

**SINGLE TO  
DOUBLE DECK  
TRAINING**



## Welcome to Double Deck!

Thank you for completing your Single Deck to Double Deck Training Booklet. I can now confirm that your Double Deck application has now been processed and you will shortly be transferring to Double Deck.

I can confirm that your transfer will be from .....

### Your first day driving a Double Deck duty

On your first day driving double deck, I would ask that you try to report to the Supervisors at the Traffic Desk at least 30 minutes before your shift start time. This will allow you time to;




- Ask any questions you might have about routes or vehicles.
- Check the local notice board for temporary or short-term diversions. Meet your buddy / garage trainer who will accompany and support you on your first day on Double Deck duties
- Receive a short in cab briefing and/ or in-depot drive before you enter in service for certain vehicle types (e.g. Electric vehicles or Tri-axles).

The Garage Management and Supervisors, Control team will have all been advised that you are moving to double deck and are available to answer any questions you might have as you settle in. Many of them will be in touch with you over your first few shifts to see how you are getting on. Please do not hesitate to contact them if you require any support or help.




All that is left to say on behalf of the entire management team is good luck and I hope your transfer to Double Deck is a great success and you enjoy working the variation.

**Walter Herring**  
Head of Risk
















## Vehicle Type Training

Bus	Comments	
 <p>ADL 400 MMC Vehicle Height: <b>4.32m</b></p>	<p><b>Vehicle familiarisation;</b></p> <ul style="list-style-type: none"> <li>• Seating position</li> <li>• Vehicle controls (master switch, broms brake)</li> <li>• Vehicle dimensions</li> <li>• Mirror setup / Blind spots</li> <li>• Emergency exits / Fire extinguisher</li> <li>• Coolant top up check</li> <li>• Wheelchair ramp operation</li> </ul> <p><b>Driving the bus;</b></p> <ul style="list-style-type: none"> <li>• Overhang / Tail swing</li> <li>• Turning circle</li> <li>• Braking system (Retarder/footbrake/handbrake)</li> </ul>	<p>Colleague Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p> <p>Relevant: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
 <p>ADL 400XLB Vehicle Height: <b>4.32m</b></p>	<p><b>Vehicle familiarisation;</b></p> <ul style="list-style-type: none"> <li>• Seating position</li> <li>• Vehicle controls (master switch, broms brake)</li> <li>• Vehicle dimensions</li> <li>• AVL (if applicable)</li> <li>• Mirror setup / Blind spots</li> <li>• Emergency exits / Fire extinguisher</li> <li>• Emergency cut off (engine compartment)</li> </ul> <p><b>Driving the bus;</b></p> <ul style="list-style-type: none"> <li>• Overhang / Tail swing</li> <li>• Turning circle</li> <li>• Braking system (Retarder/footbrake/handbrake)</li> </ul>	<p>Colleague Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p> <p>Relevant: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
 <p>Volvo B5TL Vehicle Height: <b>4.4m</b></p>	<p><b>Vehicle familiarisation;</b></p> <ul style="list-style-type: none"> <li>• Seating position</li> <li>• Vehicle controls (master switch, broms brake)</li> <li>• AVL (if applicable)</li> <li>• Vehicle dimensions</li> <li>• Mirror setup / Blind spots</li> <li>• Emergency exits / Fire extinguisher</li> <li>• Emergency cut off (engine compartment)</li> </ul> <p><b>Driving the bus;</b></p> <ul style="list-style-type: none"> <li>• Overhang / Tail swing</li> <li>• Turning circle</li> <li>• Braking system (Retarder/footbrake/handbrake)</li> </ul>	<p>Colleague Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p> <p>Relevant: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

