



TRANSPORT AND HIGHWAYS

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Our Ref SK/MB

Your Ref

Date: 1 September 2009

Dear Minibus Administrator

New Contact Details for Minibus Assessment Training Courses

As you are aware from my last correspondence in May we are no longer able to undertake the administration of the 'minibus driver assessment courses' and all other associated re-assessments.

All Plymouth City Council's departments are responsible to ensure that all members of staff and staff who require re-assessment will receive the appropriate training before any persons are able to drive a minibus on council business. This is in accordance with best practice and compulsory requirements. Therefore, it will now be up to individuals or organisations to make their own arrangements with the various Approved Driving Instructors or Driving Centres in the Plymouth area.

As from 1 September you can contact the following training providers to arrange a course or a re-assessment direct, these are the **only assessors** which are approved by Plymouth City Council's Sustainable Transport Team.

Road Safety Solutions -Geoff Moore Tel: 01752 84660 e-mail: geoff@trssl.co.uk (any minibus associated courses) website: www.trssl.co.uk

Roger Jewell Tel: 01752 405926 e-mail: rogerjewell63@yahoo.co.uk (5 year re-assessments and driver profile only)

Devon Drivers Centre – (Minibus Training only for D1 License holders no Cat B licence holders)

Tel: 01392 444773 e-mail: drivers@devon.gov.uk

I will continue to update the Minibus Approved Drivers register therefore if you require a list of all your approved drivers please contact me by e-mail.

Yours sincerely

Suzanne

Suzanne Keith
Road Safety Officer -Sustainable Transport Team

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