

# ⊖ LITTLE RED TRAIN ⊖

Incorporating the  
1938 Tube Stock Train  
and the  
G(23) "Ginny" Surface Stock Train  
(all as 7¼" Gauge models.)  
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Proprietors:  
Adrian Allum  
& Daniel Hill.

**Rulebook  
&  
Constitution.**  
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Issued June 30th, 2008.  
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3rd edition.  
(Superseding all previous editions.)  
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The Little Red Train is not affiliated in any way with  
London Underground or Transport For London and any  
implications to the contrary are coincidental.  
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E&OE.

The Little Red Train (hereinafter The Railway) is owned and managed by Adrian Allum and Daniel Hill (hereinafter The Directors) who reserve the absolute right to alter, amend, suspend or withdraw any of the rules or other conditions that follow herein without prior notice. All members of staff, whether "Friends of the LRT" or otherwise (hereinafter Staff) shall be bound by these rules.

#### A: PREAMBLE.

1. These rules and regulations apply to The Railway, and all Staff before taking up duty in a responsible position in connection with the operation of The Railway must make themselves acquainted with these rules, and must sign that they understand them. These rules shall apply at all times.
2. The term 'Qualified Staff' shall mean Staff who have been passed as Qualified Drivers, Signallers, Booking Clerks, Station Staff, or Track Inspectors by The Directors, following a test for competence and awareness. A list of Qualified Staff shall be available for inspection upon request at all times.
3. The expression "The Railway" shall include the trains, infrastructure and transport, together with the marked out land, properly or conveniently used therewith.
4. All references to the masculine gender within this document shall apply equally to the feminine gender, and singular to the plural; and vice-versa.
5. A copy of this Rulebook and constitution shall be made available to all Staff upon joining and revised editions shall be issued where possible, fourteen days in advance of the effect date.
6. Staff shall bear the cost of replacement copy.
7. A PDF copy of this Rulebook is available via the website.

8. When the train operates upon another railway, Staff must make themselves acquainted with the hosts' Railway's rules before operating thereupon.

## **B: GENERAL CONSTITUTION.**

1. Our name is "(The) Little Red Train."
2. Our objectives are to operate our trains on our portable track and on other layouts, for the primary purpose of recreation and enjoyment and the secondary purpose of raising funds for the maintenance of our assets, and for the proliferation of funds among charitable third parties; notwithstanding the rights of event organisers and other hosts to levy fees in respect of their causes.
3. The Railway shall not, therefore, be profitable, but shall be financially viable in order that it may fulfil its objectives.
4. The finances of The Railway shall be recorded on an annual balance sheet (April to March) with a Quarterly report made available for inspection.
5. Membership of the Friends of the LRT is open to persons who are prepared to commit equally to the maintenance and operation of The Railway. Such friends who are under the age of 16 years cannot become qualified as Drivers or Signallers.
6. Subscriptions shall not be levied in the present climate.
7. "Out-of-pocket Expenses" shall be reimbursed by The Railway only where agreed in advance and in accordance with the conditions prevailing at the time.
8. The Directors shall be empowered to revoke membership of the friends from any person whose conduct is considered inappropriate or who brings The Railway or The Directors or any other associated party into disrepute;

notwithstanding that person's right to explain himself before The Directors.

9. The Directors shall be liable for The Railway's assets, and are therefore with whom all matters are final.

### **C: GENERAL RULES.**

1. No person other than in the execution of his duty shall be allowed to walk upon The Railway except with the express consent of a senior member of staff.
2. No unauthorised person may operate any signalling apparatus without the express permission of a Qualified Signaller, and must be supervised at all times that the public is admitted to The Railway.
3. No unauthorised person may move any train at any time without the express permission of a Qualified Driver, and must be supervised at all times that the public is admitted to The Railway. (See Rule G:5.)
4. No driver or other responsible member of staff shall leave a train unattended without first ensuring that it is in mid-gear (or 'neutral' as appropriate), adequately braked and fully protected.
5. No train or part thereof shall be left on any running line without a driver in attendance until the member of staff in charge has satisfied himself that the vehicles are adequately braked and fully protected.
6. No member of the public, and no member of staff other than in the execution of his duties, shall be permitted to enter or leave a train in motion, or to stand in or on a train whilst it is in motion.
7. No train standing in a station or on a running line shall be moved without the authority of the member of staff in charge.

8. No guest train shall be allowed to operate upon The Railway without the prior authority of The Directors.
9. No guests of staff or members of the public shall be permitted to operate upon The Railway without The Directors' express consent, and must be supervised at all times. (See Rule G:5.)
10. No person may operate upon The Railway if under the influence of alcohol or drugs. Staff should not consume alcohol for at least nine hours before operation, and should not take any drugs other than those legally permitted; and must not have the ability to carry out their duties impaired in any way whatsoever as a result of said alcohol or drugs. The Directors' decisions on operators' suitability shall be final.
11. The use of mobile phones, entertainment systems and other distractions is expressly prohibited except at such a time that a mobile phone is necessary in the event of an emergency.
12. Within public attention, Play-fighting (or even real-fighting), Inappropriate language (including all and any sexual or other abusive references), Excessive displays of affection and non-PC jokes or comments shall not be permitted.
13. Staff whose competence or behaviour is drawn to question shall be suspended of duty by a Director.

