

TRANSFER TO LONGSTONE

Name: _____

Payroll: _____

TO BE RETURNED TO A MANAGER/SUPERVISOR



TRANSFER



Lothian

Welcome to Longstone!

Thank you for your transfer request to Longstone garage. In order to process this request, you must now successfully complete the following Transfer 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 Double Deck 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 Transfer Booklet & return it to your supervisors / manager before they can progress with your transfer.**

Some differences you need to prepare for include:

- Vehicle Height.
- Low Bridges on or around routes.
- Common hazards on routes
- Routes & 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 & warning lights
- On bus Fire safety equipment and evacuation points
- Reversing of vehicles in garages and in service.

MyLothian, our online hub (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 the hub:

- **Route Maps** – that also have links to training departments 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 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

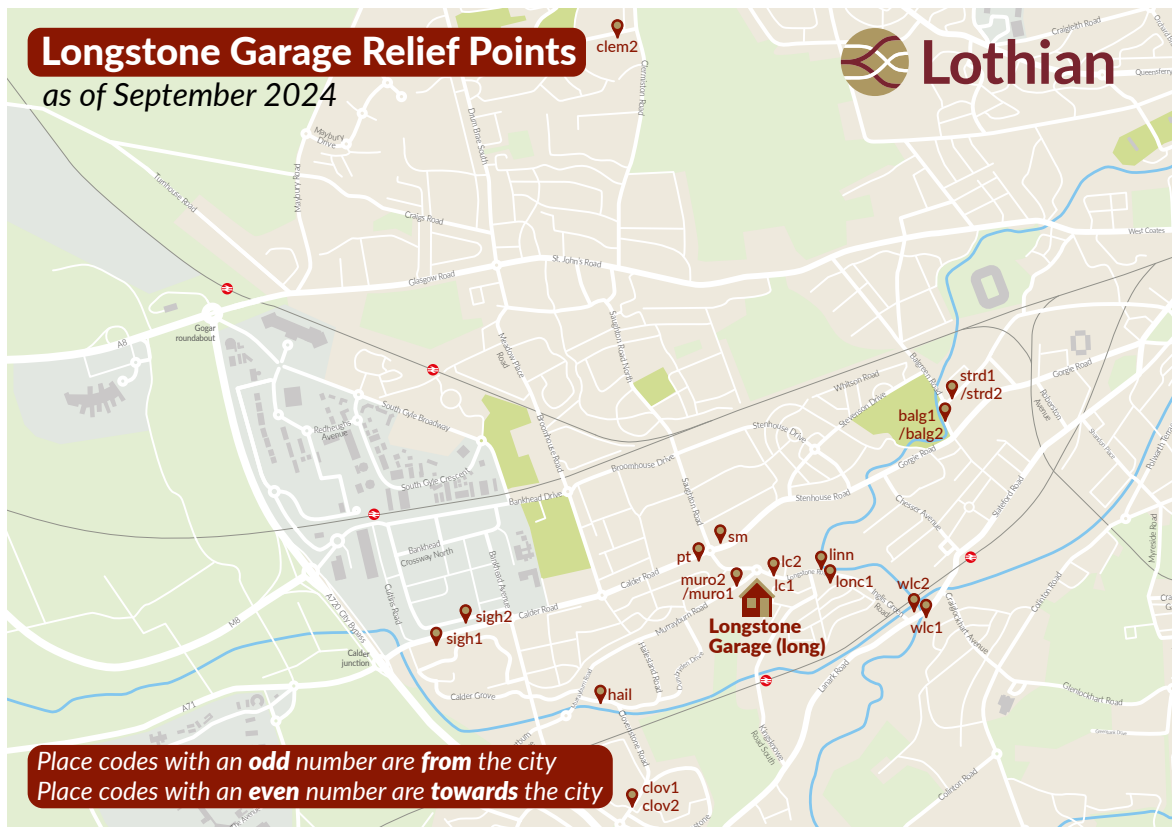
| Bus | Comments | |
|---|---|--|
|  NAME THE ADL 400 MMC Vehicle Height: | Vehicle familiarisation; <ul style="list-style-type: none"> • Seating position • Vehicle controls (master switch, broms brake) • Vehicle dimensions • Mirror setup / Blind spots • Emergency exits / Fire extinguisher • Coolant top up check • Wheelchair ramp operation Driving the bus; <ul style="list-style-type: none"> • Overhang / Tail swing • Turning circle • Braking system (Retarder/footbrake/handbrake) | Colleague Sign: _____ Trainer Print: _____ Date: _____ Relevant: YES NO <input type="checkbox"/> <input type="checkbox"/> |
|  NAME THE ADL 400XLB Vehicle Height: | Vehicle familiarisation; <ul style="list-style-type: none"> • Seating position • Vehicle controls (master switch, broms brake) • Vehicle dimensions • AVL (if applicable) • Mirror setup / Blind spots • Emergency exits / Fire extinguisher • Emergency cut off (engine compartment) Driving the bus; <ul style="list-style-type: none"> • Overhang / Tail swing • Turning circle • Braking system (Retarder/footbrake/handbrake) • Mid Exit Door- safe operation | Colleague Sign: _____ Trainer Print: _____ Date: _____ Relevant: YES NO <input type="checkbox"/> <input type="checkbox"/> |
|  NAME THE Volvo B5TL Vehicle Height: | Vehicle familiarisation; <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) Driving the bus; <ul style="list-style-type: none"> • Overhang / Tail swing • Turning circle • Braking system (Retarder/footbrake/handbrake) | Colleague Sign: _____ Trainer Print: _____ Date: _____ Relevant: YES NO <input type="checkbox"/> <input type="checkbox"/> |

