



Leaver Checklist

Driver Name		Payroll Number	
Garage	EVE <input type="checkbox"/> LMC <input type="checkbox"/>	Tacho Download <small>(on last day)</small>	

Uniform

Uniform		Notes:
Soft Shell Jacket		
Winter Jacket		
Jumpers		
Shirts		
Blazer		
Tie		
Suit Trousers		
Waistcoat		
Polo Necks		
Yard Trousers		
Hi-Vis		

Company Equipment

Phone		Notes:
Sat-Nav		

Company Property

Depot Key		Notes:
Ridacard		
Locker Key		
Torch		
Company Credit Card		

Ops Staff Use Only

Suspend Account on Coach Manager		Notes:
Remove Reg from Gate		
Leaver Memo Complete		

Supervisor Signature		Date	
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