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Release Note

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RELEASE NOTE

IRU Academy Online (AOL) v3.0
Import and Direct Enrolment of Students by ATIs
Update of Student Details by ATIs

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1 OVERVIEW

Document Purpose

This document provides the “what’s new” information for the 3.0 version of the IRU Academy Online (AOL) Internet application. The updated AOL version 3.0 is released on 19 April 2012. In case you are upgrading from an older version, please read these releases notes carefully.

Requirements for ATI Machines

- Operating System – recommended MS Windows XP Professional or Windows 7
- Internet Browser – Internet Explorer 6.0 or higher / Mozilla Firefox 3 or higher
- An Internet connection
- Adobe Acrobat Reader 6.0 or higher
- WinZip 7.0 or higher

2 WHAT'S NEW IN AOL v3.0

The updated AOL version 3.0 Internet application is deployed on 19 April 2012 and in this Release Note document we will step through the new features in terms of the application use by IRU Academy Accredited Training Institutes (ATIs).

Chapter 3 covers the new functionality in the last AOL version 3.0 release such as:

- Import and direct enrolment of students in ATI classes
- Selection of dates from calendars
- Update of student details by ATIs at any time



Figure 1: AOL Homepage

3 NEW FEATURES

The new AOL release enables ATIs to import students and directly enrol them in classes created in AOL, to select dates from calendars rather than to enter them manually in the required format, to update student details at any time after creation of student records, as well as to print scanned signatures of ATI General Managers and authorised representatives of Official Authorities or Examination Bodies. Owing to these features, ATIs wishing to use them can considerably decrease the duration and effort of the process of student creation and update in AOL, or their efforts of having certificates / diplomas issued using AOL signed by the authorised signatories in the ATI and country.

In brief, the main new features available for ATIs in this release of AOL v3.0 are the following:

- Import and direct enrolment of students in ATI classes
- Selection of dates from calendars
- Update of student details by ATIs at any time.

The new ATI features are accessible from the AOL v3.0 Homepage, by clicking on the “ATI Module” button:



Figure 2: AOL Homepage – ATI Module

3.1 IMPORT AND DIRECT ENROLMENT OF STUDENTS IN ATI CLASSES

The new AOL release enables all ATIs to have their student profiles automatically created based on import of student data files prepared by themselves either by means of data export from another system or by preparing student data files. In both cases, ATIs wishing to use this AOL function need to observe certain rules regarding the data and the format of the files which AOL can then import.

ATIs may use the AOL student import function to significantly facilitate the creation of student profiles in AOL by automating this process in case they dispose of the students data organised in data files.

3.1.1 Preparing the Students' Data File for Import and Enrolment in Classes in AOL

In order for AOL to be able to import an ATI's file containing students' data, automatically create the related students' profiles and enrol them in a class, the following conditions must be met:

- the ATI data file containing students needs to be prepared in accordance with certain technical requirements, for both the data in the file and the format of the file;
- the class in which imported students are to be automatically enrolled needs to be previously created by the ATI using AOL.

The students' data specifications, the file format requirements and the process of activating the function of student import and direct enrolment in a class are explained in detail in the sub-sections below.

3.1.1.1 Student Data Specifications

The students' data made ready by ATIs for import in AOL must comply with the data type, length, cardinality (mandatory or optional data) and specific values as expected in AOL. All the fields participating in the process of creation of a student's profile in AOL bear the same logical names as their labels visible on the AOL 'Student profile' page, an example of which is shown in the figure below:

