



LOCOMOTIVE ENGINEER FREIGHT



I N F O R M A T I O N P A C K



Locomotive Engineer - Freight

I N F O R M A T I O N P A C K

THE CONTENTS PAGE

	<u>Page</u>
Introduction	2
Useful Facts about the Business	3
KiwiRail Freight	4
The Network	5
Daily Train Movements	6
Routes of National Significance	7
Major Traffic Flows	8
Gradients and Tonnage	9
KiwiRail Freight around the Country	10
Customer Service	12
Internal Suppliers of Services	14
Our People	15
Being a Locomotive Engineer	16
Frequently Asked Questions	17
Locomotive Engineer Training	20
The Training Programme	21
Careers Opportunities within Freight	24
Job Description – Freight LE Trainee	25
A Brief History of Rail in New Zealand	29

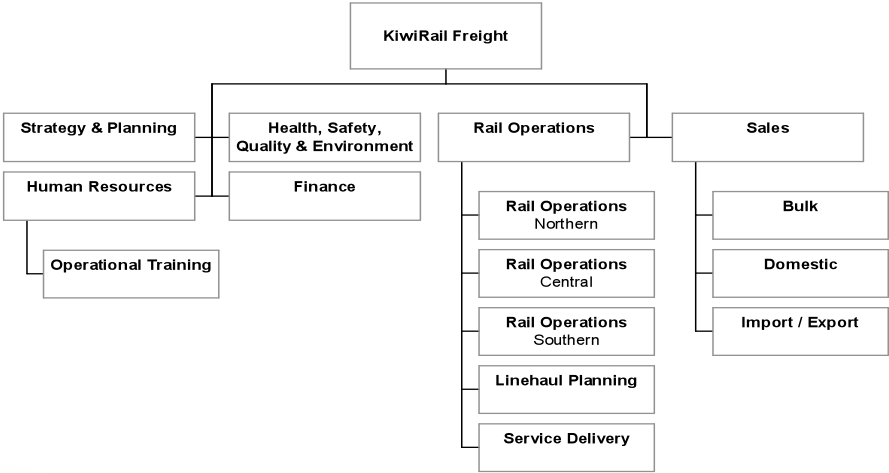
INTRODUCTION

KiwiRail is the owner of a business with a long and proud history of service to New Zealand.

We are one of New Zealand's biggest freight movers. But it comes as a surprise to many that we are one of the country's biggest tourism operators and one of the most significant property owners and developers. On one hand we are a new company bringing the different elements of the rail industry back together; on the other, an established business with a strong New Zealand history. Many years of under-investment have reduced rail's competitiveness. Our challenge today is to improve the quality of our assets and services and to compete on even terms with other modes of transport while also cooperating with other players to create solutions for customers. The more successful we are in meeting this challenge, the greater the contribution we will make to the New Zealand economy.

Our aim is to grow the business by making the most of rail's natural advantages – moving bulky goods, linking export industries to major ports and moving people through congested cities. Rail is vital to New Zealand's export and domestic industries. We move 33 percent of the country's export goods.

Our Freight structure is shown in the diagram below:



USEFUL FACTS ABOUT THE BUSINESS

- Staff of approximately 1,150 within Freight
- 19 freight terminals that are supported by satellite sites and industrial sidings
- 159 mainline locomotives
 - 6 new DL locomotive engines arrived in New Zealand from China in November 2010, with 14 more due early 2011.
 - Our business plan has 20 new DL locomotive engines being ordered each year for the next 3 years. We will have a total of 80 new locomotive engines in service by mid 2014.
 - 6 DFT locomotives will be overhauled by Hutt Workshop's locomotive refurbishment team. At a cost of approximately \$700,000 each.
 - Railway locomotives are on average 30 years old; wagons average 20 years.
- 4,000 wagons
 - 300 new IA wagons due mid 2011
- Intermodal containers
 - Planned to order 200 25' containers and 100 48' containers in early 2011
- More than 30 percent of rail freight traffic is import - export goods.
- One milk train carries the load equivalent of 28 road tankers.
- If the freight traffic that travels on rail was transferred to road, it would add an estimated one million more truck trips a year to the roading network.
- The Ministry of Transport predicts rail freight traffic will grow by 70 percent over the next 20 years.
- Auckland - Tauranga is the country's busiest rail freight route. Forty percent of the freight moving to and from Port of Tauranga travels by rail.
- A \$13 million investment in passing loops on the ECMT (Hamilton to Tauranga) will double the line's capacity.
- The \$600 million upgrade of the Auckland suburban network will enable six trains an hour (approx 10 minute services) to operate.
- Approximately 200 km of the 4000 km rail network is approaching the end of its predicted life.
- Thirty-three percent of railway bridges are 80 or more years old.
- Additional rail deck capacity is planned for the Aratere during 2011 increasing the capacity for rail on key sailings.

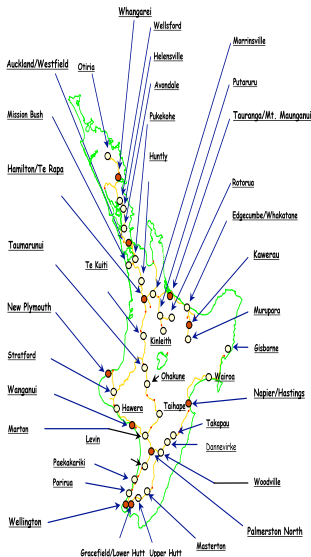
KIWI RAIL FREIGHT

Freight provides linehaul services for customers over a national rail network. Freight is transported on container trains (containerised freight), pack trains (consolidated general freight), bulk trains (coal, logs, milk) and block trains (steel, aggregates, fertiliser). KiwiRail Freight is the sole rail freight operator of the national rail network.

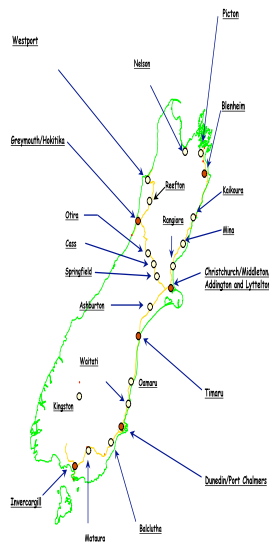
The operation is based on fixed capacity unit trains and point-to-point scheduled services. It provides shuttle trains designed specifically for container movements and other freight, both domestically and internationally. It also has a hook-and-tow option for those customers with their own equipment.

KiwiRail employees approximately 1,150 employees, and operates over a network of 19 terminals throughout the country (refer to maps below). Terminal operations are managed on a regional basis and are supported by satellite sites and industrial sidings in each area.