## Vehicle Type Training

Bus	Comments	Familiarisation complete
 <p>Volvo B9TL Vehicle Height: <b>4.4m</b></p>	<p><b>Vehicle familiarisation;</b></p> <ul style="list-style-type: none"> <li>• Seating position</li> <li>• Vehicle controls (master switch, broms brake)</li> <li>• AVL (if applicable)</li> <li>• Vehicle dimensions</li> <li>• Mirror setup / Blind spots</li> <li>• Emergency exits / Fire extinguisher</li> <li>• Emergency cut off (engine compartment)</li> </ul> <p><b>Driving the bus;</b></p> <ul style="list-style-type: none"> <li>• Overhang / Tail swing</li> <li>• Turning circle</li> <li>• Braking system (Retarder/footbrake/handbrake)</li> </ul>	<p>Colleague Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p> <p>Relevant: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
 <p>ADL BYD 400 EV Vehicle Height: <b>4.32m</b></p>	<p><b>Vehicle familiarisation;</b></p> <ul style="list-style-type: none"> <li>• Seating position</li> <li>• Start-up procedure</li> <li>• Vehicle controls (master switch, broms brake)</li> <li>• AVL (if applicable)</li> <li>• Vehicle dimensions</li> <li>• CCTV Mirror setup / Blind spots</li> <li>• Emergency exits / Fire extinguishers</li> <li>• Charging ports</li> </ul> <p><b>Driving the bus;</b></p> <ul style="list-style-type: none"> <li>• Overhang / Tail swing</li> <li>• Turning circle</li> <li>• Regeneration system (warning lights)</li> <li>• Braking system (footbrake/handbrake)</li> </ul>	<p>Colleague Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p> <p>Relevant: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
 <p>Volvo BZL EV Vehicle Height: <b>4.3m</b></p>	<p><b>Vehicle familiarisation;</b></p> <ul style="list-style-type: none"> <li>• Seating position</li> <li>• Start-up procedure</li> <li>• Vehicle controls (master switch, broms brake)</li> <li>• AVL (if applicable)</li> <li>• Vehicle dimensions</li> <li>• CCTV Mirror setup / Blind spots</li> <li>• Emergency exits / Fire extinguishers</li> <li>• Charging ports</li> </ul> <p><b>Driving the bus;</b></p> <ul style="list-style-type: none"> <li>• Overhang / Tail swing</li> <li>• Turning circle</li> <li>• Regeneration system (warning lights)</li> <li>• Braking system (footbrake/handbrake)</li> </ul>	<p>Colleague Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p> <p>Relevant: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

SINGLE TO DOUBLE DECK TRAINING

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



Scan here for  
BZL EV Manual


















Scan here for  
ADL Enviro XLB  
Manual



Scan here for  
BYD ADL Enviro400  
EV Manual



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



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












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SINGLE TO DOUBLE DECK TRAINING

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



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EV Manual



## Fire on a vehicle

Whilst vehicle fires are a very rare occurrence, this guidance outlines what to do when on service and you suspect you have a fire on board or have excess smoke, please conduct the following:

You must: **STOP** the vehicle as quickly and safely as possible.

Please try to avoid stopping in tunnels, at busy junctions, outside schools or near petrol stations etc.

**(If the fire is getting out of control, you may need to stop immediately).**

Once stopped, you **MUST**:

- Apply handbrake,
- Select neutral gear,
- Open entrance and exit (if applicable) doors,
- Switch off power, switch on hazard lights and isolate power using emergency cut off switch located in the cab.



Emergency cut off switch

Please inform all passengers as loud as you can to evacuate the bus quickly and safely, if regular doors are blocked, direct passengers to emergency exits or use hammer to break windows if required.

Assist with evacuation of passengers, request assistance with any disabled passengers as lifts or ramps may not be operable i.e. “lift and carry”

Ensure all passengers have left the vehicle without endangering yourself and take the time board with you.

You and your passengers **MUST** locate to the safest area at least 100m upwind and away from any danger i.e. roads etc.

Call the emergency services on 999, inform them of location and vehicle type (bus/van), also inform them of fuel type (Diesel/Electric), then contact control on this number:-  
**0131 557 8766**

The fire extinguisher’s primary purpose is to assist you and your passengers to safely evacuate the vehicle, whilst a minor fire may be controllable and prevent further spreading if onboard fire extinguisher is deployed, your safety and that of your passengers is priority, never risk yours or others safety.

Please note that these vehicles are fitted with a fire suppression system that will activate if a thermal incident is identified.

**You MUST NOT:**

- Open the rear compartment to investigate a fire.
- Return to the bus and inform passengers likewise unless instructed by the emergency services.

