

**To run from 19 June 2002.**

## **London Underground Limited**

### **Framework Agreement for Train Staff**

This agreement specifies the arrangements for the staffing of trains operated by London Underground Limited and is supplementary to the Company's principles of employment.

This agreement should also be read in conjunction with the Professional Train Operators Agreement, The Transfer and Appointments Arrangements and the Principles for Competence Assurance.

#### **1. Schedules to this agreement**

The schedules numbered one to three to this agreement specify the arrangements which apply to staff employed by London Underground Limited to operate trains owned by London Underground Limited or operated by them on behalf of their owners ( BR/LDR ).

<b>Schedule No</b>	<b>Title</b>
1.	Job types, Roles and Licenses
2.	Staff Deployment
3.	Rostering and Overtime Working.
Previous Schedules	
4.	Licence Training Arrangements - has been superseded by Competence Assurance.
5.	Job Transfer and Promotions arrangements – has been superseded by the Transfer and Appointments Document.

#### **2. Definitions**

In the Schedules numbered one to three of this agreement the following definitions apply:-

<b>Term</b>	<b>Meaning</b>
Company	London Underground Limited
Train Operations Manager	The person authorised by the Company to manage one or a number of the Company's train-persons depots.
Duty Manager (Trains)	The person normally delegated to act on the Train Operations Manager's behalf.

# **London Underground Limited**

## **Framework Agreement for Train Staffing**

### **Schedule No 1 – Job Types, Roles and Licensing**

This schedule specifies the types of job required for the operation of the Company's Trains.

#### **1. MANAGER RESPONSIBLE FOR TRAIN STAFF**

1.1 The manager responsible for train staff at each depot is the Train Operations Manager or his /her delegated representative, normally the Duty Manager (Trains) when the Trains Operations Manager is not available. The Train Operations Manager will decide on all matters concerning each employee's deployment and performance in accordance with the Company's policies, rules and procedures and the other schedules of this agreement.

#### **2. TRAIN STAFF**

2.1 Instructor Operators – Person authorised to instruct on train matters or associated equipment and also to act as a Train Operator.

2.1.1. Instructor Operators will hold a rostered position and will be covered if necessary when performing training duties.

2.1.2. All Train Operators have the right to apply for Instructor Operator positions.

2.2 Train Operator – Person licensed to operate a train.

#### **3. JOB LICENCES**

3.1 In accordance with the principles for Competence Assurance, Instructor Operators and Trains Operators will be required to hold a job licence covering the core competencies needed to do their job, as relevant to the characteristics of the line.

3.2 The performance of Train Staff will be assessed on a regular basis by the Train Operations Manager or deputy. Where performance falls short of Company Standards, improvement actions and dates, including extra coaching or training where necessary will be agreed between the Train Operations Manager and the employee concerned. Only where such action fails to achieve the necessary improvement will their relevant licence or additional skill licence endorsement (s) be temporarily withdrawn with the agreement of the employee, who will be appropriately redeployed according to the Corporate Principle of Redeployment.

3.3 Licences may also be temporarily or permanently withdrawn in accordance with the principles for Competence Assurance.

# London Underground Limited

## Framework Agreement for Train Staffing

### Schedule No 2 – Staff Deployment

This schedule specifies how Train Staff are deployed to deliver customer requirements within the team managed by a Train Operations Manager.

1. All staff at a depot appear on a single duty roster. This duty roster will include all types of duties namely RUNNING, LEAVE COVER AND COVER.

2. **LEAVE COVER STAFF**

Leave Cover Staff are those staff who, at any given week, are shown on the duty roster to be "Leave Cover". These staff are allocated to cover duties, for any reason by the method set out below. Staff on cover duties are designated EARLY 1, EARLY 2, LATE 1 and so on.

Staff on cover duties will as a priority be used to cover annual leave at their home depot and will cover in allocated blocks of leave.

Staff rostered to cover leave, without leave to cover, will be given a booking - on / off time and used as cover staff.

3. **COVER STAFF**

Cover staff are those who, at any given week, are shown on the duty roster as working to Duty Manager (Trains) Instructions.

4. **ALLOCATION OF DUTY WORK**

Any staff on duty who are not performing a "running" duty are deemed to be working to Duty Managers Instructions.

Duty Manager (Trains) will allocate work to "Cover" staff in a way that best suits the efficient use of those staff.

Staff Reporting late will be booked on and will be required to work as cover and may be required to work the original roster length, subject to the 12 hours rest rule and availability to do train work. Cover Staff will be given a booking on /off time for the week.

5. **BOOKING ON AND OFF DUTY**

Train staff are required as specified by their duty sheet to book on in person at either the home train crew depot or remote location. All duties commence or finish at the time of booking on or off as specified by the duty sheet. Where this is at a location other the home depot it will be within specific geographic areas. Supervision will normally be provided by a Duty Manager (Trains) or Station Supervisor.

