### Procedure

| Name | Driver Pre-entry  |
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| Revision Number | 1 |
| Accredited Operator Number | #123 456 789 |
| Implementation date | 1 January 2023 |
| Last variation date | N/A |
| Approver | Taylor Tonks |

### Overview

| **Goal** | New drivers appropriately trained and authorised before driving for the service |
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| **Procedure** | When a driver enters the on-demand service, and before the driver begins driving, Taylor Tonks checks the new driver to see if the driver:* has a driver licence and an ancillary certificate
* undertaken training in accordance with the Code of Conduct, and received training for
* requirement to report change in medical condition, serious offences and traffic offences
* pre-departure training
* identification of hazards when driving
* passenger Behaviour
* how to report hazards
* incident management
* where to find records and procedures and how the new driver will be informed about changes to behaviours.

After the completion of the training and awareness of procedures by the new driver is met, a driver register will be created. |
| **Responsibilities** | Taylor Tonks when a new driver enters the on-demand service. |
| **Key behaviours** | Taylor Tonks to deliver the training and confirms the new driver is aware of the procedures. |
| **Innovate** | Look towards an electronic report, rather than handwritten procedure with electronic pre-departure forms |
| **Training and Awareness** | All drivers undertake awareness training as part of their induction training before they begin driving for the service. |
| **Tools and supports** | This procedure will be:* available to drivers by keeping a copy in the dashboard of every on-demand vehicle, and to affiliated operators, base and dispatch officers by an electronic record
* included in the network’s newsletter when an incident arises out of a driver not following this procedure
* kept electronically on the computer system under accreditation safety system templates. It will be placed on the electronic system, once it has been approved
* once a variation of the procedure has been made and approved, attach template 2 to ensure that all staff are aware of the new procedure and understand how to follow it.
* the former procedure will be replaced by the new procedure in the induction training for new drivers
* Taylor will update the computer system under accreditation safety systems with a new version of the variation procedure
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