', 'Toys Location No.', and 'Toys Location No.'. The 'Toys Location No.' field contains 'CIR'.
FOR REPAIRS	May complete the journey and then be dealt with as shown in train operating company instructions	 The label is green with a white band containing the text 'FOR REPAIRS' in large, bold, black letters. Above the band, it says 'USE BLOCK LETTERS'. Below the band, there are fields for 'DATE', 'TOYS LOCATION No.', 'FROM', 'TO', 'OWNER', 'VEHICLE No.', 'DEFECTS', 'Defect Code', 'Cripple Code', and 'EXAMINER'. The 'EXAMINER' field contains 'CIR'.

Label	Meaning	Example
AUTOMATIC BRAKE DEFECTIVE (PIPE OPERATIVE)	Must be treated as a piped-only vehicle	
AUTOMATIC AND HAND BRAKE DEFECTIVE	Must be treated as a piped-only vehicle and must be coupled to another vehicle unless suitably secured	

Preparation and movement of trains

Label	Meaning	Example
HAND BRAKE DEFECTIVE	Must be coupled to another vehicle unless suitably secured	
FOR URGENT REPAIRS/ RESTRICTED MOVEMENT	Vehicle must be worked to a maintenance depot and must not exceed 35 mph (55 km/h)	

48

Warning horn

The person responsible: **driver**

48.1 General

You must only use the horn as much as is necessary to give an effective warning or to make sure safe working takes place.

driver

48.2 Warning sounds to use

If the horn has no soft/loud setting, you must use the setting provided.

driver

If soft/loud setting is provided, you must use the loud sound unless shown below.

Circumstances	Sounds you must use
To give a warning of your train approaching	Both tones if available
To give an urgent warning of immediate danger	Long blast
Train in distress	Continuous series of long blasts
When passing a whistle board	Low tone if available
To give a warning of a train movement	Short blast Use the soft setting or depot whistle if available when in a depot or siding, or when entering a shed or building
To sound a local or special code	Follow local or company instructions

48.3 Sounding the horn as a warning

driver

a) To give a warning of your train approaching

You must sound the horn (both tones if available) to warn anyone who is on or near the line on which you are travelling.

b) To give an urgent warning of immediate danger

You must sound a long blast of the horn to give an urgent warning to warn the driver of another train in danger or anyone who is on or dangerously near the line who does not:

- acknowledge your warning by raising one arm above the head, or
- appear to move clear out of the way of the train.

c) Train in distress

You must give a continuous series of long blasts of the horn as the 'train in distress' warning.

d) When passing a whistle board

You must only sound the horn when passing a whistle board between 0600 and 2359, except in an emergency or when anyone is on or near the line. You must sound the horn on the low tone if available as you pass the whistle board, and not before.

If you are making a wrong direction movement, you must sound the horn when passing a whistle board that applies to movements in the right direction.

e) To give a warning of a train movement

You must sound a short blast of the horn to give a warning of a train movement or on starting your train when making a movement within a possession.

When the train movement is at a depot or siding, or when entering a building or shed, you must sound a short blast of the horn using the soft setting or depot whistle if available, or follow your company instructions.

f) General

You must sound the horn at any other time you consider necessary or when specified in your company instructions.

49

Working on the outside of a train

The person responsible: driver

driver

You must ask the signaller to stop trains on any adjacent line which could put you, another member of traincrew, or anyone else whose duties mean that person has to be with you, in danger if one of the following applies.

- You or the other person needs to work on the outside of your train **i** after it has stopped because of a failure or other exceptional incident.
- You or the other person has to walk alongside your train.
- You or the other person needs to check that the working equipment on an on-track machine (OTM) is correctly positioned.

You must do this before you or the other person starts working or walking.

To arrange for trains to be stopped, you must:

- ask the signaller to stop the passage of trains on the lines concerned
- get an assurance from the signaller that this has been done
- reach a clear understanding about which lines have been blocked
- reach a clear understanding about which lines will stay open to traffic
- ask the signaller to read back to you the details that have been recorded.

If you are satisfied that the details recorded by the signaller are correct, you must confirm you understand the arrangements.



Work includes checks or examinations for defects or damage which must be carried out to meet the rules, and minor repairs to your train that your employer has authorised you to carry out.

The signaller will then give you an authority number. Until you are given this authority number, you must not consider the adjacent line as being blocked.

driver

If your train is within a protection zone (PZ), you must ask the engineering supervisor to arrange with the signaller for an adjacent line to be blocked.

If you have arranged to stop the passage of trains for another person to work on the outside of your train or walk alongside it, you must explain the arrangements to that person.

When the work on the outside of the train has finished or you, or the other person, have finished walking, you must tell the signaller that the normal passage of trains can be resumed.

You must give the signaller the authority number that you were given.

Uncontrolled when printed
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