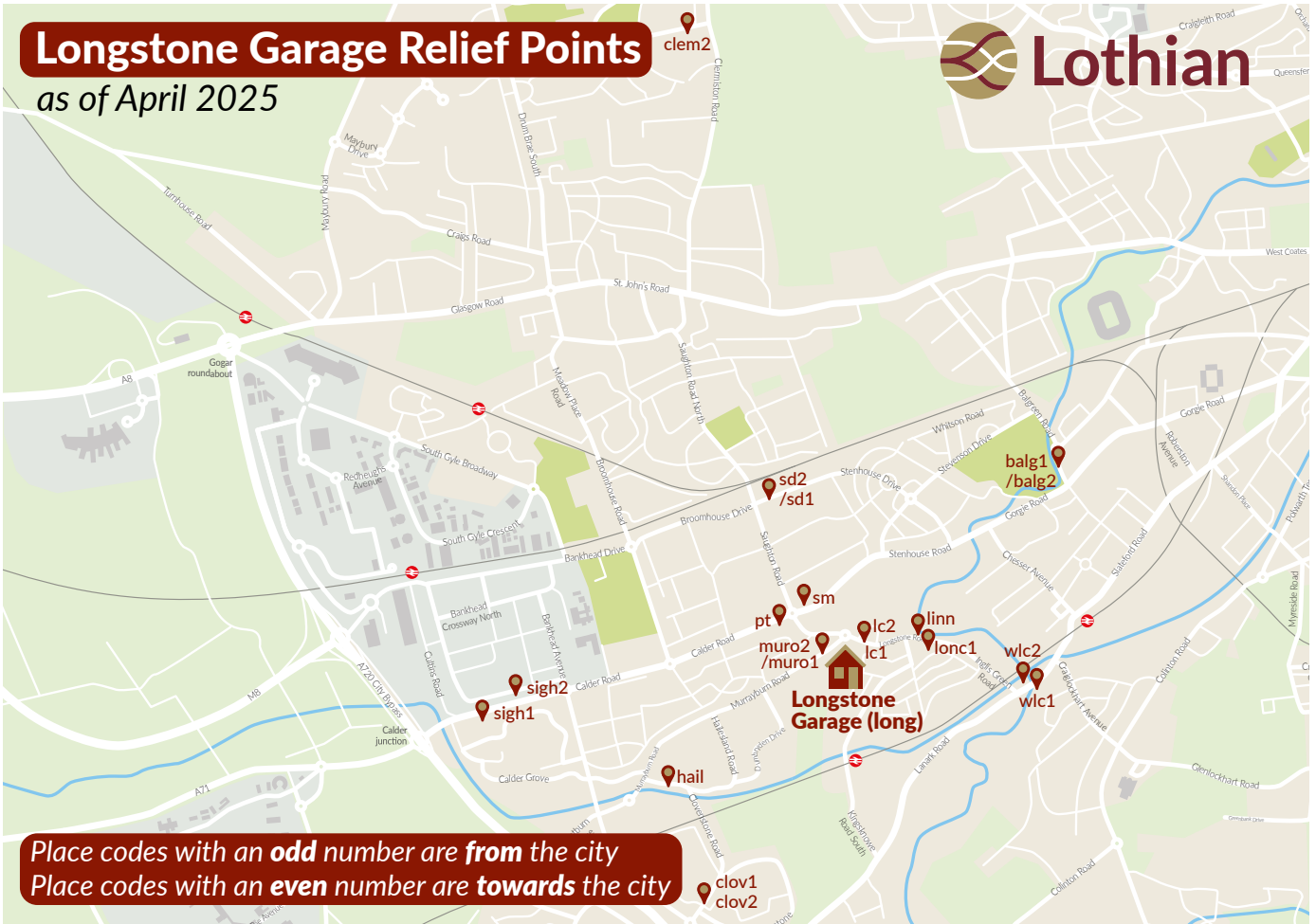
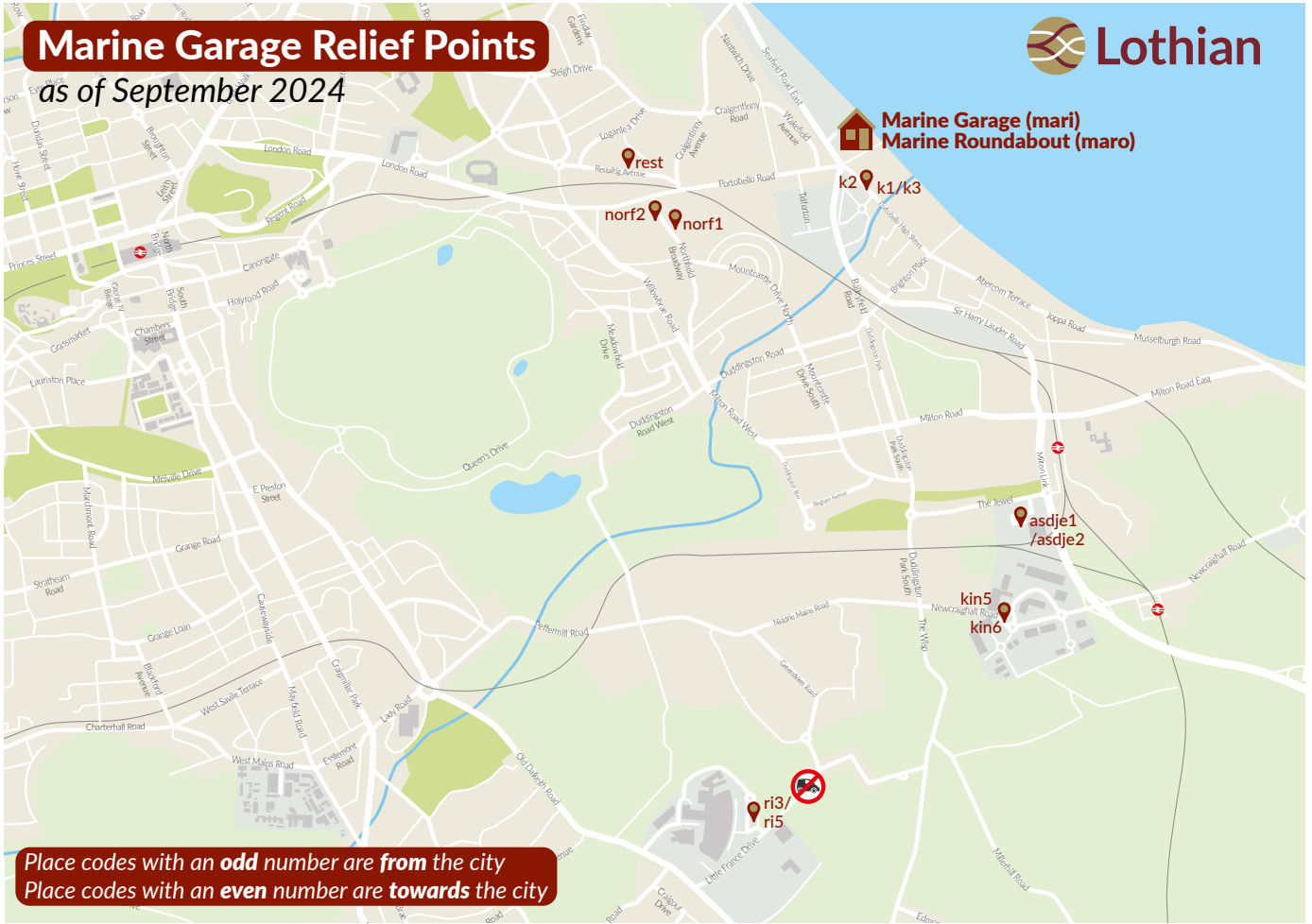
**Please at all times keep yourself and others safe!**

