



## Process 2.3

### Driver onboarding training process

**Purpose of this process is to provide information to operational and management of the payment to drivers for training days (classroom & ride along)**

Any driver providing services for REDSW will be required to undergo training, this consist of 4 days training paid at a rate of £75 per day **For drivers Under 25 year olds and**

**For driver 25 and older the 4 days training rate is £79 per day**

This training consists of

2 x days classroom training, conducted by our customer

2 x days as ride-along with experienced driver

All driver have to achieve a pass of 75 to enable them to pass the training. All training completed will be provided by the customer in email confirming the driver has passed, the OSM will then be required to follow the following steps.

- 1, retain the records locally for audit,
- 2, Provide the REDSW Compliance manager with a copy of the completed training notification.

The compliance manager, will on the Wednesday of each week email the sites with a list of drivers onboarded and will request a list of drivers who have passed the training, the compliance manager will then document the location/drivers name/date completed, and also show the date the drivers was paid on invoice for this training.

The monitoring document is inserted below that will be used



Onboarding  
2020.xlsx