

Training Matrix – Bus Driver – Student Staff

Mandatory training:

Mandatory onboarding and induction training	
Training title	Content
Licensed Trade Induction	At an SU venue, led by managers in the Licensed trade team and HR. Presentation and group work.
Fire evacuation training	At SU building, led by Trading Services venue operations manager.

Online training	
Training title	Information
Lone working	What is Personal Safety?; Practical Planning; Staying in control in difficult situations; Working alone
Manual handling	Your back during Manual Handling; Daily Tasks; LITE Assessment; Techniques
Driver awareness	Responsibilities on the road, Safe Driving, Making your journey safer, Making your vehicle safe, Accidents and Breakdowns
Emergency first aid	The Primary Survey, The Secondary Survey, First Aid Treatment, First Aid Procedures for FULL First Aiders.

Job role training	
Training title	Information
Bus Test	Familiarisation around campus, extending to driving in the local area. Average time driving 30 mins.
Bus team training	Team training with line manager setting out procedures and knowledge required for your job role. Must pass all criteria.

Knowledge and tasks you will complete whilst at work:

Area	Tasks/Knowledge
General	Knowledge of signing in procedure, shift swap procedure, key points of contact
	Appearance, attendance, punctuality of high standard, and following SU policy of no phones, food, cash
	Introduction and adherence to SU Code of Conduct on and off shift
Bus tasks	Use of equipment - camera, absorbent powder, fuel card
	Bus Route familiarisation
	Bus Closedown
Club night specific tasks	Su Function Night opening checks
	Wristband allocation
	Writing reports using Cognito.
	Cognito Online Incident Form completed to high standard
	Licensing quiz with manager – 100% pass rate
	Bus Quiz with manager – 100% pass rate

Experienced Bus driver Tasks/Knowledge

Training title	Information
Shadow shifts	Enough experience gained to be shadowed by new staff
Extra shifts	Bus driving for sports and societies

Supervisor training programme and Duty Manager Development programme information is available when we recruit student staff for these opportunities. These opportunities occur in November and February each year. For more information please contact your line manager.