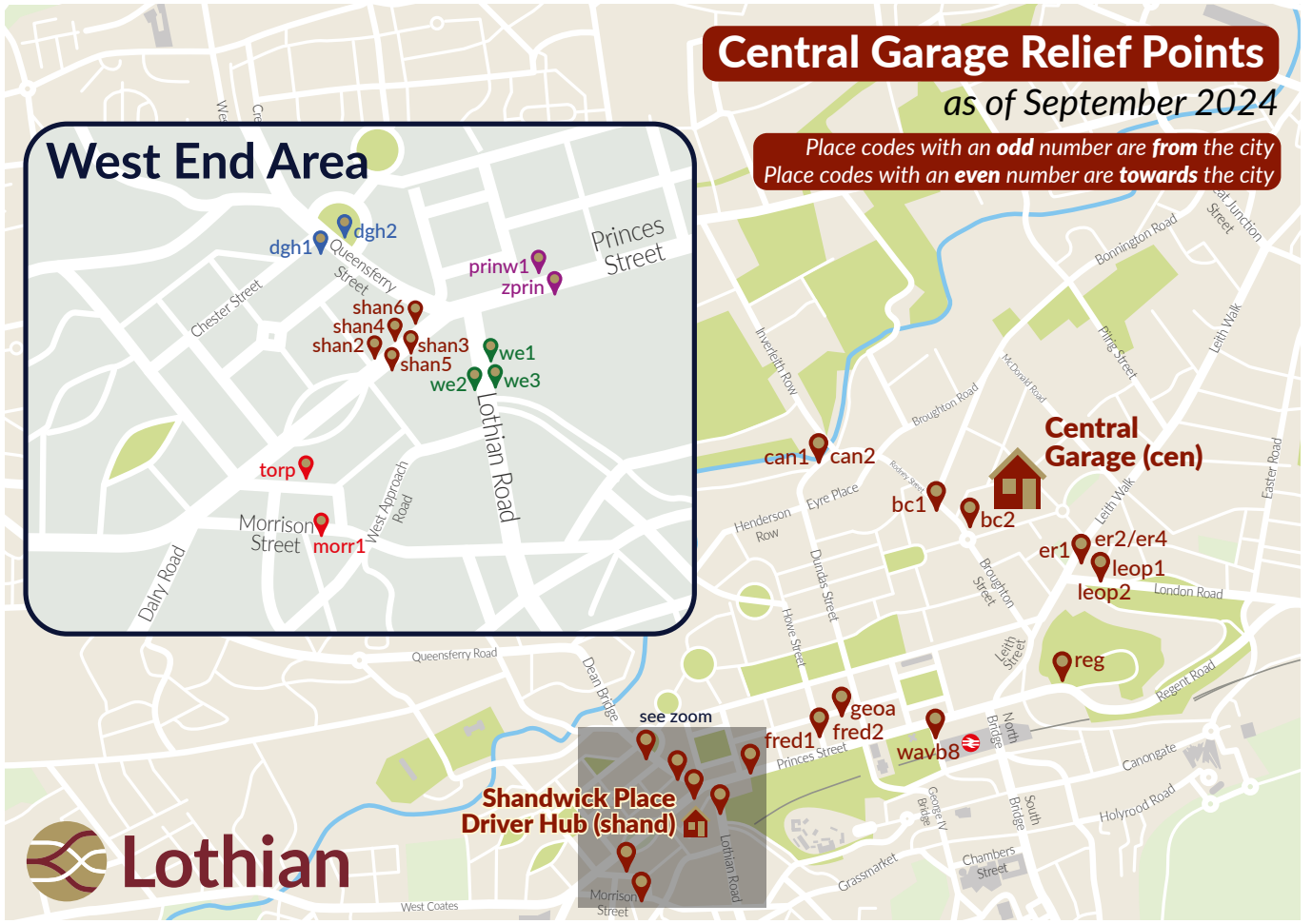
## Routes by Garage

Longstone	
3 Clovenstone - Mayfield	32 Cramond - Balerno
9 Muirhouse - King's Buildings	33 Westburn - Millerhill
17 Airport - Ocean Terminal	34 Heriot-Watt Uni - Ocean Terminal
18 Airport - Fort Kinnaird	35 Heriot-Watt Uni - Ocean Terminal
20 The Calders - Chesser	36 Gyle Centre - Ocean Terminal
21 Clovenstone or Gyle Centre - Royal Infirmary	38 West Granton - Royal Infirmary
22 Gyle Centre - Granton Harb.	44 Balerno - Wallyford
25 Heriot-Watt Uni - Restalrig	X29 Gorebridge - City Centre (Limited Stop)
30 Clovenstone - Queen Margaret Uni	X33 Gorebridge - Semple St (Limited Stop)

Marine	
4 Hillend - Queen Margaret Uni	26 Clerwood - Seton Sands or Tranent
5 Hunter's Tryst - The Jewel	X26 Port Seton - Haymarket (Limited Stop)
7 Newhaven - Royal Infirmary	X31 Rosewell - Haymarket (Limited Stop)
9 Muirhouse - King's Buildings	X37 Penicuik Deanburn - Granton (Limited Stop)
11 Ocean Terminal - Hyvots Bank	44 Balerno - Wallyford
12 Gyle Centre - Portobello	X44 Tranent - Haymarket (Limited Stop)
15 Marine - Easter Bush Campus	45 Heriot Watt Uni - King's Road
19 Granton - Eastfield	46 Musselburgh - Rosewell
21 Clovenstone or Gyle Centre - Royal Infirmary	48 Musselburgh - Gorebridge
25 Heriot Watt Uni - Restalrig	49 Fort Kinnaird - Royal Infirmary

