



Table of Contents

1	Introduction.....	2
2	Safety.....	3
3	Suitability of Participants.....	4
4	Participants – Activities Not Permitted.....	4
5	Kidderminster Depot Tour	4
6	Operation.....	5
6.1	Diagram and DFE Structure.....	5 – 6
6.2	Timetable.....	7
6.3	Meet and Greet and General Instructions.....	8
6.4	Explanation of controls and during the journey.....	9
7	Critical Locations.....	10
8	DFE Photographs.....	10
9	End of Course.....	10
10	Food entitlement	10

Corporate Record	Number	Date	Issue	Author	Page	1
	OPG-PROC-220	14/04/2026	1	Bob Dunn & Lewis Maddox	Pages	10



Diesel Footplate Experience Courses 2026 Notes for Staff.

1 Introduction

These notes are intended for staff involved with operating Diesel Footplate Experiences (DFEs) This includes. Drivers, Secondmen, Guards, Signalmen and Hosts. The notes have been updated for the 2026 season.

The DFEs have reverted back to operating from Kidderminster as opposed to Bewdley.

Our guests may have no railway operational skills or perception of danger whilst out and about and so nothing must be taken for granted with regard to safety whilst at all locations on the Severn Valley Railway.

The SVR advertise DFEs as an opportunity for members of the public to drive a diesel locomotive for eight miles on the SVR under the supervision of qualified staff. Apart from the restrictions detailed below, participants should be permitted to drive. But, the Driver must always be in a position where they can intervene if safety becomes an issue or where the operation of the locomotive is likely to be put at risk.

The Guard is in overall charge of the operation of the train. Any station stops must be pre-arranged between the crew and normal dispatch methods carried out. Note that it is not uncommon for participants to over brake and stop short or unnecessarily when braking for speed restrictions. Normal procedures to recommence movement must be adopted.

The participants pay a premium for their day with us and we must ensure that they and their guests (up to ten each) get maximum value and enjoyment from the day.

Remember that there are two aspects to the FE, these being Commercial and Safety/Operating. The Commercial side of this document is the responsibility of the Visitor Engagement Manager; the Operational side is the responsibility of the Head of Operations.

So that you know what participants are told before the course, the following is included in the instructions that they are sent: (the arrival time and actual number of guests 'xx' in the paragraphs below vary between courses.)

Participants and guests to be made aware:

- On one the layover at Bridgnorth, we will endeavour to offer the group a tour of the signalbox. However, for operational reasons, sometimes this may not be possible.
- During the lunchtime layover at Kidderminster, a tour of the Diesel Depot for all those on board that wish to will take place. This tour is not possible for anyone who has mobility problems. The depot is a working environment and participants **MUST** stay in the group and adhere to instructions given by the host at **ALL** times.
- You may bring a maximum of ten guests who can travel in the train without further charge. You and your guests must arrive at **XX** for the briefing.
- If one of your guests requires wheelchair access, please ring us before your visit for advice: 01562 757900.
- Toilet facilities are available at Kidderminster and Bridgnorth Stations, and on-board the train.
- Children must be at least **five years of age** and must remain under control at all times to travel on the Footplate Experience train. We do not make an exception to this rule.
- Guests cannot travel on the locomotive.
- Dogs are permitted to travel on the train.

Corporate Record	Number	Date	Issue	Author	Page	2
	OPG-PROC-220	14/04/2026	1	Bob Dunn & Lewis Maddox	Pages	10



Diesel Footplate Experience Courses 2026 Notes for Staff.

2 Safety

SAFETY of the people and staff taking part **MUST** be a priority at all times.

The Driver taking the course has absolute control on the footplate at all times. Should the Driver consider that a participant is unsuitable to drive then they have the right not to accept them. It is the Driver's responsibility to remove someone from the seat if the train is being mishandled and the participant is not responding to instructions.

The Driver remains responsible for the safe driving of the train throughout the day.

The Guard has responsibility for the safety of the train, the participants and their guests.

All participants should be fit in body and mind. This should be checked during the booking procedure. See Section 3.

As soon as practicable after they arrive, all participants and guests must be met by the Host and given the safety brief.

Throughout the course, all members of staff should ensure that the course is operated in a safe manner and that participants and others do not put themselves or others in danger.

Each participant driving should be allowed to start and stop the train in a station on their allotted part of the trip.