North Island



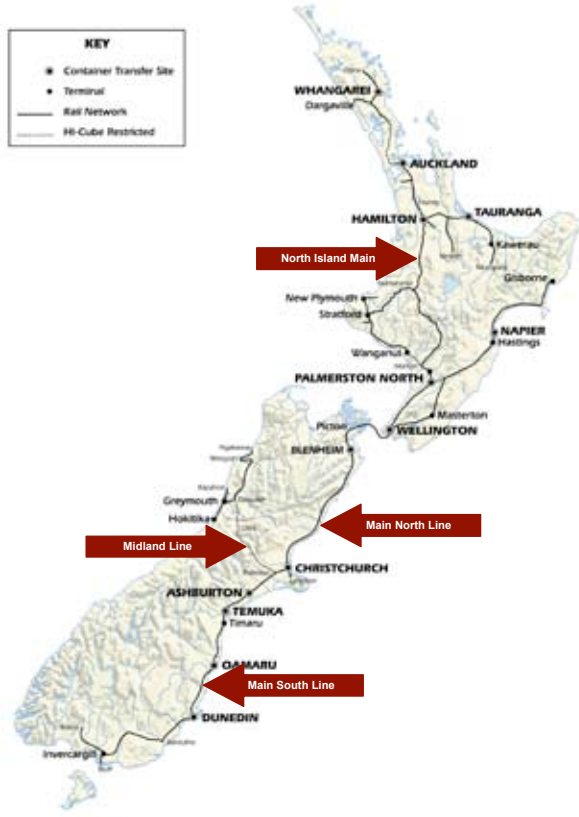
South Island



More information on KiwiRail can be found at www.kiwirail.co.nz

THE NETWORK

<u>Region</u>	<u>Line</u>	<u>Line Abbreviation</u>
Northland	North Auckland Line	NAL
Auckland	Auckland suburban network	NAL
East North Island	East Coast Main Trunk	ECMT
Auckland-Wellington	North Island Main Trunk	NIMT
Lower North Island	Palmerston North - Gisborne Line	PNGL
	Wairarapa Line	WL
Wellington	Wellington suburban network	NIMT, WL, JVL
Upper South Island	Main North Line	MNL
Central South Island	Midland Line (Greymouth-Rolleston)	ML
	Stillwater-Westport Line	SWL
Lower South Island	Main South Line	MSL
	Ohai Line	



DAILY TRAIN MOVEMENTS

<u>Line</u>	<u>Weekday</u>	<u>Weekend (daily)</u>
North Auckland Line (NAL)	4	1
Auckland Metro	290	116
East Coast Main Trunk (ECMT) (including Kawerau)	32	20
North Island Main Trunk (NIMT)	24	14
Marion-New Plymouth (MNPL)	10	4
Palmerston North-Gisborne Line (PNGL)	19	6
Wellington Metro (WL, NIMT, JVL)	357	108
Main North Line (MNL) (Christchurch-Picton)	12	11
Midland Line (ML)	16	14
Main South Line (MSL) (Christchurch-Invercargill)	20	12
TOTAL	784	306

