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Rail Industry Standard for Train Driver Selection

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GO/RT3251 Train Driving issue 4	5	04 October 2008
GO/RC3551 Railway Safety Approved Code of Practice – Train Driving issue 3	5, 7, 8, 9	04 October 2008

Other parts of GO/RT3251 issue 4 are replaced by GO/RT3451 issue 1, RIS-3751-TOM, issue 1, Rail Industry Standard for Train Driver Selection.

GO/RT3251 and GO/RC3551 cease to be in force and are withdrawn as of 04 October 2008.

Supply

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Rail Industry Standard for Train Driver Selection

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Rail Industry Standard for Train Driver Selection

Part 1 Introduction

1.1 Purpose of this document

- 1.1.1 This document provides a voluntary standard on the selection of train drivers and the transfer of information about drivers when they change employment between railway undertakings, for the rail industry to use if they so choose.
- 1.1.2 This document details requirements for selection of train drivers by railway undertakings and the transfer of safety information relevant to employment of train drivers, when they change employment between railway undertakings. This document, where appropriate, also contains additional guidance that should be considered by the railway undertaking during the development and management of its selection processes.
- 1.1.3 The document is set out in the form of standard requirements followed by guidance notes. Guidance notes are marked by a grey bar in the margin with the letters GN and sequential numbering, to differentiate them from the standard requirements to which they relate.

1.2 Application of this document

- 1.2.1 Rail Industry Standards are not mandatory unless or until a railway undertaking specifies all or part of them in company procedures or contract conditions. Where this is the case the railway undertaking will specify the nature and extent of application.
- 1.2.2 Specific compliance requirements and dates have therefore not been specified since these will be the subject of the internal procedures or contract conditions of the companies which choose to adopt this standard.

1.3 Health and safety responsibilities

- 1.3.1 Users of documents published by Rail Safety and Standards Board (RSSB) are reminded of the need to consider their own responsibilities to ensure health and safety at work and their own duties under health and safety legislation. RSSB does not warrant that compliance with all or any documents published by RSSB is sufficient in itself to ensure safe systems of work or operation or to satisfy such responsibilities or duties.

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1.5 Approval and authorisation of this document

- 1.5.1 The content of this document was approved by Traffic Operation and Management Standards Committee on 29 April 2008.

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Part 2 Requirements for railway undertakings

2.1 Selection criteria

- 2.1.1. Railway undertakings shall apply valid selection criteria to select suitable persons for train driving work.
- 2.1.2. Railway undertakings shall employ persons chartered by the British Psychological Society, or possessing an equivalent European Union national standard qualification, as occupational psychologists competent in psychometric assessment processes, to validate selection criteria.
- 2.1.3. Railway undertakings selection criteria shall be derived from:
- a) The physical demands of the operation on train drivers
 - b) The aptitudes and mental abilities identified as necessary to ensure competent train driving, after the appropriate training and development has taken place.
- 2.1.4. Railway undertakings selection criteria shall include the personal characteristics as defined in Table 1 of Appendix A of this document.

Physical demands

- GN01 Railway undertakings should assess the physical demands placed on train drivers by their operations, identifying the factors which influence the physical requirements for train driving.
- GN02 The key factors influencing physical requirements are those which cannot be changed without excessive costs to the railway undertaking, such as:
- a) Position of steps, door handles or handrails on rail vehicles in relation to the railway infrastructure
 - b) Operational requirements to access and operate equipment inside or outside trains or on the railway infrastructure
 - c) Design of driving cabs, including sight lines.
- GN03 The selection criteria based on these factors should represent the minimum physical requirements necessary for performance of train driving tasks without increased risk to the safety of train drivers or to train operations.
- GN04 The occupational physicians who conduct or supervise medical assessments of their train drivers should be informed of the physical requirements by railway undertakings.
- GN05 Railway undertakings should obtain advice from occupational physicians and ergonomists on defining and applying physical requirements and on compliance with disability discrimination legislation.