Should a participant or guest suffer an injury or be taken ill, the Driver or Guard should assess the condition and decide whether or not the participant can continue the course. Where medical assistance is required, the Driver or Guard should summon and arrange to meet that help at an agreed location. The Duty Officer should be informed of the situation as soon as possible in order that specific arrangements can be put into effect.

Participants will not assist with the preparation or disposal of locomotives. They can walk through the engine room **when the engine is shut down** but must be accompanied by either the Driver or Secondman.

When getting on or off the locomotive where there is no platform, participants must be instructed to get off backwards, use both handrails and all steps and to mind their head. The Driver or Secondman must precede a guest disembarking or remain on the ground for a guest entering, to ensure underfoot conditions are suitable and provide any necessary guidance regarding footstep locations etc.

When getting on or off the locomotive at a platform participants must be told to use the handrails, maintain three points of contact and to mind their head.

When getting off a locomotive at all locations participants must be told to go out backwards, maintain three points of contact and not to jump onto either the ballast or platform from any height.

Those travelling in rear cabs must be briefed to:

- Keep all doors closed.
- Not to look out of or hang anything out of the side windows or roof ventilators.
- To not touch any of the controls.
- That anyone failing to adhere to this may forfeit their driving experience.

Corporate Record	Number	Date	Issue	Author	Page	3
	OPG-PROC-220	14/04/2026	1	Bob Dunn & Lewis Maddox	Pages	10



Diesel Footplate Experience Courses 2026 Notes for Staff.

3 Suitability of Participants

All participants have given an undertaking that they are physically and mentally fit enough to undertake the course and must be free from the influence of alcohol or drugs. The physical fitness yardstick used is that they should be able to climb a six foot vertical ladder with widely spaced rungs. In other words they should be able to climb up and down between ground level and the locomotive footplate.

A person with learning difficulties has to demonstrate that they have attained a learning standard. For this we use the car driving licence as the relevant standard, so anyone who would not be able to obtain a licence for non-physical reasons should not be on a footplate course. As only the participants are permitted onto the footplate when the locomotive is moving, helpers or other persons cannot join the participants at that time. Crews will be advised if a participant meets the criteria but has learning difficulties.

Participants must be able to speak and understand the English language.

The Driver, in consultation with the Guard and Host, may remove a participant or other person where it is considered they are incapable of completing the course through injury or illness, intoxication, where they have indulged in inappropriate behaviour likely to disrupt a course, caused distress to other persons or do not meet the required standards. Where this is done, the Duty Officer should be informed immediately and the F.E. Team informed as soon as possible thereafter. The information should include a recommendation as to the suitability of participants for inclusion on subsequent courses.

4 Participants – Activities not Permitted

Participants must **NOT** be permitted to:

- Operate the locomotive unless the Driver is in attendance.
- Buffer up.
- Couple and uncouple.
- Exchange tokens.
- Drive in situations where there is a risk to staff or other persons – e.g. Bridgnorth Yard.
- Operate hand-points.

Commented [JN1]: Access lineside without being accompanied?

5 Kidderminster Diesel Depot Tour

As part of their day participants and guests can partake in a conducted tour of the Diesel Depot at Kidderminster.

This takes place between the 13.25 arrival and 15.30 departure. Lunch to be taken in the Kidderminster Tea Room **AFTER** the tour.

This tour is not possible for anyone who has mobility problems. The depot is a working environment and participants **MUST** stay in the group and adhere to instructions given by the hosts at **ALL** times.

The p.m traincrew crew are to conduct the tour with the SVR Hosts accompanying the group to ensure that everyone stays together.

It is essential that, as soon as possible after the 13.25 arrival, the whole group is assembled on the platform whereupon a safety brief can be given by the crew before proceeding to the Depot.

Crews conducting the Safety Brief and tour must receive confirmation from the Host/s that everyone is together before commencing the brief.

Should a Locomotive Group provide their own hosts to assist with the Depot tours then these must introduce themselves to the SVR Hosts on the platform and must conform to the instructions contained within this section 5. HV vests must also be worn by Locomotive Group Hosts for identification purposes.

Upon arrival at the Depot, one of the crew must sign in for the whole group and, if a PICOS is on duty, inform them that the tour is taking place and also when it ends and also sign the group out.

