

SINGLE TO DOUBLE DECK TRAINING

Name: _____
Payroll: _____

TO BE RETURNED TO A MANAGER/SUPERVISOR



Welcome to Double Deck!

Thank you for your transfer request from Single Deck to Double Deck. In order to process this request, you must now successfully complete the following Training Booklet.

Your safety and that of your colleagues and customers is the company's top priority. Much of the information in the booklet will be familiar to you from your initial driver training or garage induction and whilst you may have driven a Double Deck bus previously, some vehicles and/ or routes may be less familiar to you. You should familiarise yourself with all vehicle types and routes in order that you can smoothly and safely adjust to your new role. **You must complete this Training Booklet & return it to your supervisors / manager before they can progress with your transfer to Double Deck.**

Some differences you need to prepare for include:

- Vehicle Height.
- Low Bridges on or around routes.
- Common hazards on routes
- Routes & timings – both in and out of service.
- Relief points, service layover, and WC facilities.
- Current staff notices, roadworks and diversions notices.
- Vehicle types you may not have driven previously.
- Cab layout & warning lights
- On bus Fire safety equipment and evacuation points
- Reversing of vehicles in garages and in service.

The Operations Hub (www.lothianoperationshub.com) also contains most of the information you should need to help you. If you have not yet registered on the Hub, or you haven't looked at it for some time, please register and/or log in or refer to the attached leaflet that should help you.

I would ask you to pay particular attention to the following sections on the hub:

- **Route Maps** – that also have links to training departments route videos on YouTube.
- **Route risk assessments**, including known hazards, incident hot spots and low bridges on or near each route.
- **Drivers' Guides** providing vehicle information for vehicle types you may not have previously driven.




The **LB Roads website** provides current and up to date planned roadworks information that you should check before arriving at the garage.

Don't hesitate to speak to your Manager or Supervisor if you need any help finding anything you need.




I would strongly recommend you refresh vehicle type knowledge in the days before your first shift and spend some time travelling on any routes you are unfamiliar with if at all possible. The garage supervisors at your garage will also try to arrange access to any vehicles you might wish to familiarise yourself with or time with the garage trainer if you think this might help.

Walter Herring
Head of Risk
















Vehicle Type Training

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

Vehicle Type Training

Bus	Comments	Familiarisation complete
 <p>NAME THE Volvo B9TL Vehicle Height:</p>	<p>Vehicle familiarisation;</p> <ul style="list-style-type: none"> • Seating position • Vehicle controls (master switch, broms brake) • AVL (if applicable) • Vehicle dimensions • Mirror setup / Blind spots • Emergency exits / Fire extinguisher • Emergency cut off (engine compartment) <p>Driving the bus;</p> <ul style="list-style-type: none"> • Overhang / Tail swing • Turning circle • Braking system (Retarder/footbrake/handbrake) 	<p>Colleague Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p> <p>Relevant: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
 <p>NAME THE ADL BYD 400 EV Vehicle Height:</p>	<p>Vehicle familiarisation;</p> <ul style="list-style-type: none"> • Seating position • Start-up procedure • Vehicle controls (master switch, broms brake) • AVL (if applicable) • Vehicle dimensions • CCTV Mirror setup / Blind spots • Emergency exits / Fire extinguishers • Charging ports <p>Driving the bus;</p> <ul style="list-style-type: none"> • Overhang / Tail swing • Turning circle • Regeneration system (warning lights) • Braking system (footbrake/handbrake) 	<p>Colleague Sign: _____</p> <p>Trainer Print: _____</p> <p>Date: _____</p> <p>Relevant: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
 <p>NAME THE Volvo BZL EV Vehicle Height:</p>	<p>Vehicle familiarisation;</p> <ul style="list-style-type: none"> • Seating position • Start-up procedure • Vehicle controls (master switch, broms brake) • AVL (if applicable) • Vehicle dimensions • CCTV Mirror setup / Blind spots • Emergency exits / Fire extinguishers • Charging ports <p>Driving the bus;</p> <ul style="list-style-type: none"> • Overhang / Tail swing • Turning circle • Regeneration system (warning lights) • Braking system (footbrake/handbrake) 	<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"> • High temperature, coolant, engine 	
	<ul style="list-style-type: none"> • High level, coolant, engine 	
	<ul style="list-style-type: none"> • Low level, hydraulic fluid for cooling fan. 	
	<ul style="list-style-type: none"> • low level, hydraulic fluid for power steering 	
	<ul style="list-style-type: none"> • Fault in electric steering servo. 	
	<ul style="list-style-type: none"> • Low oil pressure, engine. 	
	<ul style="list-style-type: none"> • High temperature, engine oil 	
	<ul style="list-style-type: none"> • Temperature too high, engine oil. 	
	<ul style="list-style-type: none"> • Fault in engine pre-heating. 	
	<ul style="list-style-type: none"> • Engine fault 	
	<ul style="list-style-type: none"> • Fire alarm 	
	<ul style="list-style-type: none"> • Idling engine turned off. 	
	<ul style="list-style-type: none"> • Turbo pressure, no data. 	
	<ul style="list-style-type: none"> • Water in fuel 	
	<ul style="list-style-type: none"> • Low fuel level 	



