Driver Awareness Training

Need to drive a Multi Person Vehicle (MPV) up to 9 seats

It is strongly recommended that General Driver Awareness Training is completed

Need to drive a minibus

Need to attend Minibus Driver Awareness Training (MiDAS)

Even those who have D1 already noted on their licence are expected to complete the Minibus Driver Awareness Training

Ensure you know what budget the training will come from

Training is charged per session (not per person) so try to fill the session if you can

4 people can be trained in a day in two sessions. The morning session is a 4 hour session from 09:00 to 13:00 where the first 2 drivers are assessed for 2 hours each The afternoon session starts at 13.30

Email Brain at Aberdeen Training Services on brian.cassie@btinternet.com or 07745419947 to request his availability

Brian will get back in touch with suggested dates

Agree date with attendees

Book a suitable vehicle

If you are arranging minibus training you will need to book a minibus
If you are arranging general car driver awareness then you can book a 9-seater people carrier sized car

Raise a PO to Arnold Clark. They are in the finance system and have a catalogue to choose from

Once PO has been approved, email Arnold Clark with the order number using the template

Good morning,

Can I make the following booking please:

- Date the booking if for e.g. Wednesday 27th March
- 1 x 9-seater people carrier (manual only) – (type of vehicle required)
- 1 day hire from 9 am – 5 pm (how long for)
- To be delivered to and picked up from University of Aberdeen, Zoology Building, Tillydrone Avenue, Aberdeen, AB24 2TZ (this is always the delivery address)
- Keys to be left with Security Office, Dunbar Street, Aberdeen, AB24 3UD (this is always the case)
- Driver Name: To be confirmed with Brian (depending on who is doing the training)
- Account Number 9916126
- PO Number xxxxxxxx

Arnold Clark will confirm booking. If there are any issues they will call.

Email Brain to confirm the date, name of attendees and the car booking details

Email the attendees to confirm the date and remind them to take their driving licence and photocopy of licence to the training

Training takes place

Once training is complete, Brian will send in the paperwork and advise if anyone did not pass

Certificates should be saved electronically and then issues to the attendees