Aptitude and mental abilities

- GN06 The selection process should provide assurance that applicants for train driving work will be able, after appropriate training and development, to:
- a) Maintain vigilance and concentration when working, particularly when carrying out repetitive, tiring or monotonous tasks
 - b) React quickly to changing situations in compliance with safety requirements
 - c) Co-ordinate the use of controls operated by hand and foot that are necessary for safe train driving

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- d) Use English to communicate clearly, orally and in writing, to convey safety messages
- e) Check and not make assumptions, even when it is more convenient to do so
- f) Retain and recall safety-related information, including that which will only be used in emergencies
- g) Comply with procedures, rules and standards, particularly when unsupervised or under pressure of time
- h) Respond to an emergency or other stressful situation calmly and, where required, direct others
- i) Work alone for long periods, maintaining the appropriate standards of competence at all times.

GN07 In addition to the above criteria railway undertakings whose operations require train drivers to be able to fix mechanical faults can assess a candidate's ability to understand mechanical principles.

2.2 Selection process

- 2.2.1 Railway undertakings shall obtain advice on a selection process from members of the British Psychological Society chartered as occupational psychologists, or holders of a European Union National standard qualification of demonstrated equivalence, who are competent in psychometric assessment processes.
- 2.2.2 Railway undertakings shall use a selection process which includes:
 - a) Psychometric tests as defined in Table 1 of Appendix A of this document for all candidates who have no previous experience as a train driver
 - b) Any evidence from the applicant which might affect a conclusion on the likelihood of future safe performance
 - c) The assessment of each candidate to be identified with the selection criteria.
- 2.2.3 Railway undertakings shall apply the selection criteria consistently and reliably to all applicants for train driving work within a validated selection process.
- 2.2.4 Railway undertakings shall record the evidence from the assessment of each candidate for each criterion.
- 2.2.5 Railway undertakings shall employ persons competent to administer and interpret the tests used.

GN08 If a railway undertaking has identified the need to select candidates who have an ability to understand mechanical reasoning it is recommended that they use the Mechanical Reasoning psychometric test.

Applicants with previous driving competence

GN09 A selection process involving psychometric tests does not have to be used for applicants with previous competence as a train driver.

GN10 The extent to which the selection process is modified for such candidates, and a decision on the use of tests in each individual case, depends on the information available to the recruiting railway undertaking. Information on the following factors should be considered when deciding on the process to be applied:

- a) The amount of time spent as a driver after initial training and certification

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- b) The individual's safety record, confirmed by the previous employer (see Appendix B of this document)
- c) Recent competence assessment and monitoring records confirmed by the previous employer (see Appendix B of this document)
- d) Differences between previous driving experience and the railway undertaking's own operations, which might be relevant to the choice of selection assessment methods (for example, suburban operations compared with long-distance high-speed passenger, freight working compared with passenger, etc.)
- e) The period of time since the applicant last worked as a train driver and the reason for ceasing train driving work
- f) Any evidence of major life events which might affect safe performance in future, for example see Appendix C of this document
- g) The time that has elapsed since the applicant was last tested. There may have been changes to assessment methodology as a result of research and analysis of the increasing rail industry experience in the use of psychometric tests.

GN11 An applicant that has never undergone psychometric tests because he or she became a train driver before such tests were introduced on a general basis (1990), the recruiting railway undertaking should consider factors (a) to (f), above.

GN12 The selection process adopted for a candidate with train driving experience should be documented, together with reasons for differences between it and that used for other applicants.

Delivery of the assessment processes

GN13 The selection assessment processes should be managed by persons with the necessary expertise and experience in the:

- a) Administration of tests
- b) Conduct of interviews
- c) Interpretation of results
- d) Feeding back of results to applicants and to recruiting railway undertakings

Management of confidential data.

GN14 Competence in the administration of psychometric tests and the interpretation of results should be independently validated, normally by certification as meeting the standards for test administration and interpretation relevant to the type of test to be used, awarded by the British Psychological Society or an equivalent body.

GN15 Persons who conduct criteria-based interviews should be appropriately trained.

Results of assessment

GN16 Results from the assessment centre should be categorised as passes or fails, a pass indicating that the candidate has reached the minimum acceptable standard for recruitment as a potential train driver. Guidance on the level of pass achieved should be provided to the recruiting manager to facilitate a final selection decision. It is also good practice to provide guidance on the level of pass achieved to the candidate.

