



Job Description	
Job Title:	Guard
Level:	Frontline
Safety Critical Post:	Yes
Department:	Operations
Location:	Tyseley Locomotive Works
Responsible To:	Ops Systems & Guards Manager
Direct Reports:	N/A
Budgetary Responsibility:	N/A
Salary Range:	Company agreed rate

A) Job Purpose:
<ul style="list-style-type: none"> To oversee the safe operation of passenger and loco hauled services, including preparation of the train.
B) Context:
<ul style="list-style-type: none"> VTL is an open access rail charter operator operating both its own services on behalf of third party tour promoters and rolling stock owners. The company operates heritage rolling stock on behalf of its sister company TLW and other suppliers VTL has an ambitious agenda to organise and operate sustainable heritage train services
C) Key Accountabilities:
<ul style="list-style-type: none"> Assist the driver in carrying out rules with train working Carry out the rule book defined duties of guard and shunter Manage the platform train interface Act as liaison between traincrew and control Be pro-active in owning own competence Represent the company when required
D) Personal Specification:
<p>Education:</p> <ul style="list-style-type: none"> No specified educational requirement, but must be able to communicate fluently in English (written and verbal) <p>Experience:</p> <ul style="list-style-type: none"> Proven ability to follow rules Experience of providing customer service <p>Knowledge:</p> <ul style="list-style-type: none"> A detailed understanding of heritage railway equipment, inc coaching stock An understanding of the organisations in the railway and their role How to recognise and respond to emergencies <p>Skills and Competencies:</p> <ul style="list-style-type: none"> Proven ability to follow rules Able to work as part of a team Good communicator Methodical Able to prioritise and switch attention appropriately Diligent in obtaining information and reporting issues Calm and in control whilst under pressure,



Safety Responsibilities	
Safety Critical Post:	Yes
Key Safety Management Post:	No
On-Call Responsibility:	No
PTS Required:	Yes
Operational Competencies	Guard

A. Generic Responsibilities

- Comply with the VTL worksafe rules
- Attend work in a fit state and comply with the VTL Railways Alcohol & Drugs policy at all times. Inform the Business and Systems Manager of any medications being taken including prescribed drugs and/or over the counter medicines eg.cold/flu/cough medication.
- Understand and adhere to safety, fire evacuation, emergency and security procedures for each VTL Railways location attended.
- Report all accidents and report hazards, unsafe acts, breaches of security or suspicious activity, raising close calls as appropriate
- Do not misuse or interfere with anything provided in the interests of health, safety and welfare. Use all equipment as per training and instructions
- Understand and comply with VTL Railways' Safety Management System (SMS) and all associated company, legal or industry standards.
- Co-operate with the Company to enable legal obligations relating to health and safety and the environment to be met.
 - Assist staff on board in emergency situations whilst travelling on VTL trains.
 - Maintain a sensible home/work balance.
 - Raise any H&S concerns with the appropriate Line Manager.

B. Role Specific Responsibilities:

- To observe signals, hand signals and signage
- To carry out the train dispatch process
- To couple and uncouple vehicles when required
- Monitor stewards during the journey and liaise with the senior steward / tour manager and ensure the daily briefing process is carried out.
- Carry out customer service duties as required and ensure the passenger environment is fit for service.
- Make PA announcements in line with company procedures.
- Carry out train preparation duties in line with company procedures
- Ensure the passenger environment is maintained to a comfortable standard
- Ensure that all on-train safety and delay reporting documentation is completed
- To arrange protection when required
- To co-ordinate the on-board response to emergencies
- To monitor support crew and ensure safe working processes, liaising with the RO as required.

C. On-Call Responsibility:

N/A.

Job Description & Safety Responsibilities



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Document Version:	1	Date of Issue:	March 2019
Line Manager:		Signature:	
Post Holder:		Signature:	