

# Employee Induction Sheet

The company should use these checklists to record the induction information and/or instruction as it is given to the new employee.

NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

	Tick	Date	Company Initials	Employee Initials
Welcome to the company				
Employee handbook				
Drivers' manual				
Highway code				
Mobile phone/fuel card reimbursements				
Confirm manager's name				
Appearance/dress requirements				
Confirm hours of work				
Lunch breaks				
Overtime requirements				
Absence/holiday entitlement/bookings				
Sickness notification/certification/payment				
Payroll schedule completed				
Payment date (monthly/weekly)				
Company rules				
Company paperwork				
Notice requirements				
Night-time working/reference period agreements				
Drivers' hours				
DVSA drivers' hours DVD				

Vehicle Induction				
<b>In-cab items:</b>				
Entering/leaving the cab				
Seat adjustment				
Mirror adjustment				
Warning lights on dashboard				
Operation of gearbox				
<b>Out of cab items:</b>				
DVSA 'Check it out' DVD				
Checking levels				
Tilt cab				
Lift grille for levels check				
Crane operation				
Trailer coupling/air line				
Fifth wheel				
Tail-lift				
Secure loading equipment (ie ratchet straps/chains)				

Company Name: \_\_\_\_\_

Issued to Employee: \_\_\_\_\_

	Tick	Date	Company Initials	Employee Initials
Terms and conditions of employment				
Company policies/procedure				
Security passes/depot keys				
Fuel card				
Company digital tachograph card (if applicable)				
Company mobile phone				
<b>Workwear:</b>				
Uniform				
Overalls				
Jacket				
Trousers				
Shirt				
Polo shirts				
Fleece jacket				
<b>Health and safety:</b>				
Policy statement and associated policies				
Safety induction notes				
Method statements				
Driving at work				
First aid information/kit				
Slings and chains				

Operating procedures:				
Accident procedure				
Accident log, report form and camera				
Site safety				
Fuelling the vehicle				
Getting on and off the vehicle				
Driving				
Daily walk-around check				
Defect reporting				
Charts and records				
Digital driver cards and records				
Loading/unloading				
Collection and delivery				
Coupling/uncoupling articulated vehicles				
Coupling/uncoupling close-coupled semi-trailers				
Operating lorry-mounted cranes (if applicable)				
Manoeuvring and reversing				
Security				
Motorway breakdowns				
Mobile phone use				
Personal protective equipment:				
Hi-vis jacket				
Gloves				
Hard hat				
Fire extinguisher				
Additional items and information:				
Axle weight calculation				

Driver walk-around check diagram				
Drivers' hours GV262 (v2011 03)				
Form D888x1 request about driver licence				
How to avoid overloading				
HSE 'Driving at Work'				
Illegal immigrants – driver information				
Illegal immigrants – how to avoid a penalty				
Temporary driver declaration				
RHA load info/secure risk assessment				
RHA Mobile Phone Guide (26.3.14)				
RHA Vulnerable Road Users Covering Letter				
RHA Vulnerable Road Users Guide				
Vehicle defect report pad				
Tachograph charts				
Printer rolls				
Height marker				
Vehicle defect report pad				
Tachograph charts				
Printer rolls				
Disposable camera				
Highway code				
Any other items:				