

Transport for Wales Rail Limited

WORKING ARRANGEMENTS FOR DRIVERS

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1. Working Hours

Diagrams will normally range from 5:00 hours minimum to 09:30 hours maximum inclusive.

This table summarises that information: -

1.1	The minimum length of diagrammed and spare turns.	5 hours
1.2	The maximum length of diagrammed turns Exceptions: 1. Planned Engineering Works (refer to 5.2b) 2. Ad Hoc Changes (refer to 5.5a)	9 hours 30 minutes 10 hours 10 hours
1.3	The maximum length of spare turns.	9 hours 30 minutes
1.4	The maximum cross cover turn length	9 hours 30 minutes
1.5	The maximum number of linked hours per week will be	47 hours 30 minutes
1.6	The average basic hours per week will be.	35 hours
1.7	The total number of basic working hours will be balanced over the link cycle	

2. Driving and Working Limitations

2.1. On the Day Alterations

Drivers will normally work their rostered turn of duty, however, where required by the Company, a driver can be brought off their diagram and be given other work. In these circumstances, the driver concerned will be guaranteed their own rostered book on time and shift length.

The Resource Manager will ensure PNB parameters are met as per section 3.1. This will be subject to reasonable management request (e.g. due to sickness/uncovered turns/on the day disruption – list is non-exhaustive).

2.2. Aggregate Driving Time

The maximum aggregate of continuous driving periods including scheduled stops will be 8hrs for diagrams containing intensive suburban working and 8.30hrs in all other diagrams. Intensive suburban working comprises all passenger trains operated on the Core Valley Lines network excluding Vale of Glamorgan route. All other services are non-intensive.

2.3. Continuous Driving Time

The maximum period of continuous driving duties without a break will be:

4 hours in the case of intensive suburban

4 hours 15 minutes in the case of non-intensive

3 hours continuous driving without stops for empty stock

Continuous driving duties are defined as the time from which a driver:

- a. Commences the preparation of a traction unit or
- b. Commences the mobilisation of a traction unit or
- c. Relieves another driver on a traction unit that has been previously prepared

to the time at which:

- I. That traction unit is immobilised or
- II. That traction unit is disposed or
- III. The driver is relieved by another

2.4. Unsociable Linked Turns of Duty

An unsociable turn of duty is described as a turn with a booking on time between the hours of 00:01 and 04:59.

The number of unsociable linked diagrams at a depot will not exceed the % relative to total depot LTP diagrams that was in place during the May 2023 TT period (see table below). If a depot doesn't have any unsociable linked diagrams during this TT period, then an average % across all depots will be applied. If there are any unsociable linked diagrams above this % threshold they would be a maximum of 8 hours 30 minutes long and subject to discussion with Company Council.

May 2023 TT			
	Anti-Social Diagrams	Total Daily SX Diagrams	%
Cardiff Mainline	10	79	13%
Cardiff Valleys	11	67	16%
Carmarthen	4	28	14%
Chester	9	43	21%
Crewe	8	33	24%
Holyhead	3	14	21%
Llandudno Jct	1	10	10%
Machynlleth	4	16	25%
Pwllheli	0 (use average – 17%)		
Rhymney	0 (use average – 17%)		
Shrewsbury	2	17	12%
Treherbert	1	10	10%
Average			17%

3. Rest Breaks

3.1. Main Rest Breaks & Short Rest Breaks

All diagrams will be provided with at least one rest break with the exception of diagrams of 5:00 hours in length.

In preference, breaks will consist of a single Main Rest Break as shown in Method 1 below. Where it does not prove possible to provide Method 1 then a combination of one Main Rest Break (MRB) together with a Short Rest Break (SRB) will be provided as shown in Method 2.

Rest breaks will be positioned within the diagram as evenly as possible. MRB's won't be positioned in the first hour of a diagram. MRB's will not commence in the last hour of any diagram over 7.30hrs in length.

Where possible MRB's will commence within the 3rd and 6th hour of a diagram. Diagramming software will be utilised to achieve this. As a minimum, 75% of LTP diagrams at each depot location will have a MRB that commences between the 3rd and 6th hour.

Rest breaks will be provided in diagrams as follows:

Diagram Length	Agreed Rest Break Times	
5:00	No break required	
5:01 – 6:00	One 15-minute MRB	
6:01 – 7:00	One 20-minute MRB	
	Method 1	Method 2
7:01 – 9:00	One 30-minute MRB	One MRB and one or more SRB, subject to minimum of: <ul style="list-style-type: none"> One 20-minute MRB and One 10-minute SRB. Where possible, the SRB will be of at least 15 minutes duration. Breaks will aggregate to a minimum of 35 minutes.
9:01 +	One 40-minute MRB	One MRB and one or more SRB, subject to minimum of: <ul style="list-style-type: none"> One 20-minute MRB and One 10-minute SRB. Where possible, the SRB will be of at least 15 minutes duration. Breaks will aggregate to a minimum of 45 minutes.

All MRB's will be programmed at locations having the following minimum facilities:

- I. Seating
- II. Heat and light
- III. Provision for making hot drinks
- IV. Toilet
- V. Washing facilities with hot and cold water
- VI. Food heating

The appropriate walking allowance will be programmed to and from these locations.

For reference, locations currently having these facilities and utilised or planned to be utilised by Transport for Wales Rail Services are:

Aberystwyth	Crewe Maintenance depot	Newport
Barmouth	Gloucester	Pontypridd
Birmingham New Street	Hereford	Pwllheli
Bridgend	Holyhead	Rhymney
Taffs Well	Liverpool	Shrewsbury
Canton Depot	Llandrindod Wells	Swansea
Cardiff St Patrick's	Llandudno Junction	Treherbert

Cardiff Central	Llanelli	Wrexham
Cardiff Queen Street	Machynlleth	Wolverhampton
Crewe	Manchester Airport	
Carmarthen	Manchester Piccadilly	
Chester	Manchester Oxford Road	

Note that this list is not exhaustive.