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



Scan here for
BZL EV Manual

















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Scan here for
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EV Manual



SINGLE TO DOUBLE DECK TRAINING

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



Scan here for
BZL EV Manual



Scan here for
ADL Enviro XLB
Manual



Scan here for
BYD ADL Enviro400
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 - *You are confirming competency of full routes*

	Relief Points	Driver Signature	Date
Longstone			
2	Hermiston Gait - The Jewel		
3	Clovenstone - Mayfield		
9	Muirhouse - King's Buildings		
17	Airport - Ocean Terminal		
18	Airport - Fort Kinnaird		
20	The Calders - Chesser		
21	Clovenstone or Gyle Centre - Royal Infirmary		
22 22A	Gyle Centre - Granton Harb.		
25	Heriot-Watt Uni - Restalrig		
30	Clovenstone - Queen Margaret Uni		
32	Cramond - Balerno		
33	Westburn - Millerhill		
34	Heriot-Watt Uni - Ocean Terminal		
35	Heriot-Watt Uni - Ocean Terminal		
36	Gyle Centre - Ocean Terminal		
38	West Granton - Royal Infirmary		
44	Balerno - Wallyford		
X29	Gorebridge - City Centre (Limited Stop)		
X31	Rosewell - Haymarket (Limited Stop)		
X33	Gorebridge - Semple St (Limited Stop)		

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

Routes by Garage - *You are confirming competency of full routes*

	Relief Points	Driver Signature	Date
Central			
1 Clermiston - Seafield			
7 Newhaven - Royal Infirmary			
8 Muirhouse - Royal Infirmary			
9 Muirhouse - King's Buildings			
10 Ocean Terminal - Bonaly			
11 Western Harbour - Hyvots Bank			
14 Muirhouse - Greendykes			
15 King's Road - Easter Bush Campus			
16 Silverknowes - Torphin			
17 Airport - Ocean Terminal			
18 Airport - Fort Kinnaird			
19 Granton - Eastfield			
22 Gyle Centre - Granton Harb.			
23 Trinity - Greenbank			
24 West Granton - Royal Infirmary			
27 Silverknowes - Hunter's Tryst			
29 Silverknowes - Gorebridge			
31 East Craigs - Bonnyrigg or Polton Mill			
34 Heriot-Watt Uni - Ocean Terminal			
36 Gyle Centre - Ocean Terminal			
37 Silverknowes - Easter Bush or Penicuik Deanburn			
45 Heriot-Watt Uni - King's Road			
46 Musselburgh - Rosewell			
47/B Cammo - Penicuik Ladywood			
Airlink 100 Airport - City Centre			
X29 Gorebridge - City Centre (Limited Stop)			
X31 Rosewell - Haymarket (Limited Stop)			
X33 Gorebridge - Semple St (Limited Stop)			
X37 Penicuik Deanburn - Granton (Limited Stop)			
X47 Cammo - City Centre (Limited Stop)			

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**.

