

New driver induction checklist

Documents seen, procedures briefed, and a signature against each. The signature is the part most often missing.

DRIVER NAME	START DATE	DEPOT
INDUCTED BY	ROLE	DATE COMPLETED

DOCUMENTS SEEN

	SEEN	COPY HELD
Driving licence and entitlement	☐	☐
Driver CPC qualification card	☐	☐
Digital tachograph driver card	☐	☐
Right to work documentation	☐	☐
Medical declaration or certificate, where applicable	☐	☐
References or previous employment checks	☐	☐
Training certificates held	☐	☐

BRIEFED AND UNDERSTOOD

	BRIEFED	SIGNED
Walkaround check procedure and what to check	☐	☐
Defect reporting: how, to whom, and in writing	☐	☐
Nil defect reporting expectations	☐	☐
Drivers' hours rules and the regime you work under	☐	☐
Tachograph use, manual entries and card handling	☐	☐
Accident and incident reporting	☐	☐
Load security and weight limits	☐	☐
Vehicle security and keys	☐	☐
Site, yard and depot rules	☐	☐
Who to contact, and when	☐	☐

FURTHER TRAINING IDENTIFIED

SIGN-OFF

DRIVER SIGNATURE	DATE	INDUCTED BY SIGNATURE
DATE	TRANSPORT MANAGER	REVIEW DATE