

Imperial Coaches Ltd



Employee Name

Address

Post Code

D.O.B

Telephone No.

Employee start Date

Employee starter form recieved

Vehicle familiarisation log

Vehicle Type	Signature
<input type="text"/>	<input type="text"/>
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1) Defect Policy. Has the driver rerad and understood the Driver daily defct reporting policy?

Yes No

Signed

If no, what training has been given?

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

2) Drug & Alcohol Policy. Has the driver recieved, understood and signed the Drug and Alcohol Policy?

Yes No

Signed

3) Drivers Handbook. Has the driver recieved a "Drivers Handbook".

Yes No

Signed

4) Health & Safety Policy. Has the driver recieved and understood the Health & Safety Policy?

Yes No

Signed



5) Customer Care, Code of Conduct. Has the driver received and understood the Customer care code of conduct policy?

Yes No

Signed

6) Risk assessment. Has the driver received and understood the risk assessment.

Yes No

Signed

7) Has the driver received a Fleetmatics Key fob.

Yes No

Signed

8) Has the driver received a clocking in card and been explained how to use this?

Yes No

Signed

9) Safeguarding. Has the driver received and understood the Safeguarding policy?

Yes No

Signed

10) Equality. Has the driver received and understood the Equality and Diversity Policy?

Yes No

Signed