Central	
1 Clermiston - Seafield	31 East Craigs - Bonnyrigg or Polton Mill
2 Hermiston Gait - The Jewel	33 Westburn - Millerhill
7 Newhaven - Royal Infirmary	34 Heriot-Watt Uni - Ocean Terminal
8 Muirhouse - Royal Infirmary	37 Silverknowes - Easter Bush or Penicuik Deanburn
9 Muirhouse - King's Buildings	44 Balerno - Wallyford
10 Ocean Terminal - Bonaly	45 Heriot-Watt Uni - King's Road
11 Western Harbour - Hyvots Bank	46 Musselburgh - Rosewell
12 Gyle Centre - Portobello	47 Cammo - Penicuik Ladywood
14 Muirhouse - Greendykes	49 Fort Kinnaird - Royal Infirmary
15 King's Road - Easter Bush Campus	Airlink 100 Airport - City Centre
16 Silverknowes - Torphin	X29 Gorebridge - City Centre (Limited Stop)
22 Gyle Centre - Granton Harbour	X31 Rosewell - Haymarket (Limited Stop)
23 Trinity - Greenbank	X33 Gorebridge - Semple St (Limited Stop)
24 West Granton - Royal Infirmary	X37 Penicuik Deanburn - Granton (Limited Stop)
25 Heriot-Watt Uni - Restalrig	X44 Tranent - Haymarket (Limited Stop)
27 Silverknowes - Hunter's Tryst	X47 Cammo - City Centre (Limited Stop)
29 Silverknowes - Gorebridge	





## Reversing at your Garage and on the road

Whilst you will be familiar with the reversing rules for garages, the risks associated with reversing Double-Deck vehicles cannot be overstated. The following is a reminder of the correct procedures for reversing, both at your garage and on road.

### Reversing at Garages

We have ensured that every effort has been made to reduce the need for reversing of buses or large vehicles in our garages however, it is recognised that there will be occasions where this is necessary.

Our policy is that no reversing of buses or other large vehicles will take place in any of our garages without the aid of a trained banksman.

Only employees who have had specific training as a banksman may undertake the duty therefore, if someone requests assistance with reversing and you have not been trained, **YOU MUST DECLINE.**

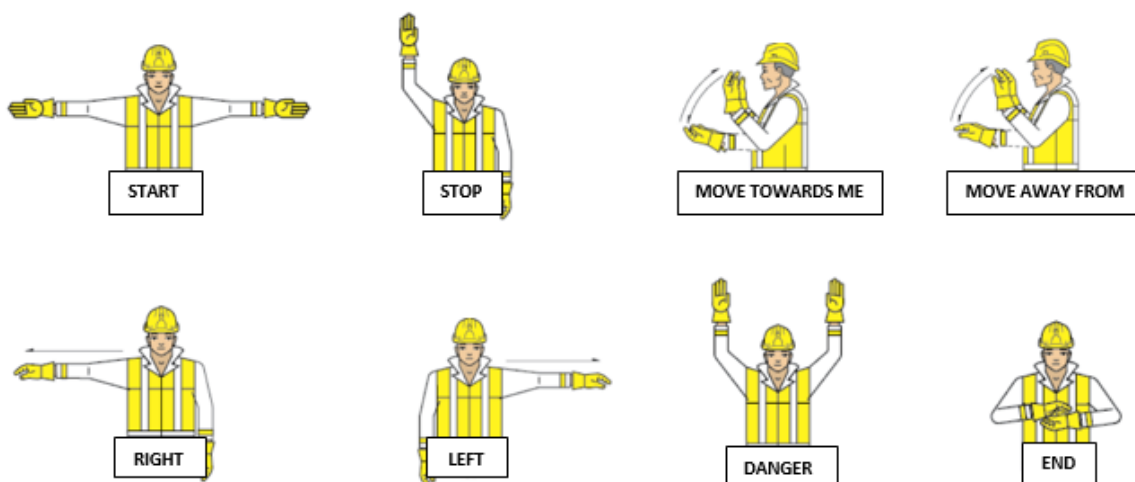
All gatemen, garage floor runners, desk supervisors and engineering employees have been trained. Unless **YOU** have had specific training, you **ARE NOT** authorised to act as a banksman.

Drivers of vehicles must remember it is their responsibility to ensure the safety of their vehicle and others affected by their actions.

If you are the driver of a vehicle which needs to be reversed by a banksman the following procedures must be followed:

- Switch on the vehicle four-way hazard lights
- Check both mirrors for pedestrians and hazards
- Wait for the signal/command from the banksman.
- On receipt of the start to manoeuvre command you should look over your right shoulder to check the offside blind spot
- Commence reversing, only if you are confident it is safe to do so and the banksman indicates it is clear to proceed
- Keep the banksman in your field of vision, **IF YOU LOSE SIGHT OF THE BANKSMAN, YOU MUST STOP** until indicated that it is safe to recommence the reversing maneuver
- If any pedestrian, vehicle or other hazard appears then you must **STOP** the vehicle until it

#### Banksman Signals:



*is safe to recommence the reversing maneuver*

You should report any incident or near miss to your manager/supervisor in writing immediately

## Reversing on the road

Whilst we can always ensure a banksman is available for you whilst on company premises, this is not always possible once you leave the garage.

