

IDD - Informal Discussion Document

Company Name: _____

Section 1: Meeting Details

- Driver Name: _____

- Manager Name: _____

- Manager Role: _____

- Date: _____

- Time: _____

Section 2: Discussed Matters

1. Poor Pre-Drive Vehicle Walkarounds:

- Notes: _____

- _____

2. Quality and Cleanliness of Vehicle /Cab:

- Notes: _____

- _____

3. Issues Identified in Safety Inspection not picked by the driver:

- Notes: _____

- _____

4. Speeding:

- Notes: _____

- _____

5. Harsh Braking:

- Notes: _____

- _____

6. Other Issues:

- Issue: _____

- Notes: _____

- _____

Section 3: Discussion Details

- Discussion Summary:

- _____
- _____
- _____

Section 4: Agreed Next Steps

- Actions to be Taken:

1. _____
2. _____
3. _____

- Follow-Up Meeting Date (if required): _____

Section 5: Signatures

- Driver Signature: _____ Date: _____

- Manager Signature: _____ Date: _____

Notes: Attach additional sheets if lengthy discussion is noted.

Attach evidence, i.e. reports, witness statements etc

Scan the documents, this will date stamp the documents