GN17 The results of a selection process using the methods listed in Appendix A of this document should be regarded as valid for a period of five years from the date of assessment, unless the individual has had a major life event, for example see Appendix C, of this document

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that may have caused a decrease in cognitive ability. This can be applied retrospectively to applicants assessed since 01 July 2004.

GN18 Individual companies should ensure that they have sufficiently robust processes in place to detect the occurrence of a major life event in the time between assessment and recruitment. If the incidence of such an event is suspected, the applicant should be re-assessed prior to employment. It is recommended that the assessment is delayed until a time when the candidate feels they have regained their performance.

GN19 The performance standards achieved by the applicant for each test or assessment should be recorded. A copy should be given to the railway undertaking which commissioned the assessment, who should retain it on the individual's personal file for future reference. A copy should also be given to the applicant.

GN20 Assessors are advised to prepare applicants undertaking the selection process by providing:

- a) A description of the tests, interviews and other selection methods which will be used
- b) Practice test and interview questions
- c) Advice on personal preparation for the process
- d) Correct responses to practice materials for the selection method being used, to enable understanding of the instructions and performance to be checked at least seven days before attending the selection process.

GN21 For Individuals who have passed the assessment centre, the final selection decision is a managerial one, for which the selection process provides evidence.

Repeat assessments

GN22 An applicant should not be tested again within six months.

GN23 More than one reassessment of the same applicant who has failed the process is unacceptable, unless there are mitigating circumstances that have been documented.

GN24 When an applicant is reassessed, the process need only cover the elements which the applicant failed at the first assessment, if:

- a) It is carried out within five years of the first assessment
- b) There is no evidence of a major life event having occurred since the first assessment, for example see Appendix C of this document.

2.3 Review of selection process

2.3.1 Railway undertakings shall review their recruitment and selection arrangements periodically to evaluate the validity of selection criteria and procedures for their operations.

2.3.2 The review shall:

- a) Address the effects on risk from changes to train driving work and the skills required of train drivers
- b) Take account of developments in selection methodology.

2.3.3 Reports from training staff and train driver managers on the performance of drivers selected using the process shall be used as feedback to assist the review.

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2.3.4 The review shall be carried out by persons qualified to judge the reliability and consistency of selection processes and the validity of selection criteria and involve persons who are independent of the provider of the process.

GN25 Examples of changes to train driving work which could trigger a review of a selection process include:

- a) The introduction of different working practices such as driver-only operation or operations across international borders
- b) Technical changes, such as high-speed operation or new signalling systems affecting the interface between train driver and signalling system.

2.4 Audit of selection process

2.4.1 Railway undertakings shall arrange for the audit of their selection processes to check the reliability and consistency of the process and compliance with the procedures at assessment centres.

2.4.2 Railway undertakings shall employ persons qualified to judge the reliability and consistency of selection processes and the validity of selection criteria to carry out audits.

2.4.3 Railway undertakings shall involve persons who are independent of the provider of the selection process in their audit arrangements.

GN26 The protocols used for the audit of the railway undertaking's selection process should be designed to provide checks that the procedures are reliable and consistent, that the selection process is effective in meeting the requirements of this document and conforms with the railway undertaking's safety management system.

GN27 In addition to the involvement of an independent person in the audit of the railway undertaking's process to meet the requirement of section 2.4.3, it is recommended that the assessment provider (usually an assessment centre) also carries out regular internal audits of its assessment practice and compliance with its procedures.

GN28 The audit protocol to be applied by an external auditor should be agreed between railway undertaking and audit provider. If external auditors use a different protocol to that used internally by the railway undertaking, both parties should reach a clear understanding about how the results from each process will be interpreted and compared.

GN29 Where a contractor supplies selection processes, the railway undertaking should ensure that the contract provides for internal and external audit and for audit results to be made available to the railway undertaking.

GN30 Audit frequency should be determined by the railway undertaking, taking into account the amount of new recruitment being conducted together with information from trainers and others involved in developing and monitoring the performance of new train drivers after selection. Particular account should be taken of investigations of safety incidents:

- a) Involving newly qualified train drivers, or
- b) Which raise concerns about the selection of an individual driver.