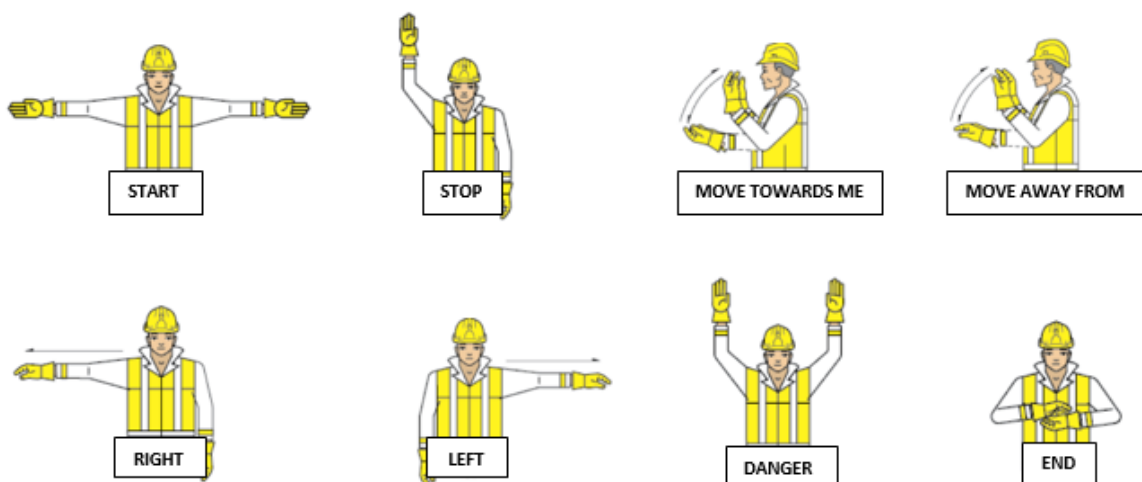
All gatemen, garage floor runners, desk supervisors and engineering employees have been trained. Unless **YOU** have had specific training, you **ARE NOT** authorised to act as a banksman.

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 and 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 (and reverse alarm if it is turned off)
- Check mirrors throughout and offside blind spot regularly – watching for pedestrians or hazards
- Go slow – never more than at walking pace

Driver Acknowledgement

I understand that no reversing of buses on company premises can take place without a trained banksman and the procedures to be followed when reversing with a banksman.

I further acknowledge that (other than the locations specified within individual route risk assessments), if I need to reverse in service that I must contact Control and seek their advice on how to proceed.

If ever reversing on road without a trained banksman, I know that it is my responsibility to do this safely and in line with the guidance provided above and by Control.

Signed: _____

Date: _____

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

I acknowledge that I recognise the importance of not operating early.

Signed: _____

Date: _____

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

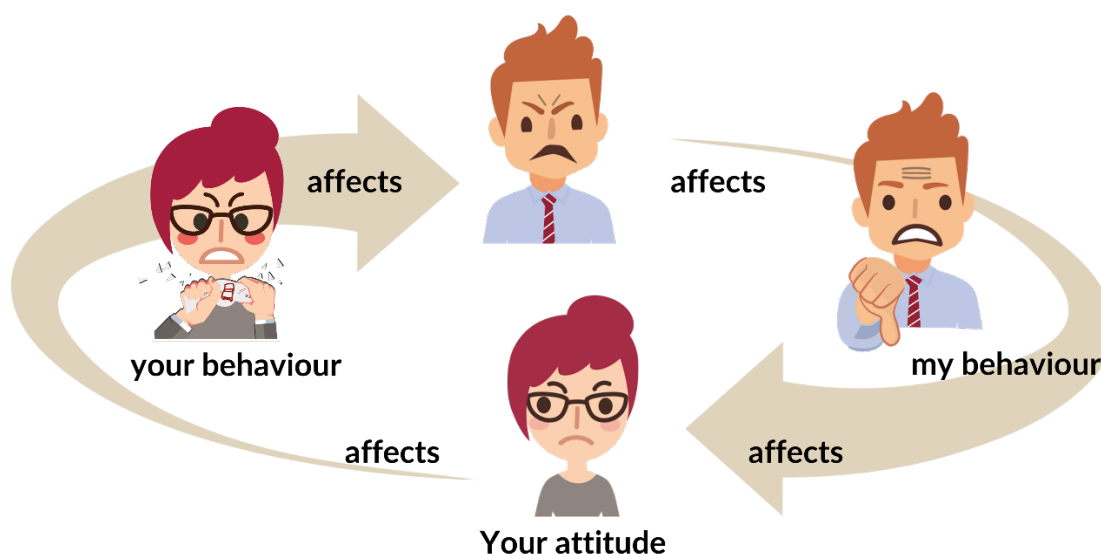
If a passenger is making a complaint, acknowledge their point and offer a genuine apology, even if you think it is not your fault. This will calm down most situations

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.



Scan to get a copy or view on MyLothian



- 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:

Manager Sign: _____

Manager Print: _____

Date: _____