Corporate Record	Number	Date	Issue	Author	Page	4
	OPG-PROC-220	14/04/2026	1	Bob Dunn & Lewis Maddox	Pages	10



6 Operation

6.1 Diagrams and DFE structure

DFEs will run to timings shown in the Traffic Notice and as shown on the next three pages.
Under normal circumstances, except for the Steam FE, no other trains will be running during the day.
Two locomotive crew, one guard and two Hosts are required to run the full day.

Locomotive crew diagrams and day plan (AM Crew)

AM Crew	Kidderminster Book On:- 08.10 (06.40 hydraulic) – Book off 15.30
08.40. off Shed. Note that the signalbox opens at 08.30	
Couple to the stock in the station and carry out the brake test. Immobilise the locomotive.	
09.00 – 10.00. Complimentary breakfast in the Kidderminster Tea Room, meet and greet, mobilise the locomotive and explain loco controls to the participants 1 and 2 .	
Note: a.m crews can have a breakfast or lunch but not both.	
10.00 depart Kidderminster with participant 1 driving and participant 2 in the Secondman seat. Participants 3 and 4 to ride in rear cab.	
<u>Stop at the County Boundary (half way point)</u> Participant 2 to drive and participant 1 in the Secondman seat.	
11.10 arrive at Bridgnorth. Loco crew to run the locomotive round then shut it down. Conduct engine room tours as required.	
12.00 Start the locomotive. Explain the controls to participants 3 and 4 .	
12.15 Depart Bridgnorth with participant 3 driving and participant 4 in the Secondman seat. Participants 1 and 2 to ride in rear cab.	
<u>Stop at the County Boundary (half way point)</u> Participant 4 to drive and participant 3 in the Secondman seat	
13.25 Arrive at Kidderminster. Met by p.m crew who will conduct the Diesel Depot tour. A.M crew issue certificates to the morning participants.	
13.40 Run the locomotive round then draw the set out onto the Loop. This to allow the Steam FE to arrive at 14.00, run round an depart at 15.00.	
15.05 Set back into the platform where relieved by the p.m crew at 15.15 .	
To the TMD to Book Off.	

Continued over page.....

Corporate Record	Number	Date	Issue	Author	Page	5
	OPG-PROC-220	14/04/2026	1	Bob Dunn & Lewis Maddox	Pages	10



6 Operation

6.1 Diagrams and DFE structure, continued

Locomotive crew diagrams and day plan (PM Crew)

PM Crew:- Kidderminster Book on 13.05 – Book off 19.40

13.25. Meet the morning DFE on arrival in the station. Liaise with the a.m crew. Meet and greet participants. Note that the morning group will now be joined by the afternoon group.

13.35 to 14.20 Conduct the TMD tour.

14.20 – 15.15 Complimentary lunch in the Kidderminster Tea Room.

15.15 relieve the a.m crew and explain the locomotive controls to participants **5 and 6**.

15.30 depart Kidderminster with participant **5** driving and participant **6** in the Secondman seat to Participants **7 and 8** to ride in rear cab.

Stop at the County Boundary (half way point) Participant **6** to drive and participant **5** in the Secondman seat.

16.45 arrive at Bridgnorth. Loco crew to run the locomotive round then shut it down. Conduct engine room tours as required.

17.10 Start the locomotive. Explain the controls to participants **7 and 8**.

17.25 Depart Bridgnorth with participant **7** driving and participant **8** in the Secondman seat. Participants **5 and 6** to ride in rear cab.

Stop at the County Boundary (half way point) Participant **8** to drive and participant **7** in the Secondman seat.

18.40 Arrive at Kidderminster. Issue certificates to the afternoon participants.

Stable stock as per the Traffic Notice and locomotive to the TMD or as stated in the Traffic Notice.

To the TMD to Book Off.

Corporate Record	Number	Date	Issue	Author	Page	6
	OPG-PROC-220	14/04/2026	1	Bob Dunn & Lewis Maddox	Pages	10



Diesel Footplate Experience Courses 2026 Notes for Staff.

