

Driver File Contents

OM736

V1 Nov 24

Name		Payroll	
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Category	Content	Applicable (✓/X)	Present (✓/X)
Recruitment	Contract of Employment		
	Offer Letter		
	Right To Work		
	Working Time Directive Opt-Out (valid)		
	Personal Details Form		
	Employment Health Check		
	PCV Assessment Drive		
	PCV Theory Test		
	PCV CPC History		
	Interview Notes		
	Reference Checks		
	Disclosure Scotland		
Licence CPC	Driving Licence Verification		
	CPC Card		
	Tacho Card		
Training	Coach Driver Competence Standards Book (grey file copy)		
	Coach Driver Garage Training Book (grey file copy)		
	Daily Walk-Round Check Guide		
	Training Indemnity Form		
	Sat Nav Indemnity Form		
	Mobile Phone Issue (LMC only)		
	Safety Bulletin – Garage Doors (LMC only)		
	Garage Key Issue		
Vehicle Familiarisation			
Record of Discipline	Colleague Record (Top Sheet)		
	Probation Documents		
	Disciplinary Documents (for last 2 years only)		
Toolbox Talks	Low Bridge Awareness Guide Acknowledgement (2024)		
	TBT 25 – Banksman		
	TBT 28 – Coolant (LMC only)		
	TBT 39 – Engineering Workshops		
	TBT 47 – Step Ladders		
	TBT 53 – Safety Hooks		
	TBT 55 – Torches		
	TBT 56 – High Vis		
TBT 61 – Battery Boosters (LMC only)			
Termination	Leaver Form		
	Exit Report		
	Resignation and Acceptance Letter		