

# Driver File Contents

OM136

V2 Nov 24

<b>Name</b>		<b>Payroll</b>	
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Category	Content	Applicable (✓/X)	Present (✓/X)
<b>Recruitment</b>	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		
<b>Licence CPC</b>	Driving Licence Verification		
	CPC Card		
	Tacho Card		
<b>Training</b>	Bus Driver Competence Standards Book (maroon file copy)		
	Bus Driver Garage Training Book (maroon file copy)		
	Single Deck to Double Deck Training Book		
	Transfer to City Training Book		
	Daily Walk-Round Check Guide		
	Training Indemnity Form		
<b>Record of Discipline</b>	Colleague Record (Top Sheet)		
	Probation Documents		
	Disciplinary Documents (for last 2 years only)		
<b>Toolbox Talks Vehicle Type Training Mandatory Sign-Offs</b>	Low Bridge Awareness Guide Acknowledgement (2024)		
	NAVINEO Acknowledgement		
	Banksman Toolbox Talk		
	Torches Toolbox Talk		
	Electric Shuttle Vans Toolbox Talk		
	High Vis Toolbox Talk		
	Volvo BZL Electric Type Training		
<b>Termination</b>	Leaver Form		
	Exit Report		
	Resignation and Acceptance Letter		