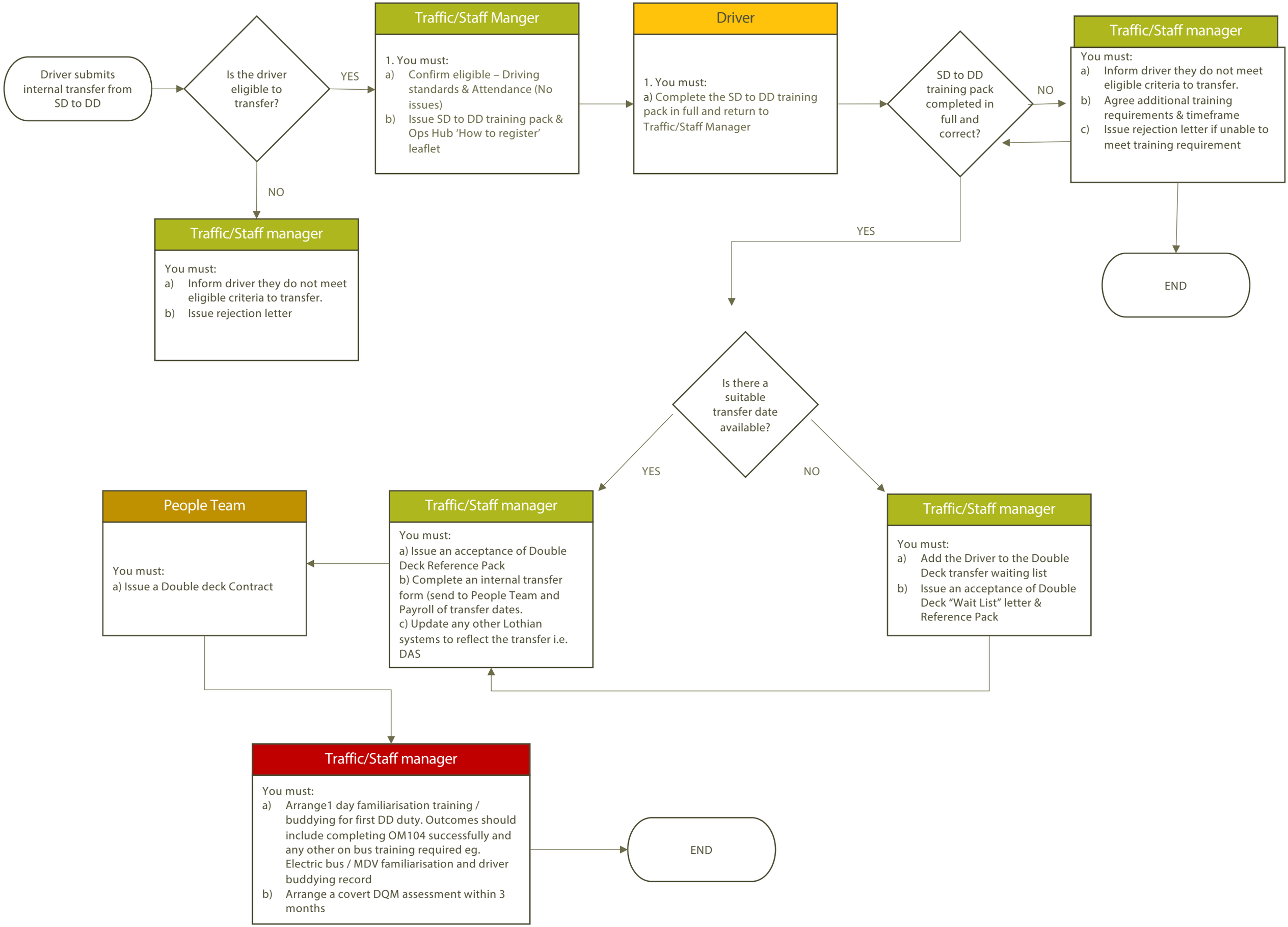
Driver submits internal transfer from SD to DD
Is the driver eligible to transfer?
YES
NO
Traffic/Staff Manger
1. You must:
a) Confirm eligible – Driving standards & Attendance (No issues)
b) Issue SD to DD training pack & Ops Hub 'How to register' leaflet
Driver
1. You must:
a) Complete the SD to DD training pack in full and return to Traffic/Staff Manager
SD to DD training pack completed in full and correct?
NO
YES
Traffic/Staff manager
You must:
a) Inform driver they do not meet eligible criteria to transfer.
b) Agree additional training requirements & timeframe
c) Issue rejection letter if unable to meet training requirement
END
Traffic/Staff manager
You must:
a) Inform driver they do not meet eligible criteria to transfer.
b) Issue rejection letter
Is there a suitable transfer date available?
YES
NO
People Team
You must:
a) Issue a Double deck Contract
Traffic/Staff manager
You must:
a) Issue an acceptance of Double Deck Reference Pack
b) Complete an internal transfer form (send to People Team and Payroll of transfer dates.
c) Update any other Lothian systems to reflect the transfer i.e. DAS
Traffic/Staff manager
You must:
a) Add the Driver to the Double Deck transfer waiting list
b) Issue an acceptance of Double Deck "Wait List" letter & Reference Pack
Traffic/Staff manager
You must:
a) Arrange1 day familiarisation training / buddying for first DD duty. Outcomes should include completing OM104 successfully and any other on bus training required eg. Electric bus / MDV familiarisation and driver buddying record
b) Arrange a covert DQM assessment within 3 months
END