

# Driver Training Framework

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## Introduction

The primary purpose of the driver role is to transport Clinicians to and from patient locations in a safe and timely manner together with all the equipment and medication needed to deliver the highest possible standards of patient experience

## Training/Induction Process

Ideally, we aim to get the new drivers up and running within 4 weeks of their paperwork being processed by workforce. There are 6 stages of Induction/training that new drivers need go through before being signed off, once we get the all clear from workforce, IUC Managers team will liaison with the Training Support Coordinators (TSC) to commence as below:

* **Stage one, Team Manager Induction with the IUC new starters lead**: New Drivers are taken through all aspects of the OOH operations, bases, team managers etc.
* **Stage Two, Orientation with TSC:** New Drivers will go through Data protection awareness training, familiarisation with our website and portals and provided with all relevant logins and passwords.
* **Stage Three, Corporate induction:** New Drivers will have a session with a member of the workforce team to go through the corporate side of the service.
* **Stage Four, Team manger introduction:** Meeting up with their assigned Team Manager who will go through all of the above and discuss shadow shifts, uniform and ID badge. TM will also introduce the driver’s handbook alongside our Code of Conduct, Leave policy and social media policy. Lastly, a start date for their default shift will be agreed and workforce and Rota team will be informed.
* **Stage Five, Vehicle induction:** familiarisation session with facilities on our service vehicles.
* **Stage Six, shadow shifts and sign off:** Drivers are placed into ideally at least 4 shadow shifts with an experienced driver on a live shift, they will be taken through car/equipment checks. Once the driver and TM are happy with the progress, the driver will then be signed off to stat their default shifts.

## Training Tasks

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| **Task** | **Responsible** |
| Induction with the IUC new starters lead: | Hollie Gage |
| Orientation with TSC | TSC Team |
| Corporate induction | Workforce |
| Team manger introduction | Assigned IUC Team Manager |
| Vehicle induction | Tony Brown |
| Shadow shifts and sign off: | Assigned IUC Team Manager |