

Staff Induction

Policy:

All staff will complete an induction programme prior to commencing work.

Welcome to OPERATOR, we look forward to working with you.

Process:

• Along with an introduction to OPERATOR and their role within it, each new staff member will be given a role appropriate induction pack that will, at least, include copies of:

- Induction Policy
- Company rules
- Health & safety requirements
- An individual training record sheet
- Drug & Alcohol Policy
- Environmental Policy, commitments and aspirations.

• For those whose duties include driving the pack will also include the;

- Safe driving and driver responsibility policy
- Vehicle daily walk around Inspection policy
- Details about the operation and care of any vehicle a driver may be assigned to.

• Notes for new drivers

◦ Driving rosters are prepared on a daily basis a day in advance. Drivers will be advised of their shift by lunchtime the day before the start date/time.

- Drivers are to arrive for their assigned job at least 15 minutes prior to the scheduled start

◦ A pre-departure 'walk around' inspection (form FSS 5) must be carried out before the beginning of the day's run.

◦ Buses will be clean inside and out and fully fuelled before they go out. Please ensure they are in the same condition and ready for use when parked up at the end of each day.

◦ You represent our company as much as our vehicles and, like our vehicles, you must also be clean and tidy. To that end you will be issued with two company polo shirts and a jacket that must be worn when on duty along with black trousers and shoes.

◦ You must be contactable at all times when working. You must have your mobile phone with you and turned on. Your mobile must be 'hands free'.

◦ You are paid fortnightly. Time sheets should be with operations by 3PM on the Monday of pay week. Wages will be in your account on Thursday morning.

- Contacts;

- For mechanical issues please contact operations. If after hours contact XXXXX