SRB's will normally be programmed at locations with these facilities; however certain breaks will be taken at locations having a lower level of facilities. As SRB's are intended as a break from driving duties, no walking times will be programmed.

In addition to the locations shown above, SRB's may also be taken at the following:

Location	Remarks
Blaenau Ffestiniog	
Merthyr Tydfil	Toilet available when booking office is open (07:15 to 15:00 M-F & 08:15 to 16:00 SO)
Milford Haven	(Currently unavailable)
Pembroke Dock	(Currently unavailable)
Penarth	Toilet available continuously
Tenby	On train (Where more than one toilet provided)

Note that this list is not exhaustive.

SRB's cannot be taken whilst a driver is travelling as a passenger.

All rest breaks will be exclusive of the time necessary for disposal, immobilisation, preparation and mobilisation as appropriate and the appropriate allowance for these activities will be provided.

4. Booking On & Off Allowances

The booking on allowance will be 10 minutes, during this time the Drivers will be responsible for ascertaining their next turn of duty.

There will be no booking off allowance or walking time back to booking on point. The Driver's day will end when they set foot on their home depot platform or alight from road transport. (this cannot be a RRB).

5. Amendments to Diagrams

5.1. Permanent Diagram Amendments

Permanent diagram amendments and associated link changes will be subject to 14 days minimum notice.

The following clauses 5.2 apply to diagrams specifically affected by engineering work only*.

5.2a. Short Term Planning (STP) Alterations – Unplanned Engineering

For a permanent diagram to remain 'Valid' the amendment must not breach the following criteria:

- On Time: + or – 1 hour from the original time
- Turn length: + 1 hour above the original time up to a maximum of 9 hours 30 minutes
- A period of 24 hours from original booking on time must be given.
- Any increase in turn length or booking on time that continues for a period of more than 3 weeks will become part of the permanent plan

5.2b. Short Term Planning (STP) Alterations – Planned Engineering

For a permanent diagram to remain 'Valid' the amendment must not breach the following criteria:

- On Time: + or – 1 hour from the original time
- Turn length: + 1 hour above the original time up to a maximum of 10 hours
- A period of 24 hours from original booking on time must be given.
- The diagram will not operate for a period of more than two weeks.

Definition

Unplanned – this is defined as any unforeseen alteration that is not pre-planned which requires changes to the train plan and diagramming.

Planned – this is defined as any planned short notice alteration which requires changes to the train plan and diagramming.

**with the exception of special event days as described in section 13 where 5.2b also applies*

5.3. Diagram Cancellations

A driver whose rostered turn has been cancelled will revert to being 'spare' and utilised as follows;

- On Time: + or – 2 hours from the original time.
- Turn Length: + or – 1 hour above the original turn length to a maximum of 9 hours 30 minutes.
- The additional turn is to be a minimum of 5 hours in length. The turn is to feature booked work at the start (it cannot be as ordered at the start), but if required can be as ordered at the end to make 5 hours minimum.
- A period of 24 hours from the original booking on time must be given.
- Note – Unless Clause 5.2 applies.

5.4. Lack of Route and/or Traction Knowledge

A driver who is unable to work a rostered turn due to the lack of route and/or traction knowledge will be removed from the turn and be utilised as follows:

- On Time: + or – 1 hour from the original time.
- Original turn length cannot be extended.

Please refer to the flowchart in section 6 for allocation guidelines.

5.5. Ad Hoc Changes

5.5a

There may be a requirement to alter diagrams due to reasons not covered in section 5.2. In these circumstances, 10%* of depot base LTP diagrams can be moved and or extended within the parameters described in section 5.2b albeit ensuring a 14hr rest period between turns.

For a permanent diagram to remain 'Valid' the amendment must not breach the following criteria:

- On Time: + or – 1 hour from the original time
- Turn length: + 1 hour above the original time up to a maximum of 10 hours
- A period of 24 hours from original booking on time must be given.
- The diagram will not operate for a period of more than two weeks.

*This 10% figure will be subject to rounding up and to a minimum of two diagrams per depot location (with the exception of Pwllheli which will be one).

5.5b

The first option for any additional or altered work should be to utilise clauses 5.2a, 5.2b & 5.5a to STP existing diagrams. If this isn't viable then any additional or altered work can be accommodated via spare turns, standby turns, additional turns or mutual agreement.

6. Spare Turns

6.1. Criteria

The maximum length of a spare turn will be 9 hours 30 minutes.

Drivers will not be rostered from spare to a vacant turn of duty that exceeds their maximum movement from datum time.

The average length of the spare turns at a depot will be no less than the depots average diagram turn length.

When spare, drivers will be allocated to vacant turns irrespective of the length of the vacant turn subject to a maximum of 2 hours extension over and above the original rostered spare

turn length. If spare drivers are covering part turns (described in section 6.2h), then they can still be utilised as ordered either side of the start/finish times of the part turn up to their rostered spare turn length.

Movement of spare, on a daily basis, will be limited to 2 hours earlier and 3 hours later than their datum time.

If no work is pre-rostered, then the driver will only be required to work the day's rostered hours as shown on the master roster.