GN31 The scope of the audit should include:

- a) Suitability and reliability of assessment and selection tools
- b) Candidate preparation
- c) Training and certification of assessors

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- d) Administration of tests (including adequacy of the premises where tests are conducted), scoring and recording of results processes for making and recording decisions based on the selection tools used
 - e) Confidentiality of selection materials and records.
- GN32 The audit should use a selection of methods including:
- a) Observation of test administration and scoring
 - b) Review of documentation
 - c) Interviews with assessors to ensure compliance with the relevant competence requirements and conditions of certification (where applicable).
- GN33 Where practicable, more than one method should be used to assess each part of the process.
- GN34 Competent selection assessors should be used to undertake internal audits of the selection process.
- GN35 Independent audits should be led by a chartered occupational psychologist, or someone qualified and experienced in occupational testing, who:
- a) Understands the selection requirements for train driving
 - b) Understands the risks that those requirements are intended to control
 - c) Has knowledge of the process being audited and of the audit procedure itself.
- GN36 More guidance and a recommended audit protocol can be found in the ATOC Approved Code of Practice ATOC/ACOP006. Its scope includes audit of assessors and facilities used for the selection of train drivers. This protocol may be used as a framework for meeting the requirements of this document.

2.5 Transfer of information

- 2.5.1 Railway undertakings shall, if an applicant discloses previous experience as a train driver, request information relevant to competent train driving performance from a railway undertaking named as a previous employer.
- 2.5.2 Railway undertakings shall co-operate with another railway undertaking which requests information to facilitate its compliance with section 2.5.1.

Previous train driving competence

- GN37 Information to meet this requirement should be obtained before the applicant is permitted to drive trains by the recruiting railway undertaking.

Information from the applicant

- GN38 When an applicant indicates that they are, or have been employed in an operational role in the rail industry, the railway undertaking should request information, in as much detail as possible, which can be passed to the current or former employer for verification.

A recommended format for recording this information ready for verification can be found in Appendix B to this document.

- GN39 The information requested from the applicant should cover:
- a) The results of any tests used for selection as a train driver
 - b) The most recent competency records that demonstrates the applicants competency

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- c) Route and traction competence current at the time the applicant left that railway undertaking
- d) Incidents and accidents for which the applicant was found to be wholly or partly responsible
- e) Records of any special monitoring arrangements in place at the time the applicant left that railway undertaking
- f) Temporary or permanent restrictions or exclusions placed upon the applicant's work as a train driver because of a safety of the line incident, medical reasons or other cause.

GN40 Railway undertakings should check whether the applicant has worked previously in any other post in railway operations involving safety-critical work, although the requirements in this document for co-operation in the confirmation and transfer of information are limited to train driving.

GN41 The applicant should understand clearly that:

- a) The information requested on the application form is important to the safe operation of trains
- b) Non-disclosure, or giving inaccurate information on the application form, could lead to termination of the selection procedure or dismissal from employment if subsequently discovered.

It is advisable to state this clearly on the application form that the applicant will sign.

GN42 Forms should be worded so as to leave the applicant in no doubt that their signature is giving consent for personal data (including sensitive personal data) about them (or confirmation of it) to be requested from previous employers, and for previous employers to provide it.

GN43 Railway undertakings should have clearly defined policies on progressing an application, where an applicant either refuses to disclose information or where any information provided is found to be inaccurate.

GN44 Decisions on progression of applications in these circumstances should take account of:

- a) The importance to safety of operations of the information which may be missing or inaccurate
- b) Other components of the selection process, for example psychometric tests, which might provide sufficient alternative controls over risks to safety of operation associated with unsuitability for train driving work
- c) The stated reason (if any) for non-disclosure, for example that the applicant is currently employed by another railway undertaking and has not informed their current employer of the new application. Clarification of such situations should be sought during the selection process.

GN45 The information provided by a previous employer should be sufficient for the recruiting railway undertaking to confirm the accuracy of information provided by the applicant and fill in any gaps.

GN46 The accuracy and value of competence information reduces over time, and it is advisable to treat cautiously any information more than two years old that relates to performance. It is inappropriate to use out-of-date competence records as a justification for curtailing selection procedures.

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Retention of records

GN47 Railway undertakings should retain records (or retain access to records if held elsewhere, for example by an assessment centre) for such periods as is necessary to assist them in responding to requests from other railway undertakings.

