

# Rail Industry Standard for Train Driver Selection

RIS-3751-TOM Issue One: August 2008

## 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 CrossCountry Trains Ltd 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 CrossCountry Trains Ltd.***

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 by employer
Date	Category and Severity (If known)	Details		Confirmed by employer

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

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

<b>Additional comments if required</b>
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<p><b>4.4 Removal from train driving work</b>          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.</p>	<p><b>Confirmed by employer</b></p>

<p><b>4.5 Other information on fitness, competence and safety performance</b>          If necessary, attach supporting documents.</p>
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### 5. Employers' form

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

\_\_\_\_\_ (name), employed by / formerly employed by: \_\_\_\_\_  
(company name) at \_\_\_\_\_ (location) has applied for a train driver's  
position with CrossCountry Trains Ltd.

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 records<sup>2</sup> 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: The Recruitment Team, CrossCountry Trains Ltd, 5<sup>th</sup> Floor  
Cannon House, 18 Priory Queensway, Birmingham, B4 6BS**

<sup>1</sup> Delete as appropriate

<sup>2</sup> 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.