

## Overview

This standard identifies the competencies you will need to confirm that you are prepared for work in the Tram and Tramway environment. It is about making sure you comply with the relevant legal requirements regarding fitness for duty and that you meet the organisational requirements relating to personal appearance prior to commencing your shift. You must also be prepared to undertake a work shift by starting work at the required time and location, confirming that you have all the necessary information and documentation to commence work activities in line with relevant legal and organisational requirements. Understanding the importance of personal preparation and how this relates to your fitness for duty is an important aspect of this standard.

This standard comprises two elements:

1. Complete personal preparation
2. Prepare to undertake a work shift

This standard is for anyone who works in the Tram and Tramway environment.

## Performance criteria

*You must be able to:*

### **Complete personal preparation**

1 meet the relevant legal requirements and your organisation's procedures relating to **fitness for duty** in the Tram and Tramway environment

2 meet your organisation's **requirements** for **personal appearance**

### **Prepare to undertake a work shift**

3 prepare for a work shift within the allocated timeframe

4 access and confirm **information** relating to a work shift

5 comply with your organisation's procedures relating to **personal safety** in the Tram and Tramway environment

6 possess the required **documents** in line with organisation procedures

## Knowledge and understanding

*You need to know and understand:* **Complete personal preparation**

- 1 the importance of completing **personal preparation** prior to undertaking a work shift
- 2 the relevant legal requirements and organisational procedures relating to **fitness for duty** in the Tram and Tramway environment
- 3 the importance of personal appearance when representing the organisation

### **Prepare to undertake a work shift**

- 4 the **impact** of poor timekeeping
- 5 the types of distractions that might occur when preparing for work in the Tram and Tramway environment
- 6 your **organisation's procedures** relating to booking on for duty
- 7 your organisation's requirements in relation to workplace **attitudes and behaviours**
- 8 the **documentation** required when preparing for a work shift
- 9 the **information** required when preparing for a work shift
- 10 how to use the **equipment** given to drivers to carry out their duties
- 11 your own role and responsibilities, and the lines of accountability within own organisation

## Scope/range

### Performance Scope

- 1 **Fitness for duty** may include; those requirements relating to drugs, alcohol, medication, mental health and fatigue.
- 2 **Requirements** may include; at work, travelling to and from work, during breaks, in an office, during training. **Personal appearance** may include; uniform/standard of dress, name badge/identification, Personal Protective Equipment (PPE).
- 4 **Information** may include; shift times and locations, transport to and from work arrangements.
- 5 **Personal safety** may include; lone working, night working, depot access and egress procedures.
- 6 **Documents** may include; shift details, work pass, ID (Identification) card, competency documents.

### Knowledge Scope

- 1 **Personal preparation** may include; getting enough sleep, rest, food, drink.
- 2 **Fitness for duty** may include; those requirements relating to drugs, alcohol, medication, mental health and fatigue.
- 4 **Impact** may include; on customers, members of your team, other areas of the business, the organisation, the wider industry.
- 6 **Organisation's procedures** may include; sick reporting, lateness reporting, medicheck screening procedures, personal declaration, collection of duty cards, signing in and out of equipment.
- 7 **Attitudes and behaviours** may include; positive attitude, punctuality, reliability, personal responsibility.
- 8 **Documentation** may include; shift details, work pass, ID card, competency documents.
- 9 **Information** may include; shift times and locations, transport to and from work arrangements.
- 10 **Equipment** may include; keys, communication devices and PPE (Personal Protective Equipment).

## Glossary

### **Fitness for duty**

A legal declaration to say that a person is in a fit state to work.

## Prepare for work in the Tram and Tramway environment

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**Suite** Tram and Light Rail Driving

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