

## **Operations Brief**

## For the attention of:

| Staff groups         | Drivers | DTMs | Ops. Training | Control | TRMs | Fleet | Ops.<br>Standards | CE | Stations /<br>Dispatchers | Relevance ratings<br>3 = Critical/must be acted upon                                     |
|----------------------|---------|------|---------------|---------|------|-------|-------------------|----|---------------------------|--|
| Relevance<br>Ratings | 2       | 2    | 2             | 1       | 1    | 0     | 1                 | 0  | 0                         | <ul><li>2 = Need to know</li><li>1 = Information only</li><li>0 = Not relevant</li></ul> |

## **GOING LIVE:** Changes to Driver Sign On Process

## 2 Days till IVU sign on begins

The 'go live' date for the change to booking on using your iPad on the IVU app has now been confirmed for **Sunday 1<sup>st</sup> October '23**.

Please make sure you have your iPads charged and ready for when you attend work. Those who have already tested their access, thank you.

Whilst the process for booking on is very simple and can be followed in real time on the videos playing in your depot, if you do experience any issues and are concerned that you won't have time to book on please remember that you can still call the TRM to book on.

Once the TRM has booked you on they will take a note that you have experienced problems and will arrange for someone to speak to you and help with any issues you may have.

As always, if you have any questions please speak to your Driver Team Manager.

Issued by: Head of Safety & Assurance



Manager's Name: I. Chaudhry Initial Notice Case: 5 Week Move to Notice Case: N/A File to: Withdrawn Date of issue: 29/09/2023

Reference Number: 2023.09.29\_OB\_IC\_202358 Date first posted: 29.09.2023 Date to move: N/A 1 Date to file: 30.09.2023