

Sumpter Valley Railroad

Position: Conductor

Prerequisites: Meet all the prerequisites to enter train service.
Must be a qualified brakeman.

Qualification: Complete a minimum of 8 round-trips
Pass the conductor's written exam
Approval by Operations committee for promotion to conductor

Duties: Control all train movements.

Ensure that all train operations are conducted in accordance with SVRR operating and safety rules.

Ensure that all passengers waiting to board have done so.

Ensure the safety of passenger and crew members.

Punch tickets and determine that all passengers have paid proper fare.

Maintain a passenger count log book.

Assist passengers on and off the train.

See that safety announcements are made to the passengers. Learn the history of the original SVRR, and of SVRR Inc, and provide information to the passengers. Point out wayside attractions.

See that the train is kept neat and orderly. Clean windows if needed.

Maintain good visual and radio contact with the engineer. Be prepared to assist the engine crew in an emergency or operating difficulty.

Facilitate a crew meeting with train and engine crew before the first trip of the day.

Conduct and record a safety inspection of the train before the first run of the day, and when cars are added to the train.

At the end of the day conduct an informal discussion of events that happened during the day.

Conductors should wear a white shirt and black tie, with black or dark blue trousers.

A colored shirt with an SVRR logo is acceptable.

Re-qualification Requirements:

A qualified conductor who has not worked in that position for two or more years must work a minimum of two round trips, under the observation of the Train Master, Operations Manager, or a person designated by them, to be re-qualified. Must also pass the current conductors written exam.

Sumpter Valley Railroad Student Conductor Evaluation

Student's Name: _____ **Date:** _____ **Number around trips:** _____

Conductor's Name: _____ **Consist description:** _____

Task/Standard	Needs Training	Acceptable Progress	Competent	N/A
Appropriate Clothing/PPE				
Personal Equipment				
Job Briefing for Train Operations				
Pre-inspection of cars				
Situational Awareness - Rail safety				
Attitude - Teamwork				
Attitude - Taking Instruction				
Mounting/dismounting equipment.				
3-point contact/climbing ladders & steps				
Crossing through equipment				
Equipment securement				
Operating handbrakes				
Operating Switches				
Leaving equipment to clear/foul				
Coupling air hoses/operating angle cocks				
Radio use				
Hand signals				
Protecting shoving movements				
Hours of service documentation				
Job Briefing/Switching				
Air Brake tests				
Leadership- Crew Issues				
Leadership- Visitor Issues				

Must complete 8 round trips minimum for advancement (Number of trips completed _____)

Qualified Conductor Signature

Recommend for advancement

Student Signature