STUDENT PROFILE

| PERSONAL DATA | | PROFESSIONAL DATA | | |
|-------------------|--|-------------------|--|--|
| Title: | <input type="text" value="Mr"/> | Employer Name: | <input type="text"/> | View The Graduate Private Page User Intent: <input type="text" value="/J1"/> <input type="button" value="View"/> |
| Gender: | M: <input checked="" type="radio"/> F: <input type="radio"/> | Job Title: | <input type="text"/> | |
| Family Name: | <input type="text" value="Driver"/> | Address 1: | <input type="text"/> | |
| First Name: | <input type="text" value="Truck"/> | Address 2: | <input type="text"/> | |
| Birth Date: | <input type="text" value="01-Feb-1973"/> | Address 3: | <input type="text"/> | |
| Place Of Birth: | <input type="text" value="Driverplace"/> | City: | <input type="text"/> | |
| Country Of Birth: | <input type="text" value="South Africa"/> | State: | <input type="text"/> | |
| Address 1: | <input type="text" value="Driverstreet 123"/> | Postal Code Pre: | <input type="text"/> | |
| Address 2: | <input type="text"/> | Postal Code Suf: | <input type="text"/> | |
| Address 3: | <input type="text"/> | Country: | <input type="text" value="Please Select"/> | |
| City: | <input type="text" value="Driverplace"/> | Telephone: | <input type="text"/> | Certificates/Diplomas Hide <input type="checkbox"/> TTRCOADR6910103 <input type="checkbox"/> TTRCOADR6921102 <input type="checkbox"/> TTRCOADR7011102 <input type="checkbox"/> TTRCOADR7712102 <input type="checkbox"/> TTRCOTAC7216101 |
| State: | <input type="text"/> | Mobile: | <input type="text" value="12345676"/> | |
| Postal Code Pre: | <input type="text" value="12300"/> | Fax: | <input type="text"/> | |
| | | | | |

Figure 3: AOL Student Profile page – Part 1

| | | | | |
|------------------|--|--------------------------|--|---|
| Postal Code Suf: | <input type="text"/> | Email: | <input type="text"/> | <input type="button" value="Previous Enrollments"/> |
| Country: | <input type="text" value="South Africa"/> | From Another ATI: | <input type="checkbox"/> | <input type="button" value="Update"/> |
| Telephone: | <input type="text" value="12345678"/> | Student ID: | <input type="text" value="382427"/> | |
| Mobile: | <input type="text" value="12345676"/> | Password: | <input type="text" value="....."/> | |
| Fax: | <input type="text" value="12345679"/> | Viewing Code: | <input type="text" value="5296863"/> | |
| Email: | <input type="text" value="tdriver@getmail.com"/> | Enroll In Class: | <input type="text" value="Please Select"/> | |
| Language: | <input type="text" value="English"/> | Close Graduate Web Site: | <input type="checkbox"/> | |

Figure 3: AOL Student Profile page – Part 2

The 'Student ID' and 'Viewing Code' values are generated by AOL upon creation of the student's profile, while the 'Certificates/Diplomas' section of the Student Profile page displays those certificates/diplomas that the student has already acquired. For these reasons, the 'Student ID' and 'Viewing Code', as well as the 'Certificates/Diplomas' hyperlinks should not be included in the ATI's student data files being imported in AOL.

The full specification of the student profile data fields, their type, maximum length, character and example values for those fields which are specific are given in the table below:

| Field Name | Data Type | Data Length | Allow Nulls (Yes / No) | Mandatory Field (Yes / No) | Specific Values |
|--------------------|-----------|-------------|------------------------|----------------------------|---|
| Family Name | nvrchar | 64 | N | Y | - |
| First Name | nvrchar | 64 | N | Y | - |
| Title | nvrchar | 50 | N | Y | - |
| Gender | Bit | 1 | N | Y | Male = 'M' / Female = 'F' |
| Birth Date | datetime | | N | Y | Format 'DD- MMM-YYYY' (e.g. '01-Jan- 1980') |
| Place Of Birth | nvrchar | 50 | N | Y | - |
| Country Of Birth | nvrchar | 50 | N | Y | English name of the country (e.g. 'Switzerland') |
| Language | nvrchar | 3 | N | Y | 3-alpha ISO language code (ISO 639-2 code) (e.g. 'eng' for English language) |
| Password | nvrchar | 50 | N | Y | - |
| Address 1 | nvrchar | 80 | N | Y | - |
| Address 2 | nvrchar | 80 | Y | N | - |
| Address 3 | nvrchar | 80 | Y | N | - |
| City | nvrchar | 50 | N | Y | - |
| State | nvrchar | 50 | Y | N | - |
| Postal Code Prefix | nvrchar | 40 | N | Y | - |
| Postal Code Suffix | nvrchar | 40 | Y | N | - |
| Country | nvrchar | 50 | N | Y | English name of the country (e.g. 'Switzerland') |
| Telephone | nvrchar | 80 | N | Y | - |