GN48 The following is guidance on the type of information that should be retained:

- a) Results of psychometric tests
- b) Competence assessment records; the most recent competency records that demonstrates the train driver's competence
- c) Route and traction knowledge; current at the time the applicant left your company
- d) Training records; it is recommended that the fact of training having taken place and the date remains on record
- e) Safety records; It is recommended that the facts of any accidents, incidents and near misses for which the applicant was found to be wholly or partly responsible remain on record
- f) Occupational medical records that have affected a persons ability to undertake their duties as a train driver.

Data protection

GN49 Railway undertakings should obtain expert advice on data protection, liabilities arising from the provision of references or any aspect of employment law, as these matters are not within the scope of this document.

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Appendix A Driver Selection Criteria and Psychometric Tests

This Appendix is mandatory

Table 1

Personal Characteristic	Psychometric Test
Ability to maintain vigilance and concentration at all times	Group Bourdon
Ability to react safely and quickly	DTG
Ability to retain and recall job related information	TRP trainability test
Ability to learn new information	TRP trainability test
Ability to operate a range of hand and foot controls	DTG test
Motivation to follow set rules and procedures	Criterion Based Interview (CBI)
Ability to remain calm in emergency/stressful situations	CBI
Conscientiously works to exceed training course demands	CBI
Ability to communicate clearly and effectively	CBI
Checks, does not make assumptions	CBI
Is proactive and tenacious	CBI

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Appendix B Transfer of Safety Information – Applicant with Previous Experience as a Train Driver

This Appendix is not mandatory

Applicant's form

Applicant's name		Date
Current or former railway employer	Job title and location	Start/end dates of employment
Other former railway employers (if applicable)	Job title and location	Start/end dates of employment

1. Permission for current and/or former employer to provide information relating to employment as a train driver

The information requested in sections 2 to 4 inclusive of this document is required to establish your competence and safety record as a train driver and will assist in the formation of future assessment and training plans if you join this company. The information is necessary for us to consider your suitability for employment as a train driver.

An employer is not entitled to disclose information about an employee unless the employer is under a legal obligation to do so or the individual concerned has given his/her consent. Subject to your consent, your current or a former employer will be requested to confirm the accuracy of the information you have provided. Please sign below to indicate that you agree to this information to be sent to your current or former employer for confirmation. If you fail to provide details, or the accuracy of the information is incorrect, your application will not be progressed. If it is later found that you have provided inaccurate information, you will be liable to summary dismissal.

I hereby give my permission for my current and/or former employers to confirm the information in supporting records they may hold and to provide _____ (Company) with a copy in the event of my appointment. I understand that these records will then be transferred and form part of my employment history with _____ (Company)

Signed _____ Dated _____

You must complete all sections. If you are unable to confirm any information this must be stated ('Unable to confirm')

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2. Psychometric assessment

2. Psychometric assessment		Confirmed by employer
2.1 Have you had a Psychometric assessment for train driving?	Yes/No	
2.2 When and where did the assessment(s) take place?		
2.3 What were the results of the assessment?		
Additional comments if required:		

3. Competence

3. Competence records		Confirmed by employer
3.1 Date initially certified competent as a train driver		
3.2 Routes and traction on which you are competent (or were competent at the time you left your last employer)		
3.3 Date of completion and results of last reassessment of competence		
3.4 Date and details of any additional support or development in place currently or at the time of leaving your last employer		
Additional comments if required:		

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4. Safety Record

This section is a record of the safety and operational incidents in which you have been involved in during your previous railway employment as a train driver (or in other safety critical railway operations work) and which was recorded on your personal record by your employer, whether or not formal disciplinary action was taken. Your employer at the time will be asked to confirm the information you provide here.

4.1 SPADs:		State here if none	Confirmed
Date	Category and Severity (If known)	Details	Confirmed

4.2 Excess speed incidents, station overruns or failure to call		State here if none	Confirmed
Date	Type of incident	Details	Confirmed

4.3 Other safety incidents as a train driver or working in other safety-critical railway work		State here if none	Confirmed
Date	Type of incident	Details	Confirmed

<p>Additional comments if required</p>

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4.4 Removal from train driving work Have you ever been removed from train driving, or had restrictions placed on you with regard to train driving, because of a safety of the line incident, your health or other cause? If so, please give details.	Confirmed by employer

4.5 Other information on fitness, competence and safety performance If necessary, attach supporting documents.
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5. Employers' form

Transfer of safety information – request for confirmation from current or former employer

_____ (name), employed by / formerly employed by¹
 _____ (company name) at _____ (location) has
 applied for a train driver's position with this company (_____. (company name)).