6.2. Additional Guidelines

- a. Spare drivers not utilised on the daily markup sheet who remain spare, when next booking on duty, will remain spare at their own station/depot and will not be expected to work in excess of their rostered hours except by mutual agreement.
- b. All rostered spare drivers can have their booking on/off time moved in accordance with the parameters set out under the daily roster process. No driver will be rostered from originally rostered spare to cover vacant turn(s) of spare duty.
- c. The term 'spare driver' applies to all drivers who are rostered spare.
- d. Drivers incurring additional hours above original rostered spare hours, as part of the daily marking up process, will be paid the hourly rate for such hours worked.
- e. Drivers can be requested to cross cover any depots work subject to route and traction knowledge and the parameters for movement of spares. Spares must cover their own depot work first, and they cannot be sent to another depot whilst work remains open at their home depot which they can cover within their spare movement parameters. Cross cover is to be utilised to cover a vacant turn (or part of) before that turn is offered to a Rest Day volunteer. Drivers are to book on duty at their own depot/location unless booking on at another location with full booking on facilities. When allocating work, Resource Managers must consider the PNBs for the driver concerned. The maximum turn length for the purposes of cross cover is 9 hours 30 minutes.
- f. Rest periods (as per Hidden 18 and Terms & Conditions) will also be considered.
- g. Spare drivers will be allocated to work using the agreed allocation of spares flow chart.
- h. Spare staff must be allocated to the work in advance when it is known that part of a diagram requires covering and then comply with working arrangements. The driver must be identified on the daily sheet if it is known in advance that they will be covering part of an open diagram. Means of identifying to drivers and reps the front and rear part of the diagram are to be implemented. This can be shown by using a 6 in front of part A and 7 for part B. i.e. turn 402 would become 6402 and 7402. As per section 6.1 they can still be utilised either side of this part diagram to cover other work without prior notification being required (up to the limit of their rostered spare turn length).

Flow Chart Usage – Order of spare cover for pre-rostering

- Home depots to be rostered in the first instance.
- Depot and route/traction specific work.
- Spares go to earliest open turn, depending on route and traction knowledge.
- Spares will be utilised in time order and will not jump another spare (leapfrog) at their home depot for home depot work (unless route or traction specific).
- Latest linked spare goes to latest linked turn.
- Spares can jump (leapfrog) spares when work is cross covered.

- Spares to be utilised on booked LTP diagrams in the first instance.
- Once the above process has been followed, if there are still turns open that Drivers who don't sign the full route and/or traction can cover parts of (and those Drivers haven't already been marked to a full diagram from spare as per 5.4 parameters) then they can be marked to the parts they do sign (e.g. part A and C) by clearly identifying this on the daily sheet.
- The part of the turn the Driver doesn't sign (e.g. part B) would then be covered by a home depot spare or cross cover Driver as per above order.
- If there are no legitimate home or cross cover spares for the part B in above scenario then the RDW agreement is to be followed.

7. Annual Leave Arrangements

7.1. General Principles & Entitlements

- a. The Annual Leave roster shall be agreed locally and posted by 31st October in the year preceding the applicability of the roster.
- b. Annual leave entitlement shall comprise of 28 days per annum, divided into 4 weeks of block leave for a driver on a 5 day week (20 days) or 5 weeks of block leave for a driver on a 4 day week (20 days) although this may be varied by local agreement to a minimum of 16 days. The remainder should be for ad-hoc leave.
- c. The Summer leave period will be for a period no longer than 27 weeks during months April to October.
- d. The Summer and Winter periods may be shortened by local agreement provided that both parties show reasonable flexibility.
- e. All Annual Leave days must be taken within the current Annual Leave year, this may alter due to leave overlapping depending how the calendar year falls.
- f. Staff returning from long-term sickness, training or other exceptional circumstances will be afforded the opportunity to take outstanding annual leave at the earliest opportunity. In such instances where Annual Leave cannot be afforded to staff then leave may be carried over to the following year and must be taken by 31st March.
- g. Exchanges of Annual Leave will be allowed and agreed at local level.
- h. When the annual leave year is moved to April – March then the dates referenced in section f would alter accordingly by 3 months.

7.2. Rostering Annual Leave

- a. All 52 weeks in the year can be used for Annual Leave purposes.
- b. The total of drivers on Rostered Annual Leave at any one time will be determined by the calculation described in 7.3a.
- c. Drivers will also be entitled to 8 floating days (or 12 if 4 day week drivers take 4 weeks of block leave), giving a total of 28 days per annum. (Please refer to 7.4a)

7.3. Annual Leave, Individual Application

- a. Maximum number of Drivers off on annual leave (rostered and floating) per day (excluding Sunday) at any depot will be determined by utilising the depot annual

leave calculator (see section 16.1) and inputting the productive Driver headcount forecast for the annual leave period in question. Drivers on rostered leave who are RD will not have their RDs counted as part of the daily quotas. Vacancies in the rostered leave can be filled up with daily leave applications, up to the guaranteed quotas.

- b. As there are fewer diagrams on a Sunday and therefore fewer spare turns, the maximum number of Drivers allowed off on annual leave on a Sunday will be reduced from clause 7.3a. The rostered annual leave quota will remain the same but the floating leave quota will reduce relative to the number of spare turns at that depot on a Sunday. The formula for calculating this will be: *total number of Sunday spare turns – rostered annual leave quota = number of floating leave days permitted*
- c. Annual Leave days by individual application will be granted, subject to the constraints of clause 7.3a and 7.3b.
- d. Drivers applying for Individual Annual Leave day (s) who are outside the constraints of clause 7.3a and 7.3b will be granted leave if their booked turn of duty can be covered at point of rostering. If there is a RDW agreement in force, then refer to the current RDW agreement.
- e. Drivers application for Individual Annual Leave built around their rostered Annual Leave will be granted priority, subject to the constraints of clause 7.3a and 7.3b.
- f. 7.3e is subject to the first day that the Annual Leave day becomes live.
- g. Drivers applying for leave will apply to the Resource section in writing on the appropriate form. The form will be returned to the applicant with a response within 48 hours (***this will be subject to update when Driver tablet devices with appropriate rostering system functionality go live, as leave will be booked via tablet device***).
- h. Drivers can apply via e-mail for leave. Resources to respond to the email application by filling out the last saved leave application form and sending back to the driver concerned (***this will be subject to update when Driver tablet devices with appropriate rostering system functionality go live, as leave will be booked via tablet device***).

