# Driver on-boarding

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| **Drivers Name:**  |
| **Required On-boarding introductions** | **Requirement completed** **YES / NO** | **Recognised additional training required****YES / NO** |
| Drivers personal details recorded into Driver Register |  |  |
| Driver made aware of their requirement to and how to report faults, defects and incidents |  |  |
| Driver understands and shown to ‘Fatigue Management’ link |  |  |
| Driver advised of industry hazards  |  |  |
| Vehicle familiarisation  |  |  |
| Driver shown how to complete ‘Daily Vehicle Safety Check’ |  |  |
| Driver shown to how to complete ‘Driver Daily Trip Sheets’ |  |  |
| Wheel chair hoist operation (If fitted) |  |  |
| Fitted Emergency equipment location and operation (if fitted) |  |  |
| Driver understands reporting requirements |  |  |

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|  | How | When |
| Recognised additional training required? |  |  |

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| **Onboarding officers name**  |  | **Date** |  | **Signature** |
|  |  |  |  |  |
| **Drivers name** |  | **Date** |  | **Signature** |
|  |  |  |  |  |