## 6. LOCATIONS

Train Staff may be required to book on and off at locations remote from their home depots. Where necessary the employee concerned will use passenger or staff trains or staff taxi facilities to travel to the remote location provided the combined walking and travelling times do not exceed 20 minutes. Remote Locations may also include booking off at a stabling depot adjacent to a remote location, provide that the walking time from the place of safety in the depot to the platform plus the train running time to the home crew depot combined do not exceed 20 minutes. No shift will remotely book on earlier than 0530 hours or book off later than 2345 hours.

Normal Locations for Remote Booking on and off are as follows:

LINE	DEPOTS	REMOTE LOCATIONS
Bakerloo	Elephant and Castle Queens Park	Baker Street** Baker Street**
Central	West Ruislip White City Leytonstone  Hainault	None None Hainault Liverpool Street** Loughton** Woodford** Leytonstone Woodford**
District	Acton Town Earls Court* Barking Upminster	Earls Court None Upminster Barking
East London Line	New Cross	Surrey Quays**
Jubilee Line	Wembley Park  North Greenwich	Baker Street** Neasden Stanmore Stratford**
Metropolitan and Circle Line	Rickmansworth Neasden Edgware Road	Chalfont and Latimer** Wembley Park Hammersmith
Northern Line	East Finchley Golders Green Morden	High Barnet Edgware None
Piccadilly Line	Arnos Grove Acton Town	Oakwood Northfields South Harrow**
Victoria Line	Seven Sisters	Northumberland Park depot

\* With effect from 29<sup>th</sup> September 2002, Earls Court replaces Parson Green as a depot. \*\* Not currently used.

# London Underground Limited

## Framework Agreement for Train Staffing

### Schedule No: 3 Rostering and Overtime working

This schedule specifies how train staff are utilised to deliver customer requirements and achieve efficient utilisation at a train staff depot.

#### 1. Rostering

1.1 Train staff duty rosters will be compiled using the following parameters:-

Minimum duty length.	4 hours
Maximum Duty Length.	8 hours 30 minutes ( Including Meal relief)
All duties to have a meal relief.	30 minutes plus walking time.
Maximum rostered aggregate Driving spell.	4 hours 15 Minutes

NB – Rostered aggregate train working is defined as different spells of train work which added together cannot exceed the agreed time train staff can work before or after a meal relief.

Duties beginning to book on	04.45 hours ( <b>See also PTOA Appendix 5</b> )
Duties end book off (Night duties excluded)	01.30 hours ( <b>See also PTOA Appendix 5</b> )
Minimum rest period	12 hours.
Booking on time	Minimum 7 Minutes
Booking off time	Nil
Maximum rostered time on duty without a break.	5 hours 15 minutes

No split turns

1.2 2 Rest days each week, except on nights, where no rest day will be rostered until after completing nights.

1.3 Train Safety check will be done by one operator where the Rolling Stock allows. Stabling times are appropriate to the Rolling Stock concerned.

## **2 NIGHT DUTIES, SLEET WORK AND SPECIAL EVENTS**

- 2.1 Night duties to be rostered as required by the service.
- 2.2 Night duties may be rostered 9 hours 30 minutes ( including meal relief) to cater for the end of British Summer time only.
- 2.3 Sleet working covered when necessary. This work to be undertaken by night duty train operator with work detailed on rosters.
- 2.4 Special events will be covered by special duty sheets.

## **3. DUTY SHEET ALTERATIONS**

- 3.1 Following consultation with the local staff representatives.
  - (i) 3 days notice will normally be given of duty sheet alterations.
  - (ii) 28 days notice of roster and complete duty sheet alterations will normally be given.

## **4.1 ANNUAL LEAVE**

See Appendix 6 of the Professional Train Operators Agreement.

## **5. OVERTIME**

- 5.1 Where staff are required to work compulsory overtime on any particular shift for engineering or other special working they will qualify for payment for the whole of the overtime worked.
- 5.2 No Voluntary overtime.
- 5.3 Where a Train Operator has been continuously operating a train and cannot be relieved due to a service emergency they have to continue operating for up to two hours. They must not exceed the Line maximum ( e.g. 4 hours 15 minutes or 8 hours 30 minutes ) and once this is reached they must take the train as far as the first available siding or stabling point.

A service requirement does not constitute a service emergency, so when the normal duty length has finished and they cannot be relieved and there is no service emergency, they must take the train as far as the first available siding or stabling point.

**Schedule No 4 General Licence Training Arrangements** – This Schedule has been replaced by Competence Assurance.

**Schedule No 5 - Transfer and Promotion Arrangements** – This schedule has been superseded by the Train Staff Transfer and Appointments Document.

This agreement will run in conjunction with the Professional Train Operators Agreement.