

POLICY

D3 Staff induction

Main Author	Reviewer	Reviewer	Approver
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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

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Requirement

To inform drivers and other staff involved in the fleet operation of the fleet operation policies, procedures and FORS accreditation, from the start of their employment.

Policy

The Company ensures that all staff have sufficient job specific information to conduct their duties legally, safely and professionally whilst addressing any job concerns and identify any development needs. The Company recruits the correct staff and then provides the individual with comprehensive information, instruction and training to ensure they have sufficient guidance and on-going support to carry out their role in line with our transport policy. Staff recruitment and induction procedures are designed to select the right individual and then appropriately support them.

Induction must include the organisation's policies and procedures and be relevant to the member of staff's working environment.

Induction must comprise of:

- FORS, the level of accreditation, its requirements and general obligations
- Health and safety policy in accordance with requirement M8
- The importance of vulnerable road user safety, air quality and emissions
- Appraisal, professional development and performance management procedures

Training needs and FORS Professional Development identified in accordance with requirement D4

- Familiarisation training on vehicles, routes and sites
- Any specific requirements of principal contracts

Staff induction responsibilities may be shared between managers, supervisors, human resources or a mentor but should be signed off by the line manager.

On completion of staff induction, a declaration must be made by:

- The person responsible for conducting the induction, stating that the member of staff has been familiarised with the organisation's policies and procedures
- The member of staff, stating that they are fully familiar with the organisation's values, policies and procedures

The procedure, checklist and records relevant to staff induction must be:

- Documented and reviewed in accordance with requirement M1
- Retained in accordance with requirement M2
- Communicated in accordance with requirement M5
- Included in Professional Development Plans in accordance with requirement D4

Procedure

- Allow sufficient time to carry out the induction
- A new driver will be responsive to an organised, relevant Induction training programme. Using the induction tick list, take the driver through all the of the points and make notes as you go
- Manager to sign off
- Add induction training to the training matrix

Thomas Barrett – Director

A handwritten signature in black ink that reads "Thomas Barrett". The signature is written in a cursive style with a large, stylized initial 'T'.