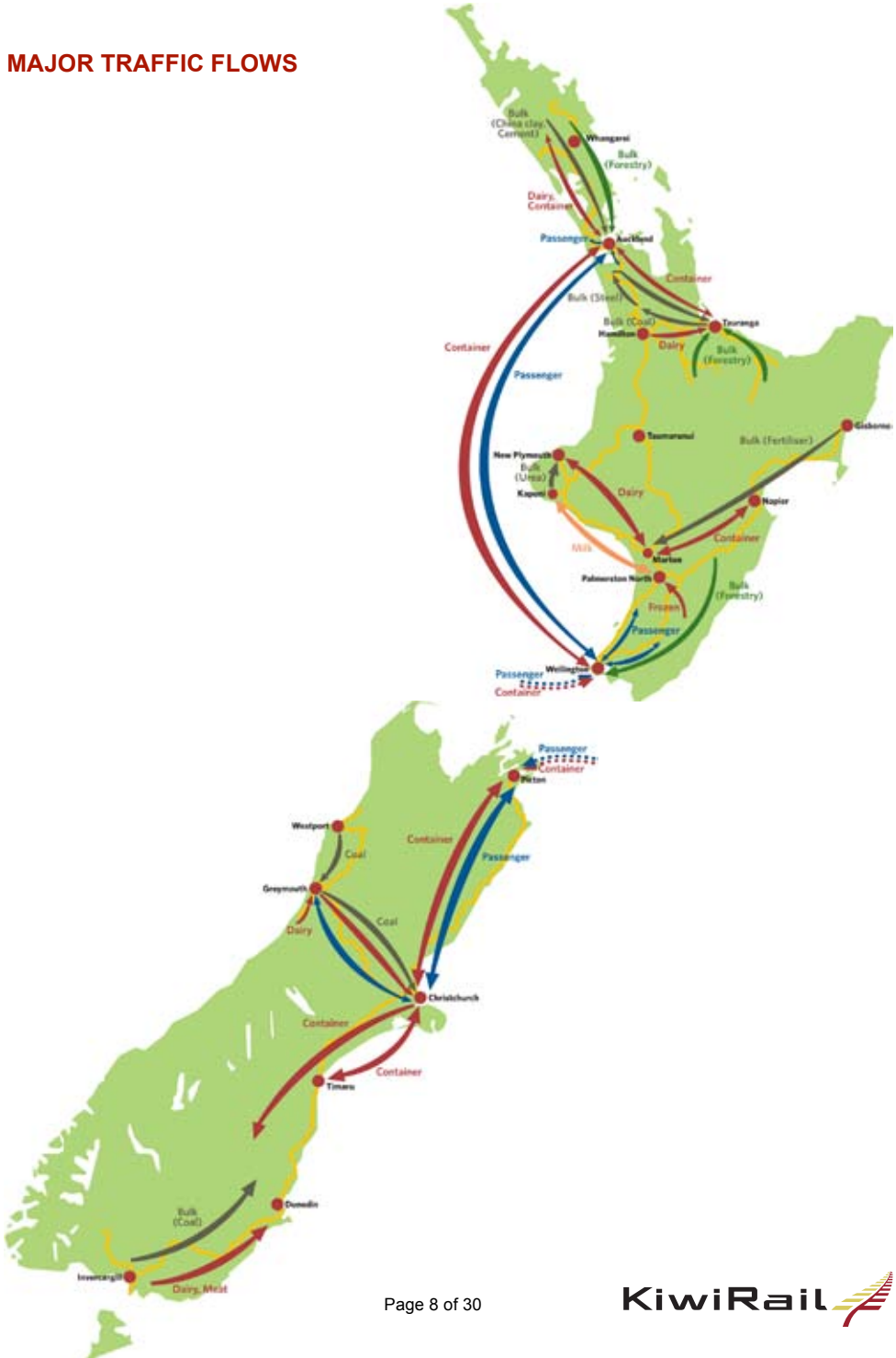


ROUTES OF NATIONAL SIGNIFICANCE

<u>Route</u>	<u>Traffic</u>
Auckland – Tauranga	Containerised export and bulk products
Auckland urban network	Commuters
Auckland - Christchurch	Containerised domestic goods Overseas and local passengers (Overlander and TranzCoastal)
Waikato - Bay of Plenty forestry lines	Wood and wood products
Oringi - Whareroa	Bulk milk
Wellington urban network	Commuters Cook Strait Containerised domestic goods Passengers and cars
Westport - Lyttelton	Bulk coal International visitors (TranzAlpine)
Edendale - Port Chalmers / Timaru / Lyttelton	Containerised dairy products and coal



MAJOR TRAFFIC FLOWS



GRADIENTS AND TONNAGE

<u>From / To</u>	<u>No of Locomotives</u>	<u>Weight (tonne)</u>	<u>Gradient</u>
Westfield, Auckland to Tauranga	2 locomotive engines	2,600	1:66
Te Rapa, Hamilton to Tauranga	2 locomotive engines	2,600	1:66
Palmerston North to Te Rapa, Hamilton	4 locomotive engines	1,520	1:50
Palmerston North to New Plymouth	2 locomotive engines	1,500	1:35
Palmerston North to Wellington	4 locomotive engines	1,700	1:57
Wellington to Palmerston North	2 locomotive engines	1,500	1:66
Christchurch to Picton	1 - 3 locomotive engines	1,370	1:37
Christchurch to Timaru	1 - 3 locomotive engines	2,600	1:195
Greymouth to Lyttelton, Christchurch	5 locomotive engines to pull through 8.5 km of tunnel (Otira tunnel)	2,500	1:33
Dunedin to Christchurch	1 - 3 locomotive engines	1,350	1:50
Dunedin to Invercargill	1 - 3 locomotive engines	1,920	1:60
Hamilton to Palmerston North	2 locomotive engines – the Raurimu Spiral		1:50

<http://www.youtube.com/watch?v=-z2UQUeh9Hk> Tranz Alpine journey



KIWIRAIL FREIGHT AROUND THE COUNTRY

Sales Team

The Sales Team are positioned at six locations across New Zealand; Takapuna, Hamilton, Palmerston North, Wellington, Christchurch and Dunedin. They are divided into 2 different teams one for Bulk / Forestry / Domestic freight and the other for Import / Export freight. The sales team has grown by 40% since early 2010 to help continue to grow the company's revenue.

Rail Operations

Rail Operations is divided into three regions: Northern, Central and Southern with a Regional Manager who looks after each. The Regional Manager is responsible for all the rail and container transfer (CT) operations that occur within their region. They also have a number of KiwiRail & CT Managers (between 5 and 7) reporting directly to them who are responsible for the day-to-day operations at their terminal.

- the country's largest terminal is Westfield, Auckland with a staff complement of over 350

KiwiRail Freight provides linehaul services for numerous customers over the national rail network. Freight is transported on container trains (containerised freight), pack trains (consolidated general freight), bulk trains (coal, logs, milk) and block trains (steel, aggregates, and fertiliser).

KiwiRail Freight employs approximately 1,150 employees, and operates over a network of 19 freight terminals throughout the country. There are approximately 800 scheduled train services each week. Our peak season is an 8 month period starting in September and finishing in April.

Operational Training

KiwiRail Freight has its own in-house operational training team; they are based in five locations across the country. This allows training to be carried out at our employees' home terminal or at a terminal where the trains they'll build or drive will go to and through.

Training of Rail Operators takes 8 – 10 weeks with theoretical, practical and on-the-job training.

Locomotive Engineers complete both classroom training and on-the-job training and takes between 103 to 67 weeks to complete. A pre-requisite is that they have had at least 6 months operational experience working in a terminal.

For those based at our container transfer sites we offer the National Certificate in Distribution Level 2. This programme includes forklift specific modules tailored to our business. In addition are offering Levels 3 and 4.

Safety

A core element of the business is safety in and around the rail operating network. The business continues to refine and define its safety culture and behaviours in the field.

Support Office

KiwiRail Freights Support office is currently located at Smales Farm in Takapuna, Auckland. This provides the following services to the Freight business:

- Strategy & Planning; business information
- Human Resource and Operational Training
- Health Safety Quality & Environmental
- Financial
- Service Delivery (customer services, stow plan, train build, LE rostering, process improvement)
- Linehaul Planning

The Support office is moving to Parnell in early 2011. The Slider Building, 8 Stanley Street, Parnell, Auckland.



CUSTOMER SERVICE

Our Customers & You

KiwiRail Freight is growing its reputation as a quality transportation and logistics supplier. A key factor in this improvement is our customer service. Although not all of us have direct contact with the customer, our actions will directly impact upon the customer, their freight and the service they receive. It's important we all take a proactive approach in the continuous improvement towards KiwiRail Freight's customer service.

Our reputation for offering the highest quality service to our customers is achieved by always doing the best job we can. You are part of the supply chain and when your tasks are completed to the best possible standard, it will make the chain less prone to breakage.

We aim to offer the highest quality customer service. To achieve this, we have 6 key areas of Customer Focus:

- 1. Customer Awareness**
We are a service company and you as an employee play an important part in the delivery of service, no matter what role you hold. We must always give service of the highest possible standard and importantly, know who our customers are and what is important to them. KiwiRail Freight believes that our service delivery is reliant on everyone contributing.
- 2. Quality of Work**
We aim to exceed customer's expectations by "going the extra mile". You are responsible for the quality of your work.
- 3. Informed and Approachable Staff**
It is important that we know about the services we provide and that we always display a helpful and courteous manner toward our customers. Be prepared for any queries you might get from customers by understanding the job you are working on, and making yourself familiar with the following section on how to deal with customer complaints. If you are unsure of anything – ask your supervisor.
- 4. Efficiency in Work**
By paying attention to how you carry out your work and where you can improve, you will continuously be improving your efficiency. Job planning is critical as is knowing and using our work systems.
- 5. Tidy and Professional Appearance**
Personal appearance is a matter of your own personal taste and common sense. The Company expects employees to look neat and dress appropriately for their jobs in accordance with our dress policy. Where protective clothing / equipment is issued, it must be worn.
- 6. Safe Work Practices**
We are judged by how the customer sees us. It is important to maintain a professional image by ensuring our worksites, machinery, equipment and signage are kept clean. You also have a responsibility to ensure your safety and the safety of those around you.