This person has provided written consent for your company to disclose information regarding their competence and previous safety performance. A copy of the signed consent and the information provided by the applicant is attached.

Would you please confirm within five working days whether the information supplied by the applicant is accurate. If the information is incorrect or you are aware of omissions, please state the correct position as far as you are aware of it. Please indicate if you cannot confirm any of the information provided by the applicant.

Should the applicant be selected for employment as a train driver with this company, a request will be made for the transfer to this company of available records² relevant to the individual's employment as a train driver.

Transfer of safety information – response from current or former employer

I have verified the information supplied by the applicant and indicated (where necessary):

- a) *where information is factually incorrect according to our records*
- b) *omissions according to our records*
- c) *information which this company does not have supporting information to confirm.*

Name _____

Position _____

Company _____ **Signature** _____

Date _____

Please return this form to: (requesting company's name and address)

¹ Delete as appropriate

² Relevant records covered by such a request are:

- a) Results of tests used in selecting the applicant as a train driver
- b) Results of competence assessment records: the most recent competency records that demonstrates the train drivers competence
- c) Route and traction competence current at the time the applicant left your company
- d) Training records
- e) Incidents, accidents and near misses for which the applicant was found to be wholly or partly responsible
- f) Occupational medical records that have affected a persons ability to undertake their duties as a train driver
- g) Restrictions or exclusions placed upon the applicant's work as a train driver because of a safety of the line incident, medical reasons or other cause.

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Appendix C Examples of Major Life Events

This appendix is not mandatory

There are situations which could impair cognitive performance in the short term, such as the death of a loved one, divorce, or illness. While these events are likely to cause considerable emotional stress to the individual, any decrement in performance would be temporary, and the individual would recover without any long term impact.

There are other conditions that could cause long term, or permanent decrement to the individuals' cognitive performance and impact on the likelihood that they would be suitable for a safety critical role.

The list below provides examples of significant events or conditions that could lead to cognitive impairment and affect a candidate's suitability. Consideration of the types of events shown below may be used to decide whether re-assessment using the psychometric tests is required. The list should not be used to eliminate or discriminate against candidates, and should only be used to identify if re-assessment is necessary.

Examples of significant events or conditions that could affect cognitive performance:

- Serious illness (including Cancer, Bacterial Meningitis)
- Stroke
- Significant accident or injury
- Traumatic brain injury
- Brain Tumour
- Degenerative disorders (for example dementias)
- Progressive disorders (for example Multiple Sclerosis, Parkinson's Disease)
- Toxic or metabolic disorders (for example alcohol related disorders, neurotoxins)
- Oxygen deprivation
- Alcohol or substance abuse/ long term use of medication
- Epilepsy / seizures
- Psychological illness such as: clinical/ serious depression, clinically diagnosed anxiety, Post Traumatic Stress Disorder
- Motor Neurone Disorder
- Sleep Disorder (for example Sleep Apnoea)

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Definitions

Driver

Any person competent and authorised to drive trains.

Safety-critical work

This term is used as defined in The Railways and Other Guided Transport Systems (Safety) Regulations 2006 [ROGS].

Train

This term includes an on-track machine being driven outside a possession.

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References

The Catalogue of Railway Group Standards and the Railway Group Standards CD-ROM give the current issue number and status of documents published by RSSB. This information is also available from www.rgsonline.co.uk.

Documents referenced in the text

Railway Group Standards

GO/RT3451 Train Movement – Staff Suitability and Fitness Requirements

Other References

ATOC/ACOP006 Approved Code of Practice Train Driving -
Audit of Selection Processes

Further related documents

RSSB documents

GO/RC3561 Recommendations for Train Movement – Staff Suitability and
Fitness Requirements

Other References

The Railways and Other Guided Transport Systems (Safety) Regulations 2006 [ROGS]