7.4. Annual Leave Christmas/Boxing Day arrangements

- a. When the 25th/26th December falls on a rostered work day only one Annual Leave day will be required unless:
 - Drivers are rest day as a result of a link change out of your control
 - Drivers rostered block leave
 - Drivers absent through sickness
 - Day(s) worked on a voluntary basis

Leave not taken on these days shall remain as Individual Annual Leave days to be used in the next calendar year.
- b. No dates, other than 25th/26th December will be classed as volunteer days. Drivers, if required, who wish to volunteer for work on 25/26th December must, notify the local depot representatives in writing prior to December 9th. Applications will be considered by locally agreed arrangements.
- c. Drivers who volunteer to work and book on duty on the above days, will be paid at hourly rate of time + time + time for all hours worked on a rest day, or time + time and that annual leave day back for those who had a booked turn.

A volunteer driver is defined as a driver not on rostered Annual Leave and meets the requirements of Hidden and must be able to catch their next turn of duty.

8. Rest Days and Link Compilation

Base rosters will balance at an average of 35 hours per week over the roster cycle, over seven days Sunday to Saturday. There will be 156 Rest Days over a rolling 52 week period (e.g. 3 per week). Link compilation differs between depots that work 4 day week links and those that retain 5 day week links.

8.1. Depots with 4 day week links

- Take the establishment figure for the depot and round it up (if required) to make it divisible by three.
- Use the basic repeating roster pattern shown below;

Sunday				Monday				Tuesday				Wednesday				Thursday				Friday				Saturday			
On	Off	Turn	Total	On	Off	Turn	Total	On	Off	Turn	Total	On	Off	Turn	Total	On	Off	Turn	Total	On	Off	Turn	Total	On	Off	Turn	Total
		RD				RD				RD				RD				RD									
														RD				RD									
																				RD					RD		
		RD				RD				RD																	
														RD				RD									
																				RD					RD		

- Start with Sunday and calculate how many RD's are required once the diagrams and a 50% spare ratio are taken into account (e.g. for a depot with 6 diagrams on a Sunday 3 spares would be required so 9 turns in total. For a depot with 27 lines this would mean 18 RD's on a Sunday).
- Minus the total of Sunday RD's from the total RD's required in the link (e.g. for example above, $81 - 18 = 63$)
- With this remaining number of RD's, divide them by six to get an even split of RD's from Mon – Sat. (e.g. for example above, $63 / 6 = 10.5$). This will rarely divide evenly so a slight imbalance of RD's will be inevitable (for example above it will be vary between 10 and 11). The main objective is ensuring spare ratio relative to diagram numbers is as even as possible throughout the week, so when distributing RD's be cognisant of number of diagrams on that day (e.g. If Monday has one more diagram than the rest of the week then it would have fewer RD's to allow for more spare cover).
- Once the number of RD's required on each day of the week has been calculated then go through the basic repeating roster pattern shown above and add a RD in on lines with 2 x RD's to ensure each line has 3 x RD's on it.
- Seven consecutive shifts should be minimised as far as possible for fatigue reasons (a small number of instances may be inevitable). All base rosters need to be run through the HSE fatigue calculator without breaching fatigue and risk score thresholds.

8.2. Depots which retain 5 day week links (limited to Cardiff ML / Carmarthen / Cardiff Valleys)

- These links will need to divide by five.
- A basic 5 day link RD pattern is shown below. There are five working days each week with a week of RD's every fifth week.

Sunday				Monday				Tuesday				Wednesday				Thursday				Friday				Saturday			
On	Off	Turn	Total	On	Off	Turn	Total	On	Off	Turn	Total	On	Off	Turn	Total	On	Off	Turn	Total	On	Off	Turn	Total	On	Off	Turn	Total
		RD																RD									
																						RD				RD	
		RD				RD																					
										RD				RD													
		RD				RD				RD				RD					RD							RD	

- Calculate how many RD's are required in the link by multiplying the number of lines by 3 (e.g. 25 lines would be 75).
- Minus the RD's that will be used to form the weeks of RD's. In the example above of a 25 line link there would be 5 weeks of RD's. So $5 \times 7 = 35$ RD's
- Minus the above from the total RD's, $75 - 35 = 40$ RD's
- Start with Sunday and calculate how many RD's are required once the diagrams and a 50% spare ratio are taken into account (e.g. for a depot with 6 diagrams on a Sunday 3 spares would be required so 9 turns in total. For a depot with 25 lines this would mean 16 RD's on a Sunday). 5 of these RD's are already included in the weeks of RD's so wouldn't be counted again ($16 - 5 = 11$ RD's).
- Minus the remaining Sunday RD's from the remaining total RD's (in the example above that would be $40 - 11 = 29$ RD's).
- With this remaining number of RD's, divide them by six to get an even split of RD's from Mon – Sat. (e.g. for example above, $29 / 6 = 4.8$). This will rarely divide evenly so a slight imbalance of RD's will be inevitable (for example above it will be vary between 4 and 5). The main objective is ensuring spare ratio relative to diagram numbers is as even as possible throughout the week, so when distributing RD's be cognisant of number of diagrams on that day (e.g. If Monday has one more diagram than the rest of the week then it would have fewer RD's to allow for more spare cover).
- Once the number of RD's required on each day of the week has been calculated then go through each line and position 2 x RD's on it (with the exception of the lines that are a week of RD's).
- Seven consecutive shifts should be minimised as far as possible for fatigue reasons (a small number of instances may be inevitable). All base rosters need to be run through the HSE fatigue calculator without breaching fatigue and risk score thresholds.