Vehicle Type Training

| Bus | Comments | Familiarisation complete |
|---|---|---|
|  <p style="text-align: center;">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) • Mid Exit Door - safe operation (where applicable) | <p>Colleague Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p> <p>Relevant: YES NO <input type="checkbox"/> <input type="checkbox"/></p> |
|  <p style="text-align: center;">NAME THE ADL BYD 400 EV Vehicle Height:</p> | <p>Vehicle familiarisation;</p> <ul style="list-style-type: none"> • Seating position • Start-up procedure • Vehicle controls (master switch, broms brake) • AVL (if applicable) • Vehicle dimensions • CCTV Mirror setup / Blind spots • Emergency exits / Fire extinguishers • Charging ports <p>Driving the bus;</p> <ul style="list-style-type: none"> • Overhang / Tail swing • Turning circle • Regeneration system (warning lights) • Braking system (footbrake/handbrake) | <p>Colleague Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p> <p>Relevant: YES NO <input type="checkbox"/> <input type="checkbox"/></p> |
|  <p style="text-align: center;">NAME THE Volvo BZL EV Vehicle Height:</p> | <p>Vehicle familiarisation;</p> <ul style="list-style-type: none"> • Seating position • Start-up procedure • Vehicle controls (master switch, broms brake) • AVL (if applicable) • Vehicle dimensions • CCTV Mirror setup / Blind spots • Emergency exits / Fire extinguishers • Charging ports <p>Driving the bus;</p> <ul style="list-style-type: none"> • Overhang / Tail swing • Turning circle • Regeneration system (warning lights) • Braking system (footbrake/handbrake) | <p>Colleague Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p> <p>Relevant: YES NO <input type="checkbox"/> <input type="checkbox"/></p> |

Longstone Routes

| | Relief Points | Driver Signature | Date |
|--|---------------|------------------|------|
| Longstone | | | |
| 3 Clovenstone - Sighthill - Gorgie - City Centre - Gilmerton - Dalkeith - Mayfield | | | |
| 9 Muirhouse - Granton - Canonmills - George IV Bridge - Marchmont - King's Buildings | | | |
| 20 The Calders - Clovenstone - Kingsknowe - Chesser | | | |
| 21 Clovenstone or Gyle Centre - Clermiston - Leith - Portobello - Royal Infirmary | | | |
| 22 Gyle Centre - Broomhouse - Balgreen - West End - Western General - Granton Harb. | | | |
| 25 Heriot-Watt Uni - Sighthill - Gorgie - City Centre - Leith - Restalrig | | | |
| 30 Clovenstone - Balgreen - City Centre - Niddrie - Fort Kinnaird - Queen Margaret Uni | | | |
| 32 Cramond - Cammo - Gyle Centre - Sighthill - Heriot-Watt Uni - Currie - Balerno | | | |
| 33 Westburn - Gorgie - City Centre - Royal Infirmary - Sheriffhall P&R - Millerhill | | | |
| 34 Heriot-Watt Uni - Slateford - City Centre - Lochend - Leith Links - Ocean Terminal | | | |
| 35 Heriot-Watt Uni - Chesser - Slateford - Old Town - Leith - Ocean Terminal | | | |
| 36 Gyle Centre - Craiglockhart - Morningside - Stockbridge - Leith - Ocean Terminal | | | |
| 38 West Granton - Craighleith - Balgreen - Morningside - Blackford - Royal Infirmary | | | |
| 44 Balerno - Currie - Slateford - City Centre - Duddingston - Musselburgh - Wallyford | | | |
| Skylink 200 Airport - Clermiston - Drylaw - Granton - Newhaven - Ocean Terminal | | | |
| Skylink 400 Airport - Gyle Centre - Clovenstone - Kaimers - Royal Infirmary - Fort Kinnaird | | | |
| X29 Gorebridge - Newtongrange - Gilmerton - City Centre | | | |
| X33 Gorebridge - Newtongrange - Mayfield - Dalkeith - Sheriffhall - City Centre - Semple St | | | |



Route Risk Assessments - Quick Link

Scan the QR code to access all the Route Risk Assessments on MyLothian

Low Bridge Awareness

It is essential that you are aware of the height of your vehicle and location of low bridges near the route.

Whilst all planned in/off service routes and diversions have been assessed for safe operation to avoid any low bridges, with low bridge locations listed on each route risk assessment and shown on LB Roads; there are some situations when you will need to consider the height of your vehicle and plan your route accordingly.

These include:

- 1) You go off route by mistake.
- 2) You are instructed by the emergency services or contractors to take a diversion due to an emergency road closure.
- 3) You are asked to 'run back light', 'miss part of a route to make up time' or join service 'mid route' - by using a more direct route than following the usual service / off service route.
- 4) You are operating during a special event where there are variable route options available.
- 5) You are instructed by a member of Engineering or Control to return to the garage after a vehicle defect.

Whenever you are operating anywhere other than on a planned service route or planned diversion you MUST speak to Control and agree a safe route that will avoid any low bridges.



Scan to get a copy or view on MyLothian



- I understand the importance of knowing the height of my vehicle, location of low bridges.
- I will contact Control whenever I go off route by mistake.
- I will always agree a safe route with Control if I am ever required to operate away from normal route / published diversion for any reason

Signed: _____

Date: _____

Transfer Checklist

| Item | Complete? Y/N |
|---|---------------|
| Transfer to Longstone Training Booklet Complete | |
| Transfer Date Confirmed | |
| Internal Transfer Form Complete | |
| OM104 Walkaround Audit Complete | |
| Garage Induction Complete | |
| Car Park Pass Issued | |
| DAS Employee Type/Pay Grade Updated | |
| Control Notified of Transfer Date | |

Comments

Transfer criteria met? YES NO

Manager Sign: _____

Manager Print: _____

Date: _____