Due to their size and blind spots, reversing of buses on the road must be kept to an absolute minimum. Every route has been assessed by the training school for the requirement to reverse and whilst there are small number of locations on routes where unassisted reversing has been assessed as necessary and safe (these are detailed in route Risk Assessments), the vast majority of routes, if driven correctly, do not require you to reverse.

Should you ever find yourself in a situation in which you need to reverse somewhere other than an approved location, you must **always contact Control**.

- 1) Control will, wherever practicable, dispatch a trained banksman to assist you.
- 2) Depending on the location and circumstances, Control may request you to reverse on street unassisted, if you & they consider it safe to do so.

Having spoken to Control, if you are reversing a bus without a trained company banksman remember:

- You must be sure that this can be done safely. If in doubt – get out and check.
- Wherever possible, you should not ask other drivers or members of the public to act as a banksman. They may not be trained and may unwittingly place you or themselves in danger.
- If you do need to ask for (or are offered) the assistance of others, you must recognise that their safety is your responsibility. You must ensure they position themselves well away from your vehicle and if at any point they go out of sight, stop immediately.
- Switch on four way hazards (& reverse alarm if it is turned off)
- Check mirrors throughout & offside blind spot regularly – watching for pedestrians or hazards
- Go slow – never more than at walking pace

## Early Operation

Whilst there may be a number of uncontrollable reasons for late running, there is never any acceptable reason for early running.

As part of your route familiarisation, you should ensure you know all running times for routes you may operate and all timing points along the route to avoid early running.

Following the Public Inquiry with the Traffic Commissioner at which the company was fined due to an excessive level of early running it is imperative that there is no repetition of these offences.

The Traffic Commissioner has made it absolutely clear that any bus which operates more than **1** minute early is unacceptable. If the company was subject to a further public inquiry on early running then the penalty will be more severe and could include conditions on the company's Operator License which could include a reduction in fleet in addition to a far higher financial penalty.

It is imperative that all staff are made aware of our commitment not only to the Traffic commissioners but also to our customers to operate our services as scheduled.

**DO NOT RUN EARLY AND PUT YOUR JOB AT RISK.**

**INACTIVE INEO? TIMING BOARD MUST BE ADHERED TO AT ALL TIMES**

**Operations Director**

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## Dealing with Conflict & Anti Social Behaviour

You will have had training on how to deal with difficult passengers during new Starter training. The following is a reminder of how to handle conflict situations and some tips on how to respond to anti-social behaviour (ASB) towards you, other passengers or towards the bus.

Whilst the vast majority of passengers and members of the public are polite and behave appropriately on and towards our staff and buses, it is a regrettable reality that a small number do not.

Evidence shows that DD vehicles / services have higher numbers of ASB – especially on the upper deck.

ASB takes many forms and a wide range of severity.

Some examples include:

- Passengers responding angrily to you running late or fare disputes,
- Rowdy or disruptive behaviour by passengers
- fights between or assaults upon passengers
- smoking, vaping, drinking alcohol or drug use on bus
- Road rage incidents involving other road users
- Youths trying to prevent the bus from progressing by blocking its path, opening doors or stop the bus using the emergency engine cut off switch
- Bus 'surfing'
- Criminal damage to the bus – graffiti /throwing things on or at the bus
- Shining laser pens at drivers
- Arson – setting fire to newspapers or seat backs
- Verbal or physical assault

Whilst every situation is different and relies on you to assess how best it should be handled, the following tips may help you to manage the situation, keep you and others safe and assist in identifying and bringing those responsible to justice.

### On Bus

- Do not leave your cab if you have any concerns about your safety.
- Stop the bus and if possible ask (don't tell) those acting in an anti-social manner to stop what they are doing.
- Where you believe it is appropriate, ask those acting in an anti social manner to leave the bus. If they will refuse, do not try to remove them forcibly.
- Radio Control using the urgent button, providing a description of what has happened, the current situation and any injuries to you or your passengers & damage to your vehicle. Control will advise you further on what to do.
- Try to provide a brief description of those involved (It might help the police find the culprits and/or Control may want to alert other drivers in the area not to uplift)
- If anyone spits at you or the assault screen, if possible, do not clean it up – Supervisors will want to collect a sample for police DNA testing.
- If at any point you feel in imminent danger, press the in-cab emergency alarm button and stay in your cab.