9. Completion of Rostered Hours / Turn of Duty

Drivers would be expected to complete the full diagram when running late up to one hour beyond the booked diagram length, for which additional time will be paid.

15 minutes of additional time per week has been included within the base salary for late running. Any additional time incurred over and above these 15 minutes will be paid at the appropriate hourly rate.

10. Reporting for Duty

10.1 Checking the Next Turn of Duty

Drivers will be responsible for checking their next turn of duty after being away from work for 48 hours (72 for depots that have 72 hour rostering) or more when returning to a spare turn. The Company will provide a free phone number for this purpose. In the event of an alteration to the booked turn of duty following a period of 48 hours (72 for depots that have 72 hour rostering) or more, it is the responsibility of the Resource function to contact and inform the driver.

10.2 Returning from Sickness or other Absence

Drivers reporting for duty following sickness or absence must adhere to the current absence policy, also available from your Driver Team Manager, and will unless notified otherwise pick up their own next booked turn of duty.

11. Non-attendance

Notice of non-attendance must be given no less than one hour prior to the rostered booking on time. Failure to do so, without adequate reason, may be referred to the disciplinary procedure.

12. Exchanging turns of Duty

Drivers will be permitted to exchange turns on a mutually agreed basis subject to the following guidelines:

- a. Each driver has the responsibility to take the correct minimum rest period before and after the exchange.
- b. Drivers will not be permitted to exchange into a vacant line of work or individual turn(s). For example, a vacancy created by leave, sickness, road learning, safety briefing days or detachment.
- c. No personal loss of route or traction knowledge because of mutual exchanges.

- d. Each driver accepts that they work the hours and take the rest days on the line of work or turn exchanged to.
- e. The mutual exchange of duty must be in writing and signed by all parties
- f. The Resource Manager must receive written notice by 12.00 noon on Wednesday of the preceding week for weekly exchange of turns and with 24 hours notice for daily exchange of turns.
- g. The Company reserves the right to decline an exchange of turns but in such circumstances a written notice of the reasons will be given.
- h. Any disagreement arising out of this process will be referred via the agreed grievance procedure.
- i. Exchange of turns will only be accepted and guaranteed 3 months from the date concerned.
- j. Submitted exchanges will give a new datum time to the week's work concerned or also to any daily swaps.
- k. Drivers who move links will not be permitted to swap someone within that link for up to 3 months for route knowledge reasons and 3 months for traction knowledge reasons (unless they have the required skill set already) after which point, the lack of route and traction will not be reason to decline the swap.

13. Special Events

The Company Council and the Company are committed to provide a full service to the public on Special Event days, which could require additional services to be run and/or existing services to run at different times. These services are permitted to generate additional diagrams of not more than 9 hours 30 mins in length. Existing diagrams can also be altered (see item 7 below) to facilitate train services at the time required by the event.

- 1. Certain days, which require an enhanced service will be designated "Special Event Days". These will be agreed at Company Council level.
- 2. Nominated Special Event Days will normally be agreed at least 4 weeks in advance and advertised at all depots. In exceptional circumstances, this may be done in a shorter period after discussion with Company Council.
- 3. Drivers on a week's rostered annual leave will not be available to work on a Special Event Day.
- 4. Additional work on a Special Event Day will be covered by Drivers on a volunteer basis, after cross depot cover has been exhausted from other depots.
- 5. Local staff representatives will endeavour to cover all additional diagrams associated with Special Event working.
- 6. Drivers working a Special Event Day will receive a deferred Rest Day. This deferred Rest Day will normally be taken within 6 months of working a Special Event Day.
- 7. There are 12 designated Special Events Days per year. On nominated Special Event Days diagrams can be altered as per the parameters described in section 5.2b.
- 8. Once a Special Event Day has been nominated and taken place then it will count towards the 12 whether the provisions of 5.2b have been used or not

14. Monthly Safety Briefings

14.1.1. Briefing Arrangements

Twelve hours of additional time has been included in the base salary to facilitate Monthly Driver briefings, which will normally be arranged at the end of a turn. At least seven days notice will be given of arrangements for a briefing. It will usually be expected that no more than six drivers would be present at a monthly briefing.

Although an ad-hoc approach to managing a system could work at small depots, due to the criteria that have to be met a more structured approach would be needed.

These arrangements are subject to review at Company Council.

15. Linking and Rostering – Principles & Process

15.1 Linking

15.1.1 Principles

A link is the mechanism and framework that 'links' the workload (turns of duty) to the resource (drivers).

It must be effective, economical and robust so that it can service the operational needs of the Company.

Compliance with Industry/Business standards and Terms & Conditions of Employment is also essential.

15.1.2 Process

The linking process must be flexible so that it can.

- Meet the individual needs of each depot's work requirements.
- Take account of the aspirations of the staff and their representatives.
- Be adjusted to meet the changes in service requirements.

There are five elements to the linking process,

- Work requirements
- Spare cover
- Rest Days
- Rest periods
- Establishment

Of these five elements, the work requirement is the predominant element i.e. when, where and for how long. The level of work will also influence the level of all of the other four elements.

An understanding of these elements is also important when dealing with the creation of a link structure. Brief descriptions of these elements are as follows,

Work requirement – is made up of the diagrams, safety briefing days (which are not linked) and where needed, route refreshing days. The diagrams will provide information on the days that the work will be undertaken, at what time of the day, for how long and the route / traction knowledge required.

Spare cover – the level of spare cover required to cover non-availability i.e. rest days, leave, sickness etc. The level of spares to cover rest-days and leave is quantifiable; however, the level of spares required for sickness etc – is based on establishment calculator.

