

TOOLBOX TALK ATTENDANCE REGISTER.

One register, any topic. Use this alongside any AJTC Driver Toolbox Talk, or any briefing you deliver yourself, to keep a proper record that training actually took place.

Fill this in every time you deliver a toolbox talk or safety briefing, and keep it on file. DVSA and the Traffic Commissioner look for evidence of ongoing driver training, not just a policy that says it happens — a signed register like this one is exactly that evidence.

Toolbox Talk / Topic:	_____
Date:	_____
Delivered By:	_____
Location:	_____

#	Driver Name	Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

#	Driver Name	Signature	Date
12			
13			
14			
15			
16			
17			
18			
19			
20			

Keep completed registers on file for at least 15 months, alongside your other driver training and defect records.

FROM CHECKLIST TO SYSTEM

This checklist works. A platform that does it for you works better.

A signed register proves training happened once. The AJTC Compliance platform keeps a running record of every driver's training history in one place, so you're never digging through a filing cabinet to prove it.

- Every toolbox talk and training record held against the driver's file, not a loose paper register
- A complete training history for every driver, ready to show DVSA or a Traffic Commissioner on request
- Reminders for refresher training, so the same topics get revisited on a proper schedule

AJTC Ltd also provides external Transport Manager cover, monthly compliance audits, and DVSA correspondence handled directly. It isn't just software — it's someone doing this with you, with your own branded dashboard behind it.

Most operators start with a free 30-minute consultation, have their vehicles and drivers loaded into the platform within the first week, and never go back to tracking this on paper or in a spreadsheet again.

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