Dealing with Complaints

You may find yourself in a situation where you are dealing with an unsatisfied customer. We want all our employees to have an open and constructive approach to dealing with customer complaints. It's important to advise your supervisor, team leader or manager as soon as possible as they will be responsible for dealing with any problem.

Remember the following points to help you deal with the situation:

1. Keep cool
2. Listen carefully
3. Do not interrupt
4. Understand the customer from their point of view
5. Get a supervisor to manage the situation (if possible)
6. Do your best to satisfy the customer
7. Ask for their contact details and pass them on to your manager who will contact them when they are free
8. Apologise for any inconvenience caused
9. Report the situation with all details to your supervisor as soon as possible.
10. Correct the problem immediately if justified

REMEMBER:

1. Always put the customer first
2. Do not get into an exchange of words
3. Treat the customer as you would like to be treated



INTERNAL SUPPLIER OF SERVICES

Freight utilises the services of the following KiwiRail business units:

Corporate

- for legal, financial, human resources, information technology plus procurement services

For more information visit: <http://www.kiwirail.co.nz/>

Interislander

Interislander provides a vital transport link between Wellington, in the North Island and Picton, in the South Island of New Zealand, and services commercial freight customers and a passenger market as well as KiwiRail. The Interislander fleet comprises two multi-purpose conventional vessels (Arahura and Aratere), and one conventional freight and passenger only vessel (Kaitaki). Each year, Interislander vessels accommodate over 1 million passengers, 230,000 domestic vehicles and almost 2 million lane metres of road and rail freight.

- for the transport of rail wagons between the islands on the rail deck of the Arahura and the Aratere. Additional rail deck capacity is being planned for the Aratere during the new financial year increasing the capacity for rail on key sailings. However, discussions are being held on providing rail deck capacity to their third ship which will be crucial for the domestic growth strategy. The key measures of success for this group will be on-time sailings and cost per lane metre utilised.

For more information visit: <http://www.interislander.co.nz/>

KiwiRail Mechanical

- for the ongoing maintenance and refurbishment of rolling stock, and the procurement of new equipment. The key measures of success for this group will be rolling stock availability and reliability together with the maintenance cost per kilometre travelled.
 - KiwiRail Freight supply locomotive engineers to Veolia the current operator of the Auckland urban rail passenger services.
-

KiwiRail Network

- maintain the below rail track components of the network including bridges, tunnels, Train Control and property services. The measures of success for this group will be track availability and a reduction in the number of and extent of speed restrictions.
-

Passenger Services

- Tranz Metro provides urban passenger services throughout Wellington region under contract to Greater Wellington Regional Council.
 - Tranz Scenic offers unique tourist rail experiences aimed at showcasing New Zealand's beautiful landscapes.
-

Service Level Agreements

- New service level agreements (SLAs) are being put in place for the new financial year aimed at focusing the providers of services on what the customer (in this case Freight) requires of them to enable the Freight business and the overall KiwiRail objectives to be delivered.
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OUR PEOPLE

Reward and Recognition

A Reward and Recognition programme has been introduced to provide a means for managers and team leaders to recognise and reward an employee or team whose performance and contribution to the business is over and above normal expectations and helps to achieve KiwiRail's vision and goal. The programme will also recognise individuals for their exceptional efforts within the business on a continual basis. Awards are distributed by the office of the GM Freight.

Employee Assistance Programme

KiwiRail offers an Employee Assistance Programme to all our people. The purpose of EAP is to assist employees when they are facing problems in their lives. It is a confidential counseling service available to assist our people, and their families, whose work performance has or could become affected by a personal problem.

Staff Welfare Trust

The Staff Welfare Trust is set up to provide additional benefits to our people.

The Trust provides a number of services to its members including:

- Access to holiday cottages throughout New Zealand
- Basic healthcare cover i.e. doctors visits and prescription reimbursement
- Bereavement Fund (Tangihunga Putea)
- Medical – 70% refund of medical expenses (some exclusions apply)

Membership is optional for permanently employed staff, and membership fees will be deducted from your wages/salary once you have become a member.

Te Pure

Te Pure is the process that allows the lifting of “*tapu*” from people or equipment that have been involved in fatal or serious injury accidents. *Tapu* can be understood as a prohibition, its function is essentially that of a protective device. A person, group, place or object can be declared *tapu*.

For Maori, the breach of *tapu* renders the offender unclean and vulnerable to serious illness, misfortune or even death. *Te Pure* will normally avert these consequences. It will usually take the form of *Karakia Pure* (prayers) and involves a *Kaumatu* (spiritual leader) , minister or equivalent reciting *karakia* while cleansing the site and equipment with water.

Once this ceremony has been completed the site and equipment are deemed safe to work.

BEING A LOCOMOTIVE ENGINEER

Being a Train Driver is a position of responsibility that employees need to take seriously. It is important to consider all aspects of the role when applying to become a Train Driver.

As a Train Driver, Freight you need to operate the Equipment in a safe manner at all times whilst working within operating rules, regulations and procedures. In New Zealand most trains are manned by a single driver.

Train Drivers are required to maintain concentration for long periods of time while driving and not pose a threat to the safety of themselves, their colleagues or the general public. Although Train Drivers work largely by themselves, they are a member of a team and as a team member you may be required to assist with other operational duties to ensure we meet our customer's needs. Customers are both your colleagues and the Company's customers, and you need to build and maintain these relationships.

Train Drivers are trained at 5 training centre across New Zealand (Auckland, Hamilton, Palmerston North, Wellington and Christchurch). More detail surrounding the training programmes is provided on this website. To ensure all our employees maintain a level of competence you may be required to attend further training courses.

Locomotives can be involved in accidents with members of the public. Police and Ambulance staff will attend accident and emergency situations. External agencies such as TAIC or OSH may also undertake an investigation requiring your involvement.

Train Driving is a lifestyle where you work shifts, including nights and weekend work. Because safety is of utmost importance to the Company, Train Drivers are required to undergo a pre-employment medical examination and drugs test when they first join the Company, and at set times throughout your employment you will complete an HX Medical with the Company.

Following an incident drug and / or alcohol testing may be conducted.

KiwiRail Freight is a 24 hour / 365 day operation and an alcohol and drug free workplace.