Rest Days – 156 Rest Days over a rolling 52 week period will be provided in each depot link. Rest Day patterns will be determined by local agreement using the linking guidance in section 8 with due regard being paid to efficient and economic coverage of the daily workload requirements.

Rest periods - Rest periods between booking off and booking on for next turn of duty.

- 32 hours with one intervening rest day.
- 56 hours with two intervening rest days.
- 80 hours with three intervening rest days.
- Multiples of 24 hours there after
- A minimum of 12 hours rest free from duty will exist in all instances when booking of duty and next booking on duty. Linking software will be utilised when creating base rosters to ensure a 14 hour rest period between the base roster turns of duty as far as possible (e.g. provided it is achievable within the designated establishment and linking parameters, and doesn't impact spare utilisation).

Establishment – is the number of Drivers required to cover the workload and to provide spare cover.

Link Compilation - The Following Guidelines will however assist and create a structured approach to linking:

15.1.3 Link Structure

A link structure is influenced by a number of factors i.e. route knowledge, volume of work, development of new drivers, establishment. These factors have differing variances of effect on a link structure and are individual to each particular depot.

Although a definitive cannot be given that is applicable in all circumstances a brief outline of each of these factors are as follows:

Route Knowledge – The standard for frequency of work over a route will be determined by a risk assessment score of L/M/H taking into account factors such as length/complexity and provision of other route learning materials (e.g. AIVR). This risk assessment score will also be used to determine route learning norms.

Route Refreshing - If there is insufficient work in a link to meet the required frequency determined by the risk assessment then there are route refresh options that can be considered. These could include in cab refreshing and/or other options such as provision of route learning materials on a tablet device. Various opportunities to refresh routes can be utilised (e.g. when spare or when as ordered in a diagram). The proportion of route refreshing for a specific route that could be done via tablet as opposed to in cab would be determined by the risk ranking of the route.

Volume of Work - This works almost hand-in-hand with route knowledge i.e. the lower the amount of work over a route the more difficult it is to retain route knowledge and as a consequence the number of drivers that are able to drive over the route is restricted. The link structure must also contain all of the work allocated to the depot.

Development of New Drivers - Although the development of new drivers could start within a 'starter link' it may also be possible to continue this development through a link structure that progressively increases route knowledge.

15.1.4 Link Progression

All vacancies will be advertised within the depot and will be filled by using a system based on an individual application. Vacancies will fall into 2 categories,

1. The initial vacancy created in the main links by a leaver (retirement, resignation etc).
2. The resultant vacancy, that arises as a result of filling the initial vacancy.

Initial Vacancy in the Main Links - The initial vacancy will be open to applicants from all drivers in the depot links and will be filled by the senior applicant within the depot and grade, with preference being given to the applicant with the least amount of previous link movements.

Only 1 move will be allowed within a 5 year period unless due to natural progression. Each vacancy will be advertised at the depot for a period of 4 weeks; those who wish to apply should do so in writing to their local manager and staff representative.

Mutual Exchange - Mutual exchange by driver will be granted on the basis that NO additional route or traction learning is to be undertaken by either party.

15.1.5 Linking Guidelines

1. List all the diagrams and indicate the days of the week they are programmed to run, their start times and turn length.
2. In liaison with the local managers, plan and list the spare turns detail i.e. the linked booking on times, days that they are required.
3. Prepare 'Draft' Links, allocating the diagrams and spare turns to the link(s) by using the following, as a guide,
 - a. Route and traction knowledge
 - b. Rest periods / rest days
 - c. Hours of duty

4. Record the allocation of work / spare turns to the links
5. Once the 'Draft' link(s) have been completed, check that all the diagrams and spare turns have been linked
6. List, day by day, the allocation of Rest Days
7. The hours of work are to be calculated weekly and over the link cycle
8. Driver Performance and Resource Team Managers to discuss and agree link(s) with the staff representatives

15.1.6 'Guides' on Linking

Diagrams, will give:

- Start / finishing times.
- Length of turns.
- Days of the week to be worked.
- Route / traction knowledge.
- Rest Breaks.

Spare turns, should:

- a. Mirror the workload i.e. placed where they can give the greatest possible utilisation.
- b. Be able to be utilised throughout their time bands i.e. 2 hours earlier and 3 hours later than their datum time.
- c. Not have a turn length of -2 hours less than the length of the longest turn that they are able to cover.
- d. If possible, they should not follow groups of rest days.

Rest days, should be:

- a. Placed on days of lowest workload or as evenly as possible when the workload is evenly spread.
- b. Where possible be grouped together to provide quality time away from duty, local arrangements / agreements will give a guide.

Rest periods, should, if possible be greater than the laid down minimum, which will allow maximum possible utilisation for:

- a. Movement of diagrammed turns, due to temporary alteration.
- b. Utilisation of staff when turns are cancelled.
- c. Full utilisation of spare turns.

Hours of duty, every endeavour should be made to:

- a. Maintain similar types of start times, in a week's work.
- b. Avoid grouping 'high hours' weeks together.

15.2 Rostering

15.2.1 Principles

The rostering process must be as flexible as possible and give as much notification as practicable without being subject to further alterations. To achieve this in a realistic manner the process should use elements of weekly and daily rostering. Following on from the linking process, rostering is the system that utilises the spare drivers to perform the duties of those who are not available for work due to leave, sickness, etc. and to carry out non linked work. It is also the system used to amend diagrams for those who are available for their linked turn. Similar to the linking process, the rostering process must be effective, economical and robust so that it can service the operational needs of the Company. Compliance with Industry / Business standards and Terms & Conditions of Employment is also essential.