6.2 DFE Timetable including steam FE

SVR Working Timetable 2026		Footplate Experiences											
DOWN		pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	DOWN
Notes	Set Diagram	am	am	am	am	am	am	am	am	am	am	am	CR
Class	Class	B	D	S	F	E	C	B	D	S	F	E	CR
Kidderminster	pt dep	10:00	10:00	11:00	15:00	15:30	18:35						pt dep
KR Main/Loop	arr dep	10:02	11:02	15:02	15:32	18:37							arr M/L dep
Bewdley	arr dep	10:12	11:12	15:12	15:42	18:47							arr BY dep
Arley	arr dep	10:17	11:17	15:17	15:50								arr AY dep
Hightley	arr dep	10:30	11:30	15:30	16:03								arr HY dep
Hampton Loade	arr dep	10:35	11:35	15:35	16:07								arr HL dep
Bridgnorth	arr dep	10:42	11:42	15:42	16:15								arr BH dep
	To work	10:50	11:50	15:50	16:25								
		11:10	12:10	16:10	16:45								
		12:15	12:50	16:50	17:25								
UP		pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	pm	UP
Notes	Set Diagram	am	am	am	am	am	am	am	am	am	am	am	CR
Class	Class	B	D	S	F	E	C	B	D	S	F	E	CR
Bridgnorth	dep	12:15	12:50	16:50	17:25								dep BH
Hampton Loade	arr dep	12:30	13:05	17:05	17:40								arr HL dep
Hightley	arr dep	12:35	13:10	17:10	17:45								arr HY dep
Arley	arr dep	12:43	13:18	17:18	17:53								arr AY dep
Bewdley	arr dep	12:50	13:25	17:25	18:00								arr BY dep
		12:55	13:30	17:30	18:05								arr M/L dep
		13:08	13:43	17:43	18:18								arr KR dep
		13:12	13:47	17:47	18:22								pt
KR Main/Loop	arr dep	09:45	10:02	13:47	18:32								
Kidderminster	arr dep	09:55	10:02	13:57	18:37								
		10:05	14:00	18:00	18:40								
		10:00	15:30	18:35	Stop								

Footplate Experiences
Date:xxxx

Signalbox Staffing Times (includes time for L/E Moves)

Table	Not	KR	BS	BN	AY	HY	HL	BH
FE	08:30 : 19:00	09:15 : 19:15	09:50 : 19:30	10:00 : 18:30	10:00 : 18:30	10:00 : 18:30	10:30 : 18:00	10:30 : 18:00

Corporate Record	Number	Date	Issue	Author	Page	7
	OPG-PROC-220	14/04/2026	1	Bob Dunn & Lewis Maddox	Pages	10



Diesel Footplate Experience Courses 2026 Notes for Staff.

6 Operation

6.3 Meet and Greet and General Instructions

Hosts are usually one of the Travelling Ticket Inspectors [TTIs] who has had training for the role. They will meet and greet participants at Kidderminster and deliver their Safety Brief in the King and Castle.

The Host also travels on the train.

Should Locomotive Group Hosts also wish to travel on the train then they must introduce themselves to the Guard and SVR Hosts prior to departure.

The Host should ensure that each participant is wearing their appropriate name badge and allocate numbers to each one. Make sure their number is written on the badge! The host should ask them first if anyone has a particular section of the line that they want to do. Family members or friends will probably want to be on the footplate together.

The commencement of a course should not be delayed if participants fail to appear. Participants arriving late for their course should be forwarded by the most convenient means to a point where they can join the course. The Driver operating the course should be made aware of this as soon as possible.

If there is a no-show, the Host (or Guard if there is no Host) should inform the Footplate Co-Ordinator Lewis Maddox (lewis.maddox@svrlive.com) as soon as practicable so a follow up phone call can be made to ascertain the circumstances for not attending.

Participants will have been told to be available at least 45 minutes before the train departs.

The guests travel free of charge but must be with a participant on that course (number of guests must not exceed allocated amount unless with prior consent by Lewis Maddox). Guests may include children at least 5 years old.

Dogs are now permitted to travel on FE Services.

Smoking and vaping is not permitted on the train [or on the locomotive], and the consumption of alcohol by participants or guests on the train or elsewhere is not permitted during the course.

Participants and guests must not have consumed alcohol prior to arrival or consume any during the day. Failure to comply with this means that they forfeit their day and they must not be allowed on the locomotive.

Drinks and food will be available for purchase from the Kidderminster Tea Room. Train crew can either have a complimentary breakfast or lunch **but not both**.

The Driver must meet and greet the participants and ensure that they have received the Safety Brief. They should be at the locomotive **15 minutes** before departure. After ensuring that the two participants in the rear cab are safely in position and briefed about how to conduct themselves, the cab controls must be explained to the first two participants.

