



## Guard Job Description

Guards are provided on all our services and are responsible for the timely and safe operation of the train.

Your main duties will include:

- Ensure you sign no for duty on time, free from drugs and alcohol, in a fit state for work having read all the relevant notices and with all the equipment you need for your duty.
- Ensure the train you're guarding is prepped for duty, batteries charged, water tanks filled and is clean ready for service.
- Carry out shunting duties where required when prepping your train.
- Assist disabled passengers boarding and alighting the train using the wheelchair access ramp.
- Dispatch services safely ensuring all the train doors are securely closed.
- Answer any passenger enquires as required.
- Fill the Guards log with all your train crew, departure times and any incidents that occur.
- Operate Ground Frames where required to allow locomotives to run round their trains.
- Looking out during the journey to ensure all is correct with the train and lineside.
- Handle any incident or emergency according to the rulebook, in a calm and efficient manner, if the train stops for any reason the loco crew, TTI and passengers will all look to you for direction and assistance.
- Report any problems to the signalman.
- Dispose of the train at the end of the day, making sure all windows and doors are closed and locked, toilets are flushed out, and all internal doors closed, and the handbrake on!
- Please remember that this is not a 9 - 5 position and in the unlikely event that things go wrong, you may be required to stay later to assist.
- Work is on both diesel and steam trains when rostered.
- Volunteers work as part of small unsupervised teams so we expect them to act responsibly and use their initiative if necessary.

Training:

- Of course, full training will be given as this is a safety-critical role. You will learn about railway terminology and trackside safety as well as your specific Guard duties.
- You will have to undergo at least 10 turning turns, shadowing an experienced and qualified Guard, to learn about the railway and how to undertake the role.
- You must undergo a rules exam and medical before being put forward for a final practical assessment. Only after passing all 3 assessments can you be considered competent.



- You should aim to undertake at least 10 turns a year to maintain your competence.

## Requirements

- You must be medically fit, not colour blind or have any physical, learning or mental disabilities that could prevent you from undertaking a safety-critical role. Your medical fitness is subject to a medical by the railway nurse practitioner who will either pass you out or not.
- Understand railway and the nature of a safety-critical role and the responsibility the Guard carries.
- The basic uniform is a white shirt or blouse with dark trousers or skirt together with black jacket, black steel toe-cap shoes, and socks. A black company tie and peaked cap are also required. In addition, you will need an Orange High Visibility Vest and rain coat. This position can be dirty at times so gloves are needed to perform some of the duties.

## Ideal skills/previous experience/things to know:

- The duty starts an hour and a half before the first departure of the train to ensure that it is ready to receive passengers and lasts until the train has been cleaned and secured at the end of the day. Please remember that this is not a 9 - 5 position and in the unlikely event that things go wrong, you may be required to stay later to assist.
- You must stay for the duration of your rostered duty.
- This is Britain so the sun is not always shining and this position requires you to be out in all weathers.
- Although breaks are provided, you can be expected to be on your feet for long periods.
- Experience in Customer Service is not essential. The most important qualities are a friendly manner, enthusiasm, a sense of humour and a willingness to help. Full training on all aspects will be given and ongoing support is available. This is an opportunity to make new friends and gain satisfaction from making a significant contribution to the railway.