15.2.2 Roster Amendments and Posting

Roster amendment will be dealt with as follows:

Weekly Rosters: posted by 12.00 noon on the preceding Thursday

- Details and coverage of rostered annual leave
- Details of training, meetings etc
- Details of diagram amendments that comply with 'Diagram Amendments'

Daily Rosters: posted by 12.00 noon two days prior for depots with 48hr rostering and three days prior for depots with 72hr rostering

- Details and coverage of sickness, guaranteed ad-hoc leave applications, special diagrams, and coverage of all other 'open' turns
- Allocation to work will be in accordance with 'Movement and Allocation of Spares'

Daily Rosters: may be subject to change

- Allocation to work will be in accordance with movement and allocation of Spares until 12.00 noon the day prior.

Christmas & Boxing Days: See Item 7.4

15.3 Datum Time

Datum time is used for volunteering purposes and is constant for all alternate duties and annual leave.

The linked turn of duty will be used as datum time.

Swaps will give a new datum time to reflect the actual turn(s) that will be undertaken.

16. Driver Establishment Calculator

The number of drivers that are required to cover the 'work-load' of a depot is made up of five elements,

- a. Total Diagram Days
- b. +27% Spare Ratio (this covers training, sickness, additional work, Driver Instructor Duties, Company Council, Local and Health & Safety union duties, compensatory or unpaid leave etc)
- c. Route Refresh & STUD Days
- d. Rostered Summer Leave
- e. Individual Annual Leave Days

16.1 Calculation of Basic Establishment

Steps 1-6 are only to be used for depot establishment calculation. Please use Step 7 for annual leave quota calculation.

Step 1 Base Driver Requirement

Divide the depots total W.T.T Diagram Days by 4 (working days per week). This average total will be rounded up to the next whole number. This figure represents the total number of drivers required to cover the train service plan. This figure represents the depots Base Driver Requirement.

Step 2 Spare Coverage

Take the Base Driver requirement figure (step 1) and add +27% for Spare Cover. Once, a figure is arrived at move to step 3.

Step 3 Base Establishment Figure

Add together, the total depot requirement for Safety Brief Days and the Route Refresh Diagram Days. Divide by 4 (days per week) the average figure arrived at equals the depot driver establishment required to cover route refresh diagrams and safety brief days. Add Step 2 average figure to Step 3 average figure, this total figure will be referred to as the 'Base Establishment Figure' (B.E.F) for each respective depot.

Step 4 Rostered Annual Leave Requirement

Each depot B.E.F. must utilise their Annual Leave Entitlement for that year concerned and the following formula for calculating rostered annual leave for ease of purpose is as follows:

There is a maximum of a 27-week period that caters for drivers to utilise their Summer Rostered Annual Leave. Individual depots can vary the 27-week period to a lesser figure by local agreement.

The 'agreed period' is then divided by 3 for depots rostering a 3-week Summer Leave or divided by 2 for depots rostering 2 weeks Summer Leave.

By dividing the B.E.F. by the number of Summer Periods this will determine the minimum number of drivers within each Summer Period Groups, this will ensure that each driver will have the required Rostered Summer Leave.

$27 \text{ divided by } 3 = 9 \text{ Summer periods divided by B.E.F} = \text{Summer Period Groups}$

Or

$27 \text{ divided by } 2 = 13 \text{ Summer periods divided by B.E.F} = \text{Summer Period Groups}$

This method of calculation will determine the number of drivers required to cover the Rostered Annual Leave over the 52 week period.

Ex: B.E.F. of 50 Drivers over a 26-week period providing 13 Summer Period Groups so, $50 \text{ Divided by } 13 = 3.8 \text{ drivers.}$

This figure of '3.8' represents the maximum number of drivers allowed and allocated to each Summer Period Group. This allows drivers to utilise their Rostered Summer Annual Leave entitlement over the agreed period.

For the purposes of the Annual Leave roster only, this figure will be rounded up to one whole number i.e. 3.8 rounded to 4 and will not be rounded up within the calculator. This calculation is not to be used for calculating Base Depot Establishment Figures.

The amount of Early and Late Winter period groups will be calculated in the same way as Summer Period Groups. Normally 13-week periods either side of the Summer Leave period but within the yearly 52-week period for that year. Early and Late Winter periods are rostered a minimum of 1 week per period.

As the Summer Leave Spare requirement has already been deduced, Drivers are already in place and accounted for when taking into consideration of coverage for rostered Early and Winter Annual Leave.

Step 5 Individual Annual Leave Days ('Floating Days')

Take the B.E.F requirement and multiply that figure by the number of floating days each driver is allocated as per 7.2c.

This total is then divided by the total number of rostered days per year that the driver is expected to work. The number of rostered days can be worked out by taking away Rest Days and Rostered Leave.

This figure represents the minimum guaranteed number of Drivers allowed and allocated to each Individual Leave Day. This allows drivers to utilise their Individual Annual Leave entitlement over the year.

It should be noted that Step 4 & Step 5 is the calculator system for working out depot requirement for Rostered/Individual Leave Drivers only. Each depot will agree at Local Level the codifications on how leave is rostered and allocated at each particular depot.

Step 6 Depot Establishment

Both the Rostered Annual Leave and Individual Annual Leave Days Figure arrived at are both added to the Base Establishment Figure giving a 'Final' Base Establishment Figure. The 'Final' Base Establishment Figure is then rounded UP to the next whole number giving the Depot Establishment figure for that depot.

Step 7 Annual Leave Quota Calculation

The agreed formula for this agreement is below:

Depot headcount x 28 = total number of instances that Drivers require leave allocation.

Total number of instances that Drivers require leave allocation / total number of Drivers working days = Total number of Annual Leave allocated.

Example: Headcount of 213 x 28 = 5964 / 207 = 28.81 Rounded up to 29.