The Host has the certificates for the day and these should be signed by the Driver(s) and left in a suitable place (typically in the coach with the Guard or Host) for them to be given out by the Driver at the end of the course. The Driver to also to give a brief thank you speech if they feel able to do so.

Corporate Record	Number	Date	Issue	Author	Page	8
	OPG-PROC-220	14/04/2026	1	Bob Dunn & Lewis Maddox	Pages	10



6 Operation

6.4 Explanation of controls and during the journey

DFEs attract a wide range of participants not all of whom may have a specific interest in railways.

The Driver should explain the function and operation of the controls and other related matters. Some have done it before, some haven't. Treat all the same as some may think that they don't need telling, they do.

The Driver to state that if they shout "**Emergency stop stop stop**" this is what must be done. Whilst stationary demonstrate the emergency brake position.

It is the Driver's prerogative to remove someone from the seat if the train is being mishandled and the participant is not responding to instructions.

Be patient: older people in particular will often need to be shown what to do several times (possibly every time!)

The Participant changeover point is at the County Boundary as this gives them eight miles driving each. The train **MUST** be stopped and re-started during the changeover.

The Driver to monitor gauges for any issues with main air pressure, brakes, power or fault indications.

Common occurrences are;

- **Over braking**

Emphasise that vacuum brakes work slowly and that, after applying, it can take approx. 200 yards before retardation takes place. Not dropping the vacuum below 15" should be encouraged. Also, releasing the brake before the required speed is reached should be explained due to the slow release of vacuum. It is common for participants to get confused between the direction of the brake valve for applying and releasing. Unnecessary heavy braking to be avoided at all times due to the possibility of wheel flats.

- **Straight Air Brake**

Emphasise this to only be used to secure the train when stationary and **MUST NOT** be used when on the move. It is common for participants to rest their hand on it when driving. Discourage this as it can lead to it being applied.

- **Power**

Emphasise to apply power slowly and, when shutting off, to pause in the 'On' position. It is common for participants to get this wrong.

- **Selecting direction**

Ensure that Forward is selected before power is taken. Selecting the wrong direction is not uncommon.

- **Failure to blow the horn**

With a lot to do it is common for the DFE driver to forget to blow the horn at Whistle Boards. The participant in the Secondman's seat should be instructed to do this if the Driver fails to. The loco crew **MUST** ensure that the horn is blown where required.

Corporate Record	Number	Date	Issue	Author	Page	9
	OPG-PROC-220	14/04/2026	1	Bob Dunn & Lewis Maddox	Pages	10



Diesel Footplate Experience Courses 2026 Notes for Staff.

7 Critical Locations

There are five critical locations at which the Driver should be prepared to take control of the locomotive if necessary. These are:

- Northwood Crossing
- Fisherman's (Coombys Farm) Crossing
- Waterworks Crossing
- When approaching a stop block.
- When approaching a signal at danger.

When approaching any stop signal at danger or stop block, speed must be restricted to 10 mph at 200 yards from the signal or stop block; it may be advisable for the instructor to take over here. Trains should stop around half a coach length from a signal at danger or stop block.

8 DFE Photographs

We don't normally take photographs of the course participants ourselves, but it's very desirable that we offer the chance for their guests to take a picture of them all.

This can be done at any safe and suitable point during the day, not necessarily at the end of the course.

Having the photographs to show their friends and family (and post on social media!) will help them do the publicity of the courses for us!!

And, again, it costs us nothing to set this up!

9 End of the course

When you arrive back at the end of the DFE it's time for the Driver to give a little speech and give out the certificates and mementos (normally a mug and key-ring or pen).

Please also thank the rest of the crew, including Secondman, Guard & Host(s).

Also mention all the other volunteers working that day and throughout the year to keep the railway running.

Say things like "hope you've had a good day –if you have, tell all your friends – if not, tell us!!"

It's worth pointing out to them how expensive the railway is to run, and that courses like this help towards these costs:

Any ideas to make the courses more attractive for participants or staff will be welcome.

10 Food entitlement

Train crews are entitled to complimentary food from the Station Tea Room at Kidderminster.

This consists of a breakfast for the a.m crew and lunch for the p.m crew.

Note: a.m crews can have a breakfast or lunch but not both unless covering both turns,

Corporate Record	Number	Date	Issue	Author	Page	10
	OPG-PROC-220	14/04/2026	1	Bob Dunn & Lewis Maddox	Pages	10