#### **D: CONDITIONS FOR BOOKINGS.**

1. The Directors shall determine the suitability of all areas of land presented to The Railway for operation, as well as the area to be marked out for the right-of-way, including length of track and station area. A site-visit shall be arranged for all new or changed bookings, chargeable at the Directors' discretion.

2. Where The Railway operates with Fares being collected by The Railway (Fare Option "A"), The Directors shall determine the cost of the Fare for each event, the percentage given to the organisers, and after what income that organisers' percentage should start.
3. In the event of The Railway not meeting its costs, the event organiser shall be required to meet this shortfall.
4. Where The Railway operates with Fares being collected by a third party (Fare Option "B"), The Directors shall determine the value of the invoice for each event and whether the amount should be paid in advance or arrears.
5. The Directors shall determine the value and conditions for compensation should an event be cancelled by the organiser or by weather conditions and such value and conditions must be agreed by the event organiser.
6. The Railway shall not be subject to the payment of a penalty in the event of it not being able to function. Any appropriate payments that have been made to The Railway shall be refunded in such circumstances without delay.
7. The Railway shall not be provided near to areas where ball games are permitted, or where Staff and passengers are exposed to other safety hazards.
8. The Host shall ensure adequate lighting whenever natural light is compromised, and said lighting is to include the whole length of the track (unless specifically agreed to the contrary), the station area, and the loading and unloading area including around the transport vehicle and all areas between this and the track. No poorly lit area shall be encompassed by the Railway or its Staff.

#### **E: OPERATIONAL PROCEDURES.**

1. Only Qualified Booking Clerks may collect fares and issue tickets. All money and tickets must be kept safe and secure at all times.

2. A safety announcement should be made before the departure of each train, thus:

*"Please do not stand up or lean out, keep your feet on the footboards on the car upon which you are sitting, and please do not alight until the train has come to a stop at the station. Thank-you!"*

3. When a passenger-carrying train travels to a distance greater than 150 metres from the 'central circulating area,' a Guard *should* be carried. If, however, the driver is aged under 18, and/or has less than 10 hours driving experience, a Guard *must* be carried over the greater distance.
4. Passengers may be permitted to join a train once arriving passengers have alighted and vacated the platform area. The Station Master is responsible for ensuring that the train is loaded evenly and safely, but the Driver assumes full responsibility once the train is moving and should make himself familiar with each trainload before starting.
5. Once the Station Master has blown his whistle, the train is deemed to have departed and no more passengers may board; even if the train has not started moving. Whenever signals are in use, the Station Master must ensure that the starter signal is giving a proceed aspect before blowing the whistle.
6. All passengers must be properly seated on the train and The Railway reserves the right to not carry those who cannot be so seated. The term 'properly' means sitting astride the train with feet on the footboards. Small children should be supervised (by other passengers, or by a guard travelling specifically for that purpose).
7. No train may proceed in service without the Station Master's authority at any time that the public is admitted to The Railway.
8. Unruly persons shall be requested to leave The Railway by

a senior member of staff. The term 'unruly' shall apply to persons who interfere with The Railway's property and equipment, or whose behaviour constitutes a risk to the safety of other persons and is likely to cause injury or material damage.

9. The Directors reserve the right to suspend or terminate operations if safety or security conditions are not of a satisfactory standard.
10. Drivers must give one long blast on the whistle (or other audible apparatus) when approaching a passenger carrying train on an adjacent track and when approaching a work-party on or near the track. Drivers shall also give an audible warning when starting a train where there are persons working on the track, or are nearby.
11. When a train is required to enter a track that is already occupied, it must be stopped at a specified location to the rear of the occupied track, and then allowed to proceed with caution.
12. If for any reason a train is taken out of service, the Station Master must be informed without due delay.
13. If a train should break-down or be involved in an incident, the driver must raise the alarm with a calm message on the radio (if provided) addressed to the Signaller (if apparent, or Station Master if not). If a radio has not been provided, then three long blasts on the whistle should be sounded instead.
14. The policy on photography of the railway is that it shall not be discouraged. (Photos of "the train with passengers" are preferable to photos of "people on the train.")

## **F: SIGNALS & SIGNALLING.**

1. At some events, The Railway shall provide operating signals for reasons of safety. A brief description follows (and illustrations are provided on a separate document).

2. The day and night aspects of colour light signals are given by means of lights only as follows:

<u>Aspect</u>	<u>Meaning</u>
Red	Stop.
Green	Go.
Yellow	Expect Stop at next signal.
Green over Yellow	Go, but expect Stop at next signal.
Green over Green	Go, and expect Go at next signal.