17. Train Preparation and Disposal Allowances

(All the allowances shown in this section are quoted in minutes)

17.1.1 Full Preparation

A full preparation allowance will be provided:

1) At the start of the day's service for a traction unit provided that full preparation has not been performed.

Or

2) If a traction unit has been stabled for more than 3 hours following a partial disposal.

Preparation Allowances

Figures shown in brackets are the "Above Solebar" Preparation Allowances

Traction* Type	1 Car	2 Car	3 Car	4 Car	5 Car	6 Car (3 units)	7 Car	8 Car (4 units)	9 Car (4 units)	10 Car	11 Car	12 Car
150		17 (12)		23 (18)		29 (24)		35 (30)		41 (36)		47 (42)
153	12 (12)	18 (18)	24 (24)	30 (30)	36 (36)	42 (42)	48 (48)	54 (54)	60 (60)	66 (66)	72 (72)	78 (78)
158		19 (13)		25 (19)		31 (25)		37 (31)		43 (37)		49 (43)
230			20			30						

197		25	25	45	45	45 *(65)	65	65 *(85)	65 *(85)			
231				23								
398												
756												
67 x 1	18											
67 + Mk.4's + DVT	60											

*197 preparation times in brackets are indicating that the preparation times must be timed for units, not cars. Above solebar times will be the same as full preparation for diagramming purposes.

17.1.2 Partial Preparation (Mobilisation)

A partial preparation (Mobilisation) allowance will be provided where a traction unit has been left immobilised for less than 3 hours.

Traction Type	1 Car	2 Car	3 Car	4 Car	5 Car	6 Car	7 Car	8 Car	9 Car	10 Car	11 Car	12 Car
150		5		5		5		10		10		10
153	5	5	5	5	5	5	5	10	10	10	10	10
158		5		5		5		10		10		10
230			10									
197		5	5	5	5	5	5	10	10	10	10	10
231				5								
398												
756												
67 x 1	10											
67 + Mk.4's + DVT	N/A											

17.2 Traction Unit Disposal Allowance

17.2.1 Full Disposal

A full disposal allowance will be provided at the completion of a traction unit's service for a day.

Traction Type	1 – 2 Vehicles	3 – 6 Vehicles	1 Loco	2 Locos
150	5	10		
153	5	10		
158	5	10		
230		10		
170	5	10		
197	5	5		
231		5		
398				
756				
67			10	20

17.2.2. Partial Disposal (Immobilisation)

A partial disposal (Immobilisation) allowance of 2 min will be provided. Other than cl.197 & 230 which will be 5 mins.

17.3 Insert Changing End Procedures

Traction Type	1 – 2 Vehicles	3 – 6 Vehicles	1 Loco	2 Locos
150	3	4		
153	3	4		
158	5	6		
230		4		
170	3	4		
197	3	4		
231		4		
398				
756				
67		10	10	

N.B. – if multiple activities need to take place by one driver, change ends, uncouple and change ends the 5 mins are required

17.4 Coupling and uncoupling

Traction Type	Single Vehicles		
	Coupling	Uncoupling	Activity and work forward
150/153	3	3	+3
158 (level zero ERTMS)	3	3	+4
158 (level two ERTMS)	5	6	+5
230	N/A		
170	5	5	+3
197	3	3	+4
231	3	3	+3
398			
756			

N.B. the activity and work forward column timing is only needed if the driver is also undertaking the coupling or uncoupling procedure and working forward

Llanwrtyd Wells/Llandrindod

Walking and Token Exchange timing

Token Exchange point		Time (min)
1	Token exchange Llanwrtyd	06
2	Token exchange Llandrindod	08

18. Walking Time – Allowances (all times shown in minutes)

Location	Booking on point /PNB to	Time (min)
Aberystwyth	Platform	2
Bangor	Down Siding	10
Birkenhead	To & from unit	10
Birkenhead	Stop board to taxi	30
Birmingham New Street	Platforms	5
	Service car/taxi drop off point	3

Cardiff - St Patricks House	Cardiff Central Station (any point)	10
Cardiff Central Train Station	Cardiff – St Patricks House	10
Canton Depot	Canton D.S. / C.S. (inc. 5 min 'find traction' allowance)	10
Cardiff Queen Street	All Platforms (facilities need upgrade to be valid)	03
Cardiff Central	Platform 6 to Platform 7	01
	Platform 6 or Platform 7 to Platform 8	03
	All Platforms to rear of station P.N.B. point	05
	All Platforms to Platform 3 P.N.B. Point	03
Carmarthen	Station area / Stabling point (direct)	05
	Station area / Stabling point (inc. 5 min 'find traction' allowance)	10
Chester	Chester Middle Yard	06
	Sidings	
	CAF Traincare Depot	09
Crewe	All platforms, except platform 2	04
	Platform 2	05
	ATC Traincare	25
Gloucester	All Platforms	05
Holyhead	Train Fuelling Point	10
	Carriage Sidings/Wash Plant	08
	Loco Handling Siding & Old Yard	08
Liverpool	All Platforms	07
Llandudno Junction	Station entrance	05
	Down Sidings	10
	All platforms	03
Machynlleth	Platform (Aberystwyth)	05
	Platform (Shrewsbury)	05
	Sidings/Depot	15
Manchester Airport	All Platforms	05
Pwllheli	Platform	02
	Stabling Sidings	02
Rhymney	Platform	02
	Sidings	04
Shrewsbury	Platform	05
	Abbey Foregate Sidings	15
Swansea	All Platforms	05
Treherbert	Platform	02
	Sidings	04
Wolverhampton	All Platforms	05

	Diesel Sidings	10
	Up Yard	10
Wrexham	Exchange Platform	05