## Dealing with Conflict & Anti Social Behaviour

### Off Bus

- Never leave your cab if you feel in any way in danger
- Stop the bus, apply the handbrake & radio control
- Do not confront groups of persons.
- If you are refusing travel or attempting to leave a situation of danger, only move the bus
  - o Once the doors are closed and clear
  - o You are satisfied that no -one can be harmed when moving the bus
  - o At walking pace, leaving plenty of time for those near the vehicle to move out of its path

**ASB towards our staff and vehicles is never acceptable and we will always seek to ensure those responsible are held accountable. We will help the police to identify offenders and press for the strongest possible action. You should report any incident, however minor.**

## Dealing with Conflict & Anti Social Behaviour

### Conflict avoidance

Most of your trips will be trouble free, but occasionally, passengers may become aggressive and we want you to stay safe.

Here are a few tips to keep you out of harm's way:

Stay in your cab if you feel unsafe

Look and listen for signs of anger; for example, a change of voice tone

Be aware of your own tone of voice or body language. Do not use sarcasm as this will inflame the situation

Assess the risk of harm to yourself and your passengers. If you are out of your cab for any reason, think about your exit route and if possible put some distance between you and the threatening passenger

If passengers raise their voice at you politely but firmly ask, rather than tell them to stop

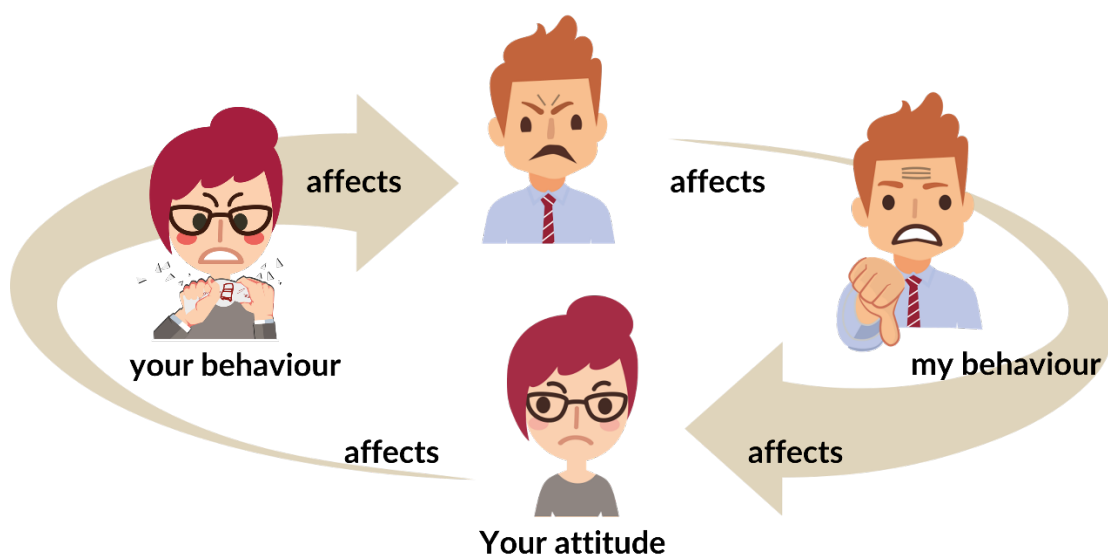
If a passenger is making a complaint, acknowledge their point and offer a genuine apology, even if you think it is not your fault. This will calm down most situations

Try to offer the passenger help or a 'way out' of the situation.

For example, explain how they can complain to Lothian if this is appropriate and point out the contact information on the ticket/website

If you feel threatened and unable to resolve the issue yourself, press the 'urgent' call button. Lothian control will advise you what to do and send help if necessary

Remember, you have the right to carry out your work without the fear of attack



## 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.**



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- 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: \_\_\_\_\_

## Double Deck Checklist

Item	Complete? Y/N
SD to DD Training Booklet Complete	
Transfer Date Confirmed	
Internal Transfer Form Complete	
OM104 Walkaround Audit Complete	
DAS Employee Type/Pay Grade Updated	
Control Notified of Transfer Date	
Skylink Familiarisation (EG. Bus stops, barriers, ticket machine, customer service) (Longstone Only)	
Single Deck to Double Deck Reference Book Issued	
Transfer Criteria Met?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Comments:

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Manager Sign: \_\_\_\_\_

Manager Print: \_\_\_\_\_

Date: \_\_\_\_\_