| Field Name | Data Type | Data Length | Allow Nulls (Yes / No) | Mandatory Field (Yes / No) | Specific Values |
|-------------------------|----------------|-------------|------------------------|----------------------------|-----------------|
| Mobile | nvrchar | 80 | Y | N | - |
| Fax | nvrchar | 80 | Y | N | - |
| Email | nvrchar | 80 | N | Y | - |
| Employer Name | nvrchar | 80 | Y | N | - |
| Job Title | nvrchar | 80 | Y | N | - |
| Prof Address 1 | nvrchar | 80 | Y | N | - |
| Prof Address 2 | nvrchar | 80 | Y | N | - |
| Prof Address 3 | nvrchar | 80 | Y | N | - |
| Prof City | nvrchar | 50 | Y | N | - |
| Prof State | nvrchar | 50 | Y | N | - |
| Prof Postal Code Prefix | nvrchar | 40 | Y | N | - |
| Prof Postal Code Suffix | nvrchar | 40 | Y | N | - |
| Prof Country | nvrchar | 50 | Y | N | - |
| Prof Telephone | nvrchar | 80 | Y | N | - |
| Prof Mobile | nvrchar | 80 | Y | N | - |
| Prof Fax | nvrchar | 80 | Y | N | - |
| Prof Email | nvrchar | 80 | Y | N | - |

All mandatory fields (student data) that need to be included in the ATI's student data files ready for import in AOL are highlighted in light red.

For ensuring wide comprehension of the student data and their proper merge in the certificates/diplomas issued in AOL, all data should be written using a Latin keyboard set. Please note that students' data written using other keyboard sets (e.g. Cyrillic or Arabic) are not allowed for import in AOL.

3.1.1.2 Data File Format and Limitations

Besides observing the students' data specifications mentioned in [section 3.1.1.1 above](#), ATIs wishing to use the AOL Student Import functionality need to organise the student data in data files observing certain file format requirements and limitations guaranteeing the proper import of the contained students data. AOL would accept for import student data organised in:

- UNICODE TEXT or CSV files (*.txt or *.csv), with field names in the top row and data fields delimited by a <Tab> character;
- Data files containing maximum 50 student profiles.

An example of such a student data (TEXT) file prepared in accordance with the AOL requirements is given in the figure below:

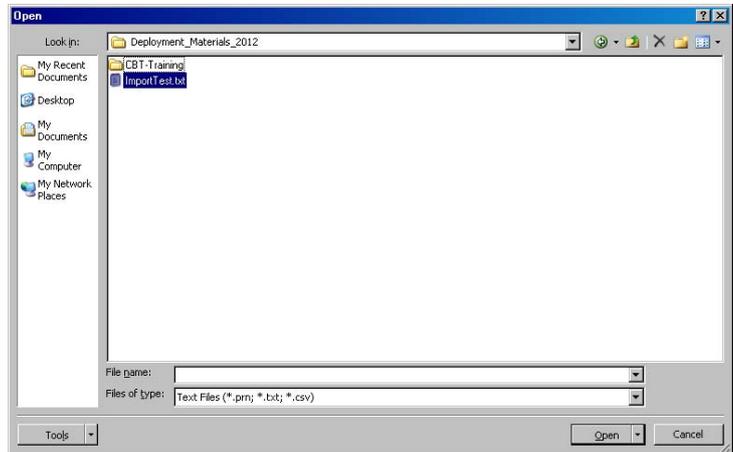
| Family Name | First Name | Title | Gender | Birth Date | Place Of Birth | Country Of Birth | Language | Password | Address 1 | Address 2 |
|-------------|------------|-------|--------|-------------|----------------|------------------|----------|----------|--------------------|-----------|
| Dumas | Tester | Mrs | F | 01-Jan-1980 | Testville | France | ENG | pass | Route des Tests 1 | Testville |
| Dumasov | Tester | Mr | M | 02-Jan-1981 | Testville | Switzerland | ENG | pass | Rue des Bananes 11 | Testplace |
| Dumasova | Testerka | Mrs | F | 03-Jan-1983 | Testville | France | ENG | pass | Route des Tests 2 | Testville |
| Dummy | Tester | Mr | M | 04-Jan-1984 | Testville | Switzerland | ENG | pass | Rue des Bananes 12 | Testplace |
| Dummys | Tester | Mrs | F | 05-Jan-1985 | Testville | France | ENG | pass | Route des Tests 3 | Testville |
| Prost | Tester | Mr | M | 06-Jan-1986 | Testville | Switzerland | ENG | pass | Rue des Bananes 13 | Testplace |
| Prosta | Tester | Mrs | F | 07-Jan-1987 | Testville | France | ENG | pass | Route des Tests 4 | Testville |
| Driver | Tester | Mr | M | 08-Jan-1988 | Testville | Switzerland | ENG | pass | Rue des Bananes 14 | Testplace |
| Drivers | Tester | Mrs | F | 09-Jan-1989 | Testville | France | ENG | pass | Route des Tests 5 | Testville |
| Chauffeur | Tester | Mr | M | 10-Jan-1990 | Testville | Switzerland | ENG | pass | Rue des Bananes 15 | Testplace |

Figure 4: Example Student Data TEXT file

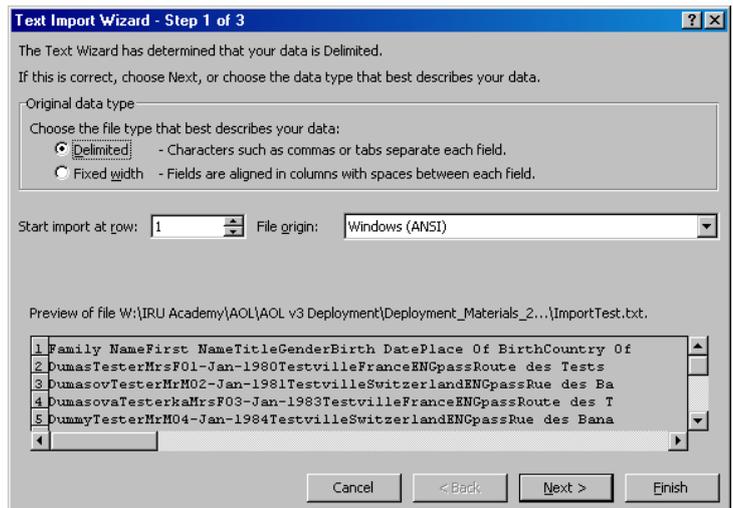
3.1.2 Editing the Students Data File

If for any reasons you cannot comply with some of the AOL data requirements, because your data source for instance cannot provide for a specific field format, you can always edit your prepared TEXT (or CSV) data file using Microsoft Excel.

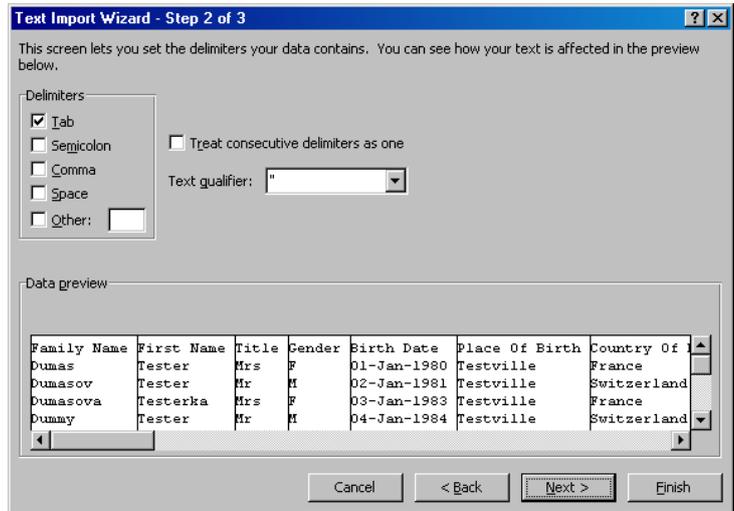
To edit your data file using Microsoft Excel, start up Excel, select File / Open, select 'Files of Type' 'Text Files (*.prn; *.txt; *.csv)', locate your data file and click on 'Open':



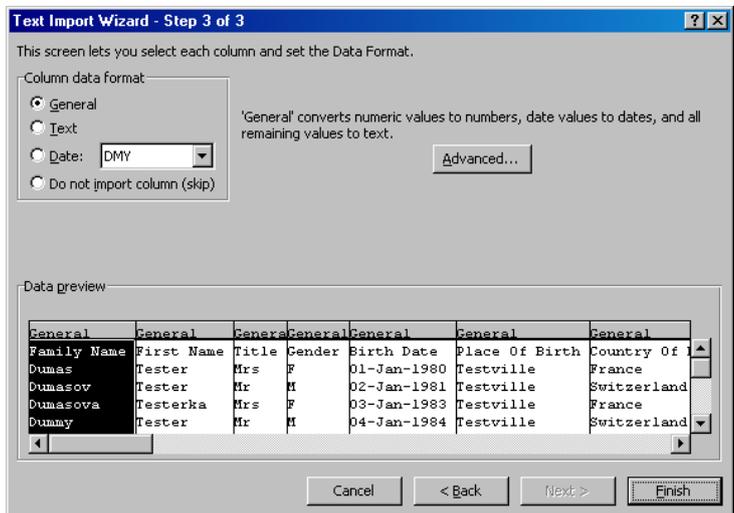
Click on 'Next >' in the 'Text Import Wizard – Step 1 of 3' screen:



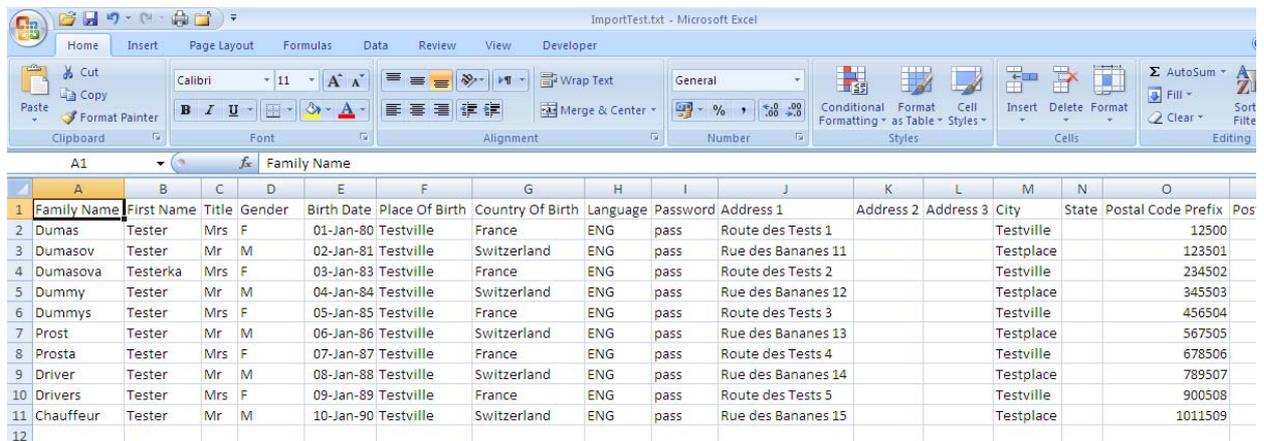
Click on 'Next >' in the 'Text Import Wizard – Step 2 of 3' screen:



Click on 'Finish' in the 'Text Import Wizard – Step 3 of 3' screen:

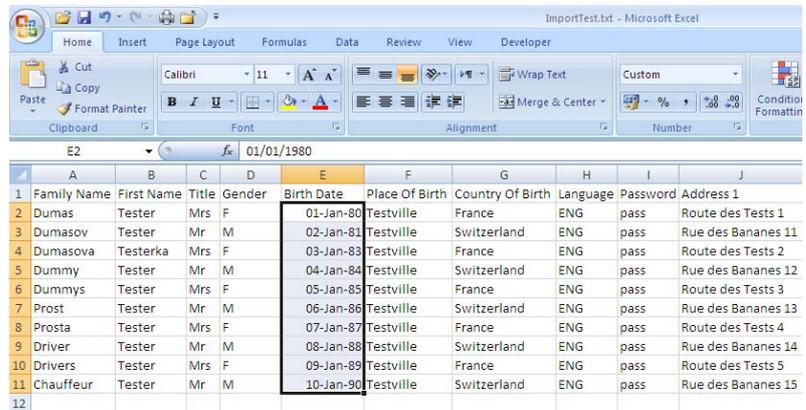


Your data file will then open in Microsoft Excel:

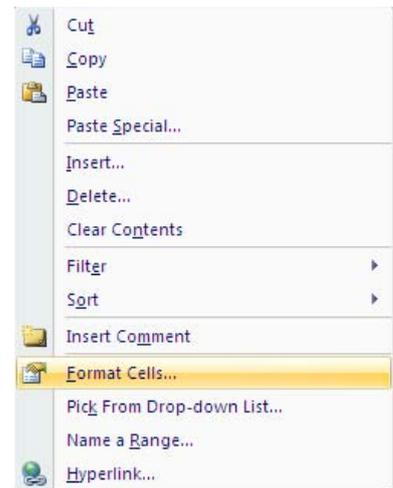


As you can see, the above example TEXT file with students data displays the 'Birth Date' fields using a date format inappropriate for import in AOL (the date format in the file is 'dd-mmm-yy', while the required date format for AOL import is 'dd-mmm-yyyy'). To convert the date format in the one required for AOL import:

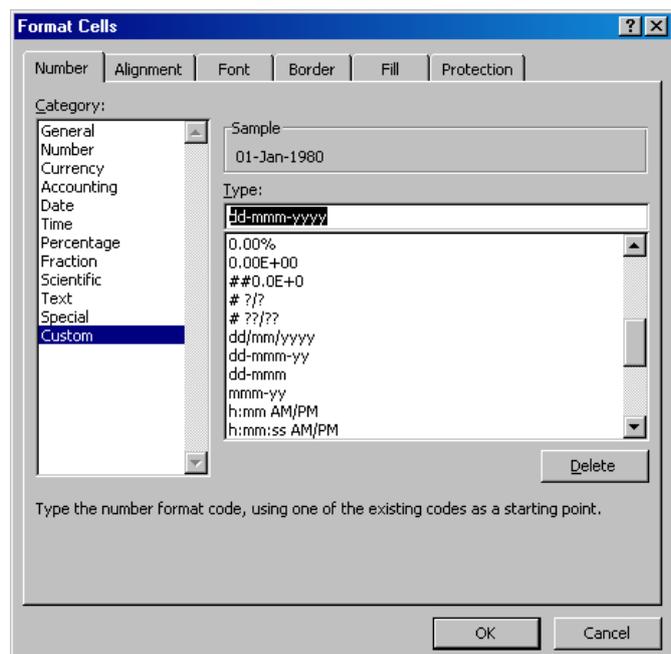
1. select the column with the 'Birth Date' values:



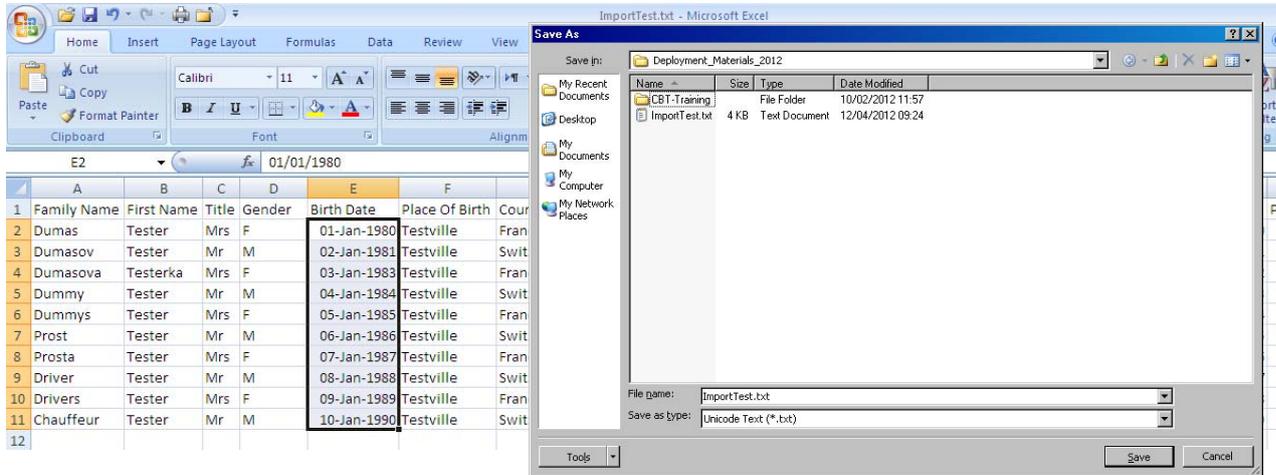
2. right-click with your mouse and select 'Format cells':



3. In the 'Number' screen tab of the 'Format Cells' window, select 'Category' = 'Custom', enter 'Type' = 'dd-mmm-yyyy' and click on 'OK':



Microsoft Excel displays the values of the 'Birth Date' column in the date format required for AOL import (dd-mmm-yyyy):



4. Select 'File / Save As', make sure 'Save as type:' = 'Unicode Text (*.txt)' and click on 'Save':

5. Click on 'Yes' when asked if you want to replace the existing file, then click 'Yes' again when you see this window:



When you close the file you have just edited in Microsoft Excel, you will have it ready for import in AOL.

3.1.3 Importing the Student Data File and Enrolling the Imported Students in a Class

Once you have prepared your student data file for import in AOL in accordance with the specifications and requirements of the previous sections, you can initiate the procedure of import of the students data file and automatic enrolment of the students in a class in AOL. When initiating this procedure, AOL will check the file for basic consistency. The AOL procedure of direct import of your students' data file consists of three steps, described in the next three sub-sections:

1. The ATI needs to create a class in AOL into which it wants to have the imported students directly enrolled;
2. AOL checks the student profiles in the data file against available student records in the database and, in case it finds such, it updates the student profiles concerned with the information in the students data file;
3. The ATI user carries out the import in AOL by clicking on a button and is informed about the outcome of the import and enrolment of the students by AOL.

3.1.3.1 Creating a Class Where Imported Students Should be Enrolled

To create a class in which you want to directly enrol imported students in AOL, follow the procedure described below:

1. Logon to the AOL ATI Module with your User Name and Password



2. Select 'Class Management' from the ATI Home Page:



3. Select 'Create New Class' on the Class Management page:



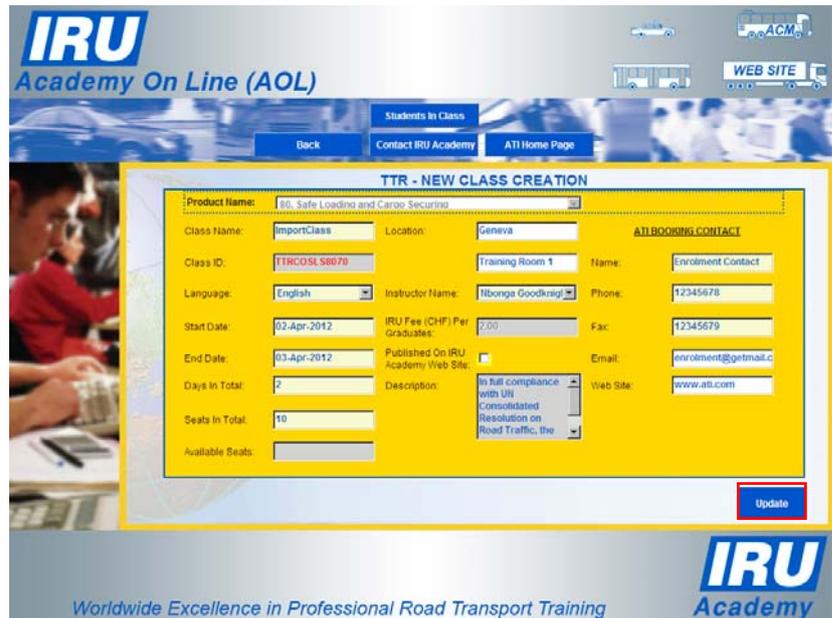
4. Select 'Product Name', then click on the 'Create' button in the New Class Creation page:



AOL opens up the full 'New Class Creation' page offering you to enter all class details:



5. Fill in the necessary class data as usually upon creation of a new class in AOL, then click on 'Update'



N.B. AOL now allows you to set a class 'Start Date' and 'End Date' in the past and update these dates at any time. The conditional relationship between these dates which you have to observe is:

- a class 'End Date' cannot be earlier than the 'Start Date';
- a class 'Examination Date' cannot be earlier than the 'End Date' and later than the current AOL system date;
- the class 'Start Date' and 'End Date' can be updated at any time, as long as no 'Examination Date' has been set for any of the students in the same class.

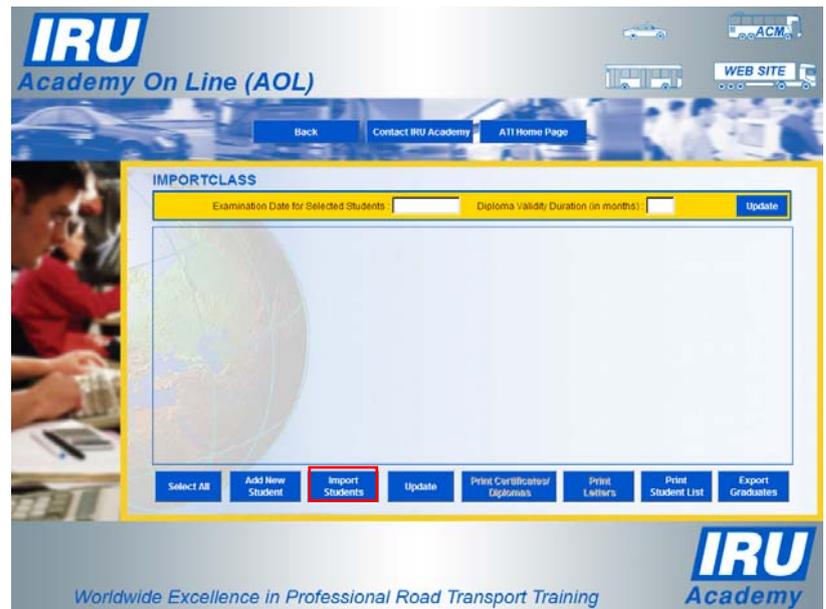
6. Click on the 'OK' button when informed that the new class has been created



- Click on the 'Students In Class' button when the new class is displayed



- Click on the 'Import Students' button in the Students In Class page



AOL opens up the 'Import Students from csv file' page offering you to open an example of a csv file ([import.csv](#) hyperlink) or to have the example opened for editing in Excel ([import.xls](#) hyperlink):