3. A colour light signal shewing no aspect must be treated as if it were shewing its most restrictive aspect.

4. Route Indications are given by means of three white lights above the main aspect inclined at 45° to the left or the right and when illuminated, indicate that the route is set for the train to diverge to the left or the right as appropriate. The exhibition of the route indicator without a proceed aspect being displayed on the main signal does not authorise a driver to pass the signal, which must be treated as if shewing its most restrictive aspect.

5. Shunting signals comprise a white disk with a red bar and give the following indications:

<u>Aspect</u>	<u>Meaning</u>
Bar Horizontal	Stop.
Bar turned 45°	Shunt.

6. Disc Distant Signals comprise a yellow disc with black bar (the latter with a fishtail end). They are deployed where loco-hauled trains require greater braking distances, but where they are mounted beneath a 'stop' signal, they cannot give the "expect Go" aspect if the 'stop' signal is at Danger. They give the following indications:

<u>Aspect</u>	<u>Meaning</u>
Bar Horizontal	Expect Stop at next signal.
Bar turned 45°	Expect Go at next signal.

7. If a train is detained without apparent reason, the Driver must remind the Signaller of the presence of the train and receive instructions if necessary.

- 8 The Signaller or his appointed deputy shall be responsible for the setting of the route to be taken at all times that the public is admitted to The Railway.

## **G: INSURANCE & LIABILITY.**

1. Insurance cover is provided for The Railway in respect of fire, theft and other perils.
2. The Insurer shall be notified of all stock changes without due delay.
3. The terms of the insurance exclude items not owned by The Railway and owners must take out their own policy.
4. The Railway insures in a Liability sum that it regards as appropriate.
5. Liability Insurance is not provided by The Railway for individual members and Staff must take out their own insurance and furnish The Directors with their insurance details before operating upon The Railway. A photocopy of the Certificate of Insurance should be provided for the directors to keep on file, in case an event organiser wishes to be satisfied that such insurance has been arranged. (The Directors can provide details of an insurer upon request.)
6. The Railway shall keep and maintain a dry powder Fire Extinguisher in order to minimise losses.
7. The Railway shall keep and maintain a First Aid kit for use by Staff; but event organisers and other hosts shall be expected to provide for the public where necessary.
8. All pressure systems and electrical systems shall be tested periodically as determined by The Directors, notwithstanding the rights of independent professional bodies to request such tests sooner. The calibration of these systems shall be at The Directors' discretion.

9. A Risk Assessment shall be maintained and made available upon request.

#### **H: MINIBUS.**

1. Only approved Friends shall be permitted onto the roof of the minibus, and must at all such times, wear a safety helmet.
2. Unless a Director has agreed otherwise, only one person may be on the roof at any one time.
3. At such times that the roof of the minibus is occupied, all doors must be closed and the vehicle not allowed to rock by any means other than the person on the roof in the execution of his duties.
4. Except where two or more drivers are working on a rota for a particular journey or event, the minibus must be delivered to the new driver in a clean condition, with all fluids topped up, tyres correctly inflated, and all defects (including bodywork) noted and documented.
5. Drivers must satisfy the Directors, with documentation, that they are licensed and insured to drive a 17-seat minibus with a gross 3.5t payload.
6. The driver must record the main mileage and trip mileage figures at the start and end of each journey on the correct form. A tachograph is not mandatory for this vehicle type.
7. When refuelling, the driver must record the main mileage, litres delivered, amount paid and brand of fuel. Note that the minibus runs on Diesel (Derv) fuel only. A driver who delivers the wrong type of fuel to the vehicle shall be liable in deed and in cost for the full recovery of the vehicle.
8. No breakdown recovery has been arranged for the minibus, and drivers should provide their own or make other suitable arrangements in agreement with the directors.

9. The relevant Highway Acts shall apply at all times.
10. Although classed (taxation) as a bus; due to the removal of some of the original 17 seats, a driver may be liable to prosecution when using a bus lane.
11. In order to preserve this valuable asset, the top permitted speeds shall be 10mph in 1st gear, 20 in 2nd, 30 in 3rd, 40 in 4th and 55-60 in 5th. However, the driver's discretion shall remain mandatory.
12. Note that lower National Speed Limits apply to the vehicle. The maximum permitted speed on a non-motorway dual carriageway is 60mph, and 50mph on a single carriageway. All other limits are as for cars.
13. Unless instructed otherwise, this vehicle is not banned from the offside-most lane on dual carriageways.
14. Drivers should be aware of the limited rear view offered by the minibus, and extra care should be taken when changing lanes and reversing.
15. Drivers must make themselves familiar with the height, width, length and weight (net and gross) of the vehicle before driving it, and plan their route accordingly.
16. We only have one key for doors and ignition, and one key for the fuel cap. Each replacement costs over £200. Don't lose them. Losers will be liable for emergency replacement.
17. Drivers of the minibus are responsible for any damage caused to it whilst in their care, whether caused by them or by third parties.
18. Neither the Little Red Train nor its Directors accept liability for the consequences of the actions by persons using the minibus or any effects related to it.