

TRANSFER TO EBT TRAINING

Name: _____
Payroll: _____

TO BE RETURNED TO A MANAGER/SUPERVISOR



Welcome to Edinburgh Bus Tours!

Thank you for your transfer request to transfer to Edinburgh Bus Tours. In order to process this request, you must now successfully complete the following Training Booklet.

Your safety and that of your colleagues and customers is the company's top priority. Much of the information in the booklet will be familiar to you from your initial driver training or garage induction and whilst you may have driven a city bus previously, some vehicles and/ or routes may be less familiar to you. You should familiarise yourself with all vehicle types and routes in order that you can smoothly and safely adjust to your new role. **You must complete this Training Booklet & return it to your supervisors / manager before they can progress with your transfer to EBT.**

Some differences you need to prepare for include:

- Vehicle height.
- Low Bridges on or around routes.
- Common hazards on routes
- Routes and timings – both in and out of service.
- Relief points, service layover, and WC facilities.
- Current staff notices, roadworks and diversions notices.
- Vehicle types you may not have driven previously.
- Cab layout and warning lights
- On bus fire safety equipment and evacuation points
- Reversing of vehicles in garages and in service.

MyLothian (www.my-lothian.com) also contains most of the information you should need to help you. If you have not yet registered on MyLothian, or you haven't looked at it for some time, please register and/or log in or refer to the attached leaflet that should help you.

I would ask you to pay particular attention to the following sections on MyLothian:

- **Route Maps** – that also have links to our training department route videos on YouTube.
- **Route Risk Assessments** including known hazards, incident hot spots and low bridges on or near each route.
- **Drivers' Guides** providing vehicle information for vehicle types you may not have previously driven.



The **LB Roads website** provides current and up to date planned roadworks information, off service routes and hazards that you should check before arriving at the garage.

Don't hesitate to speak to your Manager or Supervisor if you need any help finding anything you need.
















I would strongly recommend you refresh vehicle type knowledge in the days before your first shift and spend some time travelling on any routes you are unfamiliar with if at all possible. The garage supervisors at your garage will also try to arrange access to any vehicles you might wish to familiarise yourself with or time with the garage trainer if you think this might help.

Walter Herring
Head of Risk
















Vehicle Type Training

Bus	Comments	
 <p>NAME THE Volvo B5TL Vehicle Height:</p>	<p>Vehicle familiarisation;</p> <ul style="list-style-type: none"> • Seating position • Vehicle controls (master switch, broms brake) • AVL (if applicable) • Vehicle dimensions • Mirror setup / Blind spots • Emergency exits / Fire extinguisher • Emergency cut off (engine compartment) <p>Driving the bus;</p> <ul style="list-style-type: none"> • Overhang / Tail swing • Turning circle • Braking system (Retarder/footbrake/handbrake) 	<p>Student Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p>
 <p>NAME THE Volvo B9TL Vehicle Height:</p>	<p>Vehicle familiarisation;</p> <ul style="list-style-type: none"> • Seating position • Vehicle controls (master switch, broms brake) • AVL (if applicable) • Vehicle dimensions • Mirror setup / Blind spots • Emergency exits / Fire extinguisher • Emergency cut off (engine compartment) <p>Driving the bus;</p> <ul style="list-style-type: none"> • Overhang / Tail swing • Turning circle • Braking system (Retarder/footbrake/handbrake) 	<p>Student Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p>

TRANSFER TO EBT TRAINING

	Meaning	Contact Control? Y/N
	<ul style="list-style-type: none"> • High temperature, coolant, engine 	
	<ul style="list-style-type: none"> • High level, coolant, engine 	
	<ul style="list-style-type: none"> • Low level, hydraulic fluid for cooling fan. 	
	<ul style="list-style-type: none"> • Low level, hydraulic fluid for cooling fan. 	
	<ul style="list-style-type: none"> • Fault in electric steering servo. 	
	<ul style="list-style-type: none"> • Low oil pressure, engine. 	
	<ul style="list-style-type: none"> • High temperature, engine oil 	
	<ul style="list-style-type: none"> • Temperature too high, engine oil. 	
	<ul style="list-style-type: none"> • Fault in engine pre-heating. 	
	<ul style="list-style-type: none"> • Engine fault 	
	<ul style="list-style-type: none"> • Fire alarm 	
	<ul style="list-style-type: none"> • Idling engine turned off. 	
	<ul style="list-style-type: none"> • Turbo pressure, no data. 	
	<ul style="list-style-type: none"> • Water in fuel 	
	<ul style="list-style-type: none"> • Low fuel level 	




TRANSFER TO EBT TRAINING

	Meaning	Contact Control? Y/N
	<ul style="list-style-type: none"> • Bad AdBlue quality Engine torque reduced and speed limited 	
	<ul style="list-style-type: none"> • Low air pressure to gearbox 	
	<ul style="list-style-type: none"> • Low level, transmission fluid. 	
	<ul style="list-style-type: none"> • Low oil pressure, gearbox 	
	<ul style="list-style-type: none"> • High temperature, transmission fluid 	
	<ul style="list-style-type: none"> • Temperature too high, transmission fluid. 	
	<ul style="list-style-type: none"> • Gear selector not in neutral (engine will not start). 	
	<ul style="list-style-type: none"> • High oil temperature, hydraulic retarder 	
	<ul style="list-style-type: none"> • High temperature, brakes 	
	<ul style="list-style-type: none"> • Fault in braking system 	
	<ul style="list-style-type: none"> • Low parking brake pressure 	
	<ul style="list-style-type: none"> • Fault in compressor 	
	<ul style="list-style-type: none"> • Low pressure in air suspension system 	
	<ul style="list-style-type: none"> • Level control active (raising/lowering) 	
	<ul style="list-style-type: none"> • Fault in air suspension system. 	

TRANSFER TO EBT TRAINING

	Meaning	Contact Control? Y/N
	<ul style="list-style-type: none"> • Vehicle kneeling. 	
	<ul style="list-style-type: none"> • ABS or traction control function TCS (Traction Control System) enabled 	
	<ul style="list-style-type: none"> • Luggage hatch open. 	
	<ul style="list-style-type: none"> • Door open. 	
	<ul style="list-style-type: none"> • Faulty door. 	
	<ul style="list-style-type: none"> • Engine cover open 	
	<ul style="list-style-type: none"> • Faulty headlamp. 	
	<ul style="list-style-type: none"> • Faulty direction indicator. 	
	<ul style="list-style-type: none"> • Low level, washer fluid. 	
	<ul style="list-style-type: none"> • Ice warning. 	
	<ul style="list-style-type: none"> • Regeneration required 	
	<ul style="list-style-type: none"> • Stop at next bus stop. 	
	<ul style="list-style-type: none"> • Signal for boarding or alighting with pram. 	
	<ul style="list-style-type: none"> • Low battery voltage, consumer batteries 	

Edinburgh Bus Tours routes

	Relief Point	Sign	Date
Tours			
			
			
			
Shuttle Services			
Edinburgh Uni Shuttle			

DRIVER TRANSFER FILE CHECKLIST

Transferring Garage Checklist

Item	Complete? Y/N
Training Booklet Complete?	
Transfer Date Confirmed	
Internal Transfer Form Complete	
OM104 Walkround Audit Complete For Period	
DAS Employee Type/Pay Grade Updated	
Control Notified of Transfer Date	
Low Bridge Proforma Signed	
NAVINEO Proforma Signed	
Early Operation Signed	
Banksman Signed	
Reversing Signed	
Fire Signed	
Employee file complete	

Comments

Manager Sign:

Manager Print:

Date:

NEW GARAGE FILE CHECKLIST

Welcome Garage Checklist

Item	Complete? Y/N
Garage Induction	
Health & Safety Walkround	
Meet the Management Team	
Meet the Lead Driver	
Routes & Reliefs	
Vehicles	
Ticket Machine Instructions Issued	
5★ Training Book Issued	
Uniform Issued	
Employee file complete	

Comments

Manager Sign:

Manager Print:

Date:

NOTES

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NOTES

A series of horizontal dashed lines for taking notes.