FREQUENTLY ASKED QUESTIONS

KiwiRail prides itself on its relationship with the RMTU (Rail and Maritime Transport Union). Freight Locomotive Engineers are covered by the Collective Agreement.

The following information is in accordance with the New Zealand Railways Corporation, ONTRACK Infrastructure Limited and KiwiRail Limited Multi Employer Collective Employment Agreement 2010-2012.

Q. *How long will my shifts be?*

- The standard shift for a Locomotive Engineer is approximately 10 hours.
- The maximum number of hours per shift is 11 hours but can increase to 11.5 hours subject to certain conditions
- You are required to have a minimum of 10 hours off between shifts.

Q. *How many shifts will I work per fortnight?*

- You will work approximately 80 hours per fortnight (8-10 shifts) plus rostered overtime up to a maximum of 98 hours per fortnight.
- Overtime is subject to agreement with the employee as stated in the Collective Agreement.
- You can work a maximum of 12 days in a row before you are required to have a mandatory day off.

Q. *What is a critical shift?*

- A shift starting between 2000 and 0400 hours.
- You can work a maximum of 3 critical shifts in a row.
- After working 3 critical shifts in a row you are required to have two nights normal sleep before coming back on duty.

Q. *What is a stand-by shift?*

- You need to be contactable by phone for an 8 hour period (from the start of the stand-by period) and come into work when required.
- When on stand-by you have a utilisation period of 12 hours from the start time of the stand-by shift. Once this passes you are no longer on stand-by.

Q. *How far in advance is the roster created?*

- Rosters are posted 10 days in advance.

Q. *What breaks are required per shift?*

- General breaks will be 30 minutes long and as close to the mid-point of your shift as possible, or as arranged with Train Control.

Q. *Under what circumstances do overtime and penal rates apply?*

- Loco Engineers receive a set hourly rate negotiated as part of the Collective Employment Agreement. This rate is inclusive of overtime and penal rates. ie: The set hourly rate applies whether you work day shift, night shift, overtime, weekends or public holidays.

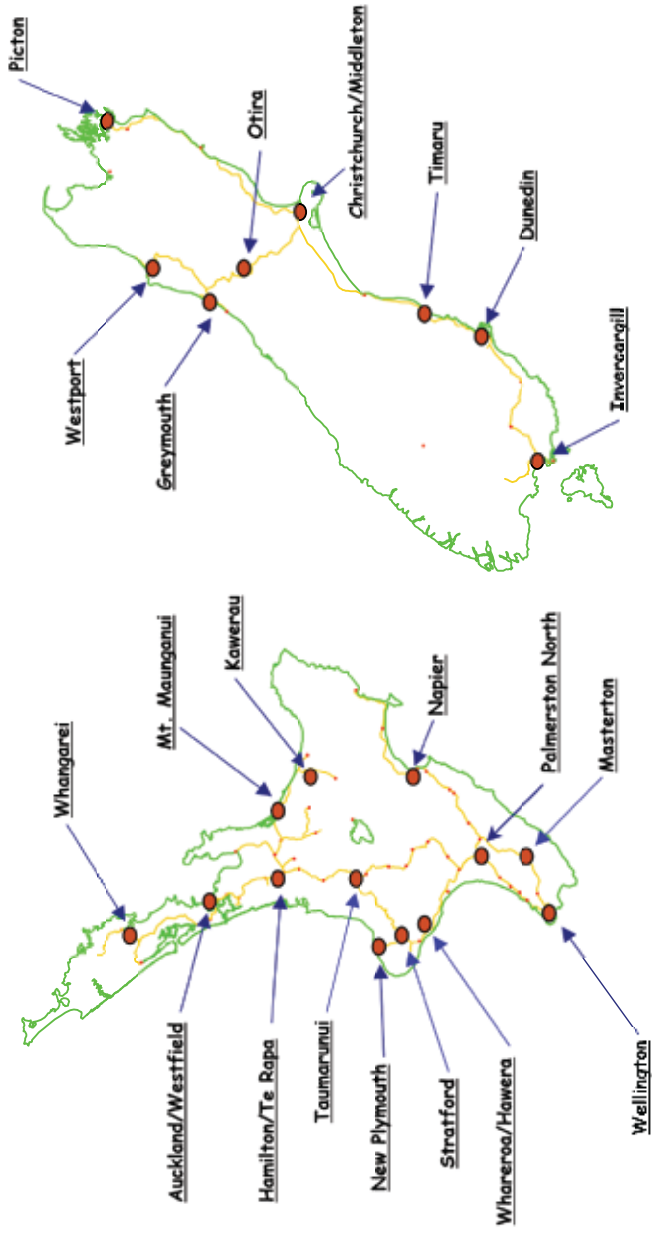
Q. *How many weeks annual leave will I get?*

- At the end of each employment year (1 Dec – 30 Nov) you are entitled to four weeks annual leave plus your public holiday entitlement.
- As a shift worker you are entitled to an additional one week's annual leave.

- Q. Will I have to work the weekends?**
- Yes, as we are a 24 hour / 365 day operation.
- Q. What is the hourly rate I'll be on when Training?**
- We have negotiated with the RMTU to you will be employed on \$29.93 per hour. This is a higher rate than other LE Trainee will be on. This higher rate is to recognise your previous experience as a Train Driver.
- Q. What is the hourly rate once I'm qualified?**
- The hourly rate for qualified Locomotive Engineers is \$31.46.
- Q. What kind of freight might I be hauling?**
- Please refer to pages 7 and 8 for freight details.



Q. Where are Locomotive Engineers based throughout New Zealand?



LOCOMOTIVE ENGINEER TRAINING

KiwiRail Freight has its own in-house operational training team; they are based in five locations across New Zealand (Auckland, Hamilton, Palmerston North, Wellington and Christchurch). This allows training to be carried out at our employees' home terminal or at a terminal where the trains they'll build or drive will go to and through.

All Locomotive Engineers complete with trainer-based tutorials held in classrooms and field based exercises held in yards. Tutorials are designed to confirm each trainee's competence for a range of core rail based activities before returning to home based locations for the commencement of On the Job Training (OJT).

While you are being trained you will be located at the place of training for the duration of the theoretical training block course. If the training is already in the city you live in and work in you will be expected to provide your own transport to attend training.



Training Schedule (Example)

Terminal Orientation	7 th Jun – 10 th Jun	Home Terminal	1 week
Yard Intro	13 th Jun – 24 th Jun	Woburn	2 weeks
Supervised Yard OJT	27 th Jun – 9 th Jul	Home Terminal	2 weeks
Theoretical Training			
Rules, Regulations, Codes and Instructions	11 th Jul – 22 nd Jul	Woburn	2 weeks
- CTC	25 th Jul – 29 th Jul	Woburn	1 week
- DLAS	1 st Aug – 5 th Aug	Woburn	1 week
- Final Week	8 th Aug – 12 th Aug	Woburn	1 week
- TWC	15 th Aug – 19 th Aug	Woburn	1 week
Air Brake & Mechanical	22 nd Aug – 2 nd Sep	Woburn	2 weeks
Train Handling (Simulator)	5 th Sep – 9 th Sep	Woburn	1 week
On the Job Training	12 th Sep	Home Terminal	
Initial Practical Certification		Home Terminal	

THE TRAINING PROGRAMME

The Freight Training Programme is designed to prepare Locomotive Engineer Trainees with the necessary skills and knowledge to drive Multiple Units and Locomotives safely and effectively within KiwiRail's Rail Operating Code and other regulatory licensing authorities.

The Training Programme is split into four stages and is a mix of practical training on the network and Multiple Units, as well as theoretical classroom training.

Stage 1: Terminal Orientation (1 week)

Trainees begin with an Orientation of the locomotive and network while completing a correspondence course on Rules, Regulations, Codes and Instructions.

Stage 2: Supervised Yard On the Job (OJT) (3 weeks)

Trainees complete 2 weeks supervised on the job training with a Minder (Rail Operator) on the terminal.

Stage 3: Theoretical Training (20 weeks total)

The theoretical training covers rules, regulations, codes and instructions, mechanical and electrical, air brake and train handling. There are four modules in Stage Two and at the end of each section trainees will need to complete a written progressive assessment under the supervision of the trainer. The results provide you with feedback measuring progress and, where necessary identify the need for additional training. A written exam requiring an 80% pass mark completes this stage. Further details of the modules are listed below.

Module One: Rules, Regulations, Codes and Instructions (6 weeks)

This module provides you with an operational understanding of all aspects of train operation and running.

This includes the company's rules, regulations, codes and instructions:

- Signals rules	- General rules
- Operating rules	- Train emergency procedures
- Tunnel evacuations	- Bulletin instructions
- Working timetable instructions	- Rail Operating Code instructions
- Signalling and interlocking diagram instructions	- Centralised traffic control regulations
- Double line automatic signalling regulations	- Track warrant control regulations
- Crew resource management	- Alertness management

Module Two: Mechanical and Electrical (2 weeks)

Covers the interpretation of Mechanical and Electrical systems, identifying and remedying faults associated with these systems, and demonstrating appropriate behaviours when operating main line locomotives as single units or in multiple.

DX and DFT locomotives are used for the following topics:

- Demonstrate Safety Awareness	- Identify and describe Mechanical and Electrical systems on a Locomotive
- Identify and locate components to check on a Locomotive	- Demonstrate management of the Diesel engine on a Locomotive
- Drive a Locomotive	- Prepare locomotive for towing dead
- Describe the purpose and identify safety devices and communication systems on a Locomotive	- Set up and test multiple unit operation on a Locomotive
- Mechanical and electrical contingencies are handled in accordance with Codes & Instructions on a Locomotive	

Module Three: Air Brake (2 weeks)

Trainees at the end of this module will:

Understand the general principals of automatic air brake systems.

Demonstrate knowledge of:

- Automatic air brake valve operation and positions	- Automatic air brake test
- Vehicle brake equipment; operating, testing and remedial actions	- Air brake rules and air brake testing procedures
- Locomotive brake equipment; operating, testing and remedial actions	

Module Four: Train Handling (10 shifts)

This Module covers the understanding and practice of train handling of which is learnt in the classroom and confirmed on the locomotive simulator.

Topics covered are:

- Defensive driving techniques - Signal Passed at Danger (SPAD) awareness	- General principles of track train dynamics
- General principals of starting a train	- Principals of advance starting techniques for trains
- Principles of accelerating a train	- Track/Train dynamics when slowing and stopping a train
- Principals of reversing a train Express Freight Train handling technique	

Stage 4: On-the-Job Training (OJT) (up to 26 weeks Stages 4 & 5)

Trainees certified as competent following the Theoretical Training are assigned to a depot to commence rostered driving duties under the supervision of minder drivers for a period until full competence and mastery has been achieved. Network knowledge will also be gained at the same time. This "On Job Training" generally takes around 26 weeks or 1040 hours, but is contingent on the trainee's development. The trainee's development and actual driving time is tracked and recorded in the OJT Log Book at the end of every shift.

During OJT trainees will complete the remaining Unit Standards in order to be accredited with the National Certificate of Rail Operations.

Stage 5: Initial Practical Certification

Following the completion of OJT, the trainee's progress will be assessed by the Loco Operations Manager or Team Leader. The need for further OJT will be discussed following the assessment.

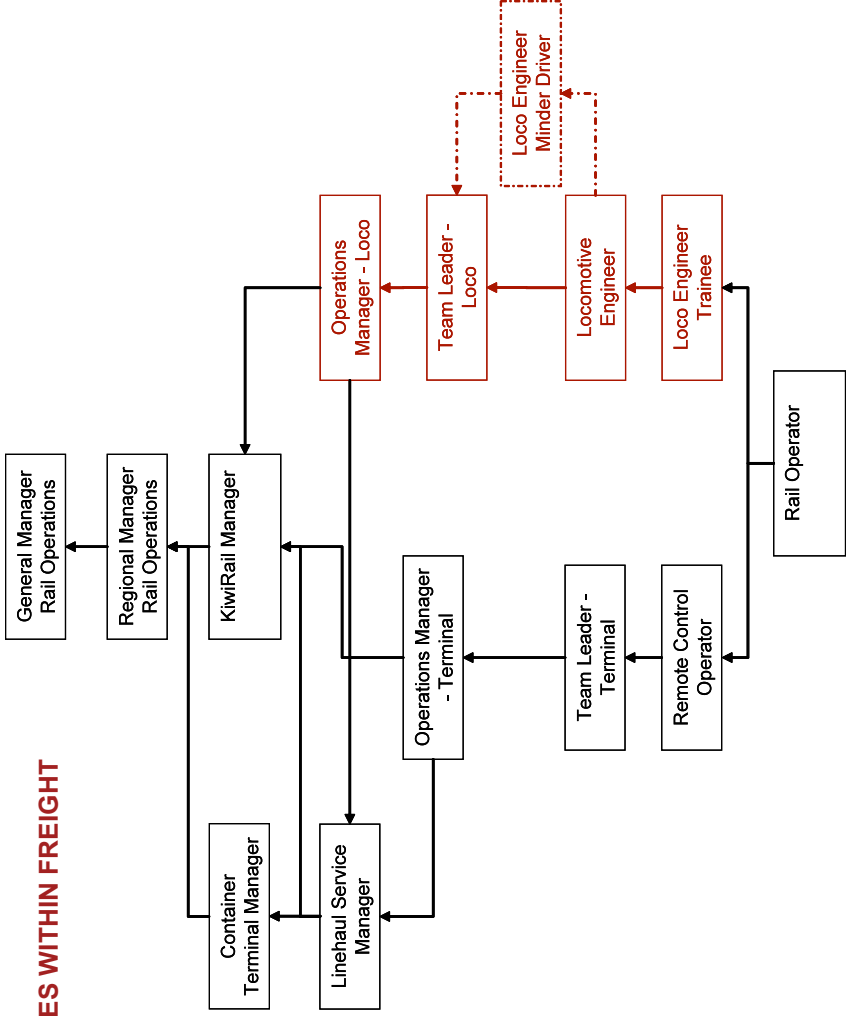
Once the Loco Operations Manager and trainee are confident that the trainee is ready for certification the trainee will complete a practical certification with an Authorised Employee.

For practical certification the Authorised Employee must observe the trainee over all routes in their geographical area and complete OJT Mastery checklists for the following:

- Light Locomotive	- Express freight trains
- Bulk express freight trains ie) milk, coal, and steel, which have different handling characteristics	- Passenger trains if included in roster at that location
- Steep Grades within the geographical area of operating – see instructions Section 1 R.O.C	



CAREER OPPORTUNITIES WITHIN FREIGHT



JOB DESCRIPTION LOCOMOTIVE ENGINEER TRAINEE KIWIRAIL FREIGHT

PURPOSE OF JOB

As a KiwiRail Locomotive Engineer Trainee you are responsible for the safe handling of the train according to the Rail Operating Code Driver and under the supervision of the Minder Driver. Your work will be carried out according to Health and Safety policies and you are to take an active role in the safety for not only yourself, but also your colleagues and the wider public.

It is paramount you strictly comply with all rules, regulations and instructions while operating the locomotive. Any irregularities are noted and communicated to the appropriate person/s when reasonably possible. You will develop and maintain effective relationships with fellow KiwiRail employees, ensuring messages are communicated promptly and correctly.

You will devote time to learning and gaining experience so that all tests of knowledge and practical assessments are passed successfully.

Reports to: Team Leader – Locomotive Engineers

Direct Reports: Nil

KEY EXTERNAL RELATIONSHIPS		
<u>Who</u>	<u>Description</u>	<u>Frequency</u>
Customers	To continuously provide a friendly and efficient service	Daily
Public	To continuously provide a friendly and efficient service	Daily

KEY INTERNAL RELATIONSHIPS		
<u>Who</u>	<u>Description</u>	<u>Frequency</u>
KiwiRail / Rail Passenger Group / Interislander	To continuously provide a friendly and efficient service	Daily
KiwiRail Managers	To continuously provide a friendly and efficient service	Daily
Terminal Managers / Operations Managers	To continuously provide a friendly and efficient service	Daily
KiwiRail Employees	To encourage safe working practices by educating and by your actions	Daily

FINANCIAL ACCOUNTABILITY
No Financial Accountabilities

PEOPLE ACCOUNTABILITY
No People Accountabilities

ACCOUNTABILITIES

‘What’ you are expected to do – the accountabilities detail the outcomes this position is responsible for delivering.

ACCOUNTABILITIES	MEASURES
<p>Health & Safety</p> <ul style="list-style-type: none"> • Active role taken in identifying hazards and unsafe behaviours in your workplace • Active role taken in reporting of accidents / incidents to manager / team leader immediately. • Act promptly in reporting any emergency and environmental incidents. • Ensure your behaviour is consistent in taking the safety of both yourself and others seriously. • Safety induction in and around workplace are carried out. • Procedure / Process to handle Dangerous Goods product is strictly followed. • Ensure keep up-to-date with all safety bulletins, changes to codes and practices • Report any signalling irregularities encountered while on duty to appropriate team 	<ul style="list-style-type: none"> • Immediate reporting to manager / team leader of any hazards / incidents and unsafe behaviours. • Report immediately to your manager / team leader any emergency situation or environmental incident (ie diesel spill). • Turn up fit for work. • Training and induction completed and records signed. • Nil operating incidents (dangerous good spills, derailments, SPADs) • Signing off on safety bulletins • Safety Observations undertaken • Fault reporting procedures closely followed
<p>Teamwork / Customer Service</p> <ul style="list-style-type: none"> • Maintain and develop working relationships with internal and external customers • Communicate regularly and effectively with Train Control, yard staff and other team members and customers • Information gathered for processing into AMICUS and /or given to customer. 	<ul style="list-style-type: none"> • Internal and External customer feedback • Team member feedback and observations • Customer feedback
<p>Rules, Regulations and Systems</p> <ul style="list-style-type: none"> • Operate locomotive in accordance with the Rail Operating Code at all times • Ensure knowledge of current Rail Operating Code is kept up to date and consistently adhered to • Strict adherence to all signalling systems 	<ul style="list-style-type: none"> • No breaches of the Rail Operating Code • No SPAD's • Rail and locomotive knowledge maintained • Irregularities reported to Train Control as soon as reasonably possible • Manager feedback
<p>Motive Power</p> <ul style="list-style-type: none"> • Safe and effective management and operation of the locomotive under your control. • Perform locomotive inspection duties prior to entering service 	<ul style="list-style-type: none"> • Care shown when handling locomotive • Trains run on time • Speed restrictions followed • Safe operating procedures observed
<p>Fault Reporting</p> <ul style="list-style-type: none"> • Report locomotive faults and failures encountered on train services. • Work with appropriate team to communicate information and find suitable outcome 	<ul style="list-style-type: none"> • Faults reported to Train Control as soon as reasonably possible • Fault details entered into 54d repair book and UGL advised

Documentation

- Ensure you are in possession of correct train work-orders, relevant bulletins and dangerous goods documentation (when necessary) prior to commencing journey
- Documentation is correct and up-to-date

Train Handling

- Scheduled services are controlled in accordance with correct train handling procedures
- Correct brake examination tests are carried out when shunting at stations
- Make visual inspections en-route on train services to detect any irregularities
- No or minimal damage to freight and rolling stock
- Brake tests conducted in accordance with Rail Operating Code
- Irregularities responded to quickly, to minimise any potential damage or risk

PERSON SPECIFICATIONS

Skills, knowledge, experience and attributes required for the role

FORMAL EDUCATION & TRAINING	
<u>Essential</u>	<u>Preferred</u>
<ul style="list-style-type: none"> • Secondary school education (3-4 years). • Sound written and verbal communication skills in English. • Some mechanical knowledge of diesel engines and / or electric's. • Previous experience with shift work. • Appropriate LE training has been completed and signed off before undertaking any Locomotive Engineers tasks • Ability to follows Company Operational Rules and Safety Procedures • Full Class 1 or above Drivers License 	<ul style="list-style-type: none"> • Good geographical knowledge of New Zealand • Basic computer skills • Understand how to use mobile phones.

YEARS & TYPE OF EXPERIENCE REQUIRED			
<u>Essential</u>	<u>Years</u>	<u>Preferred</u>	<u>Years</u>
<ul style="list-style-type: none"> • Completed at least 6 months rail yard experience as Rail Operator, (RO) as Train Examiner (TXO), or Remote Control Operator (RCO) • Ex-freight driver (LE) • Tranz Metro driver (LEMU) 	<p>6 mths</p> <p>2-3</p> <p>2-3</p>		

COMPETENCIES REQUIRED	DESCRIPTIVE SUMMARY
Decision Making	Makes decisions in a timely manner sometimes with incomplete information and under tight deadlines and pressure Able to make a quick decision
Functional/Technical Skills	Has the functional and technical knowledge to do the job
Customer Focus	Is dedicated to meeting the expectation and requirements of internal and external customers Acts with customers in mind
Interpersonal Savvy	Builds appropriate rapport Builds constructive and effective relationships Uses diplomacy and tact
Integrity & Trust	Is widely trusted Is seen as a direct truthful individual Keeps confidences Admits mistakes Doesn't misrepresent him/herself for personal gain
Standing Alone	Will stand up and be counted Doesn't shirk personal responsibility Can be counted on when times are tough

A BRIEF HISTORY OF RAIL IN NEW ZEALAND

- 1862 First railway opens - a horse-drawn tramway from Dun Mountain copper mine to Port Nelson.
- 1863 First steam railway opened on the Christchurch-Lyttelton line, via the Lyttelton tunnel.
- 1870 With less than 100km of track operating, Prime Minister Julius Vogel calls for railways to aid economic development, and a narrow gauge is chosen to save money.
- 1873 First train in North Island, Auckland-Onehunga.
- 1878 First express trains Christchurch-Dunedin cover 370km in 11 hours.
- 1879 Possible to travel 600km from Christchurch to Invercargill by train.
- 1880 Almost 1900km of railway open.
- 1886 Wellington and Manawatu Railway Company opens line to Longburn, near Palmerston North, introducing gas lighting and dining cars. After 22 years, it was bought by Government.
- 1908 North Island Main Trunk line completed after 23 years work - the crowning achievement of the "railway age". First train carried MPs to Auckland, in August.
- 1923 West Coast line opens - its Otira tunnel, at 8.55km the longest in the British Empire and containing the nation's first electric railway.
- 1930 Rotorua Limited introduced for tourists from Auckland, with observation car.
- 1936 First successful railcars, Wairarapa route.
- 1945 South Island main trunk from Christchurch to Picton completed.
- 1953 The length of railway line operating hits its all-time peak - 5656km. Christmas Eve crash at Tangiwai kills 151 rail passengers.
- 1955 Rimutaka tunnel opens, eclipsing Otira as the longest at 8.8km and Nelson railway closes.
- 1959 – 1971 Numerous country branch line closures as steam era comes to an end as re-equipping lines with modern locomotives and updated infrastructure not considered viable.
- 1971 Last regular steam train in New Zealand signals completion of dieselisation of railway network.
- 1978 Completion of the Kaimai tunnel signals more direct freight link between Waikato and Bay Of Plenty.
- 1982 Railways Corporation created as statutory corporation from Railways Department.
- 1983 Start of deregulation of "distance limits" on trucking companies opens railways to road-based competition. Rail employs 21,000 workers.
- 1984 Electrification of North Island Main Trunk starts. Completed in 1988 at a cost of \$250 million.
- 1986 Government makes railways a state-owned enterprise. In six years the workforce is cut from 21,000 to 5000, while productivity of the land-based workforce is lifted 300 percent.
- 1990 Finance Minister says Railways Corporation has accumulated debt of \$1.1 billion, and the Government is considering restructuring it; Limited liability company New Zealand Rail (NZR) is formed.

- 1993 Government announces sale of NZR to a consortium of Wisconsin Central Transportation Corp and Berkshire Partners (60 percent stake) and Fay Richwhite (40 percent) for \$328.3m.
- 1995 Company re-named Tranz Rail.
- 1996 Wisconsin Central and Fay Richwhite float 31 million shares to the public at 6.19/share.
- 1997 Tranz Rail share price peaks at \$9.
- 2001 Tranz Rail sold fifty per cent share in Tranz Scenic to two Australian rail enthusiasts, Don Gibson and Gary McDonald.
- 2004 Toll NZ regained full ownership Tranz Scenic.
- 2003 Stock plunges towards 30c/share, details emerge of how the company needs to sell assets to meet lease payments and repayments of debt required by bankers.
- 2003 Tranz Rail taken over on market by Toll, who also assume debt and lease obligations. Track to be sold back to Crown.
- 2004 Government assumes ownership of national rail network and ONTRACK formed to run it. National Rail Access Agreement (NRAA) with Toll comes into effect with Toll exclusive operator and ONTRACK network provider.
- 2006 Toll NZ threatens to slash services on much of the national rail network including the main trunk line unless it gets a long-term agreement from the Government on its track-access fee.
- 2007 Toll Holdings buys another 10 per cent of railway shares, triggering a compulsory takeover for the remaining shares at the same price of \$3 each.
- 2008, Jul 1 The Government buys back Toll's rail and ferry business for \$665m, after several months of negotiations.
- 2008, Oct 1 ONTRACK and KiwiRail form a single integrated rail business under New Zealand Railways Corporation KiwiRail banner.
- 2009, Mar 23 KiwiRail brings the maintenance of locomotives and wagons in-house by purchasing United Group Ltd.
- 2010, Nov 21 6 new DL locomotive engines arrive in New Zealand, 14 more to come. The first new locomotives to arrive in New Zealand in decades.



New DL locomotive engine



KiwiRail 

The logo graphic consists of a series of parallel lines that curve upwards and to the right, transitioning from yellow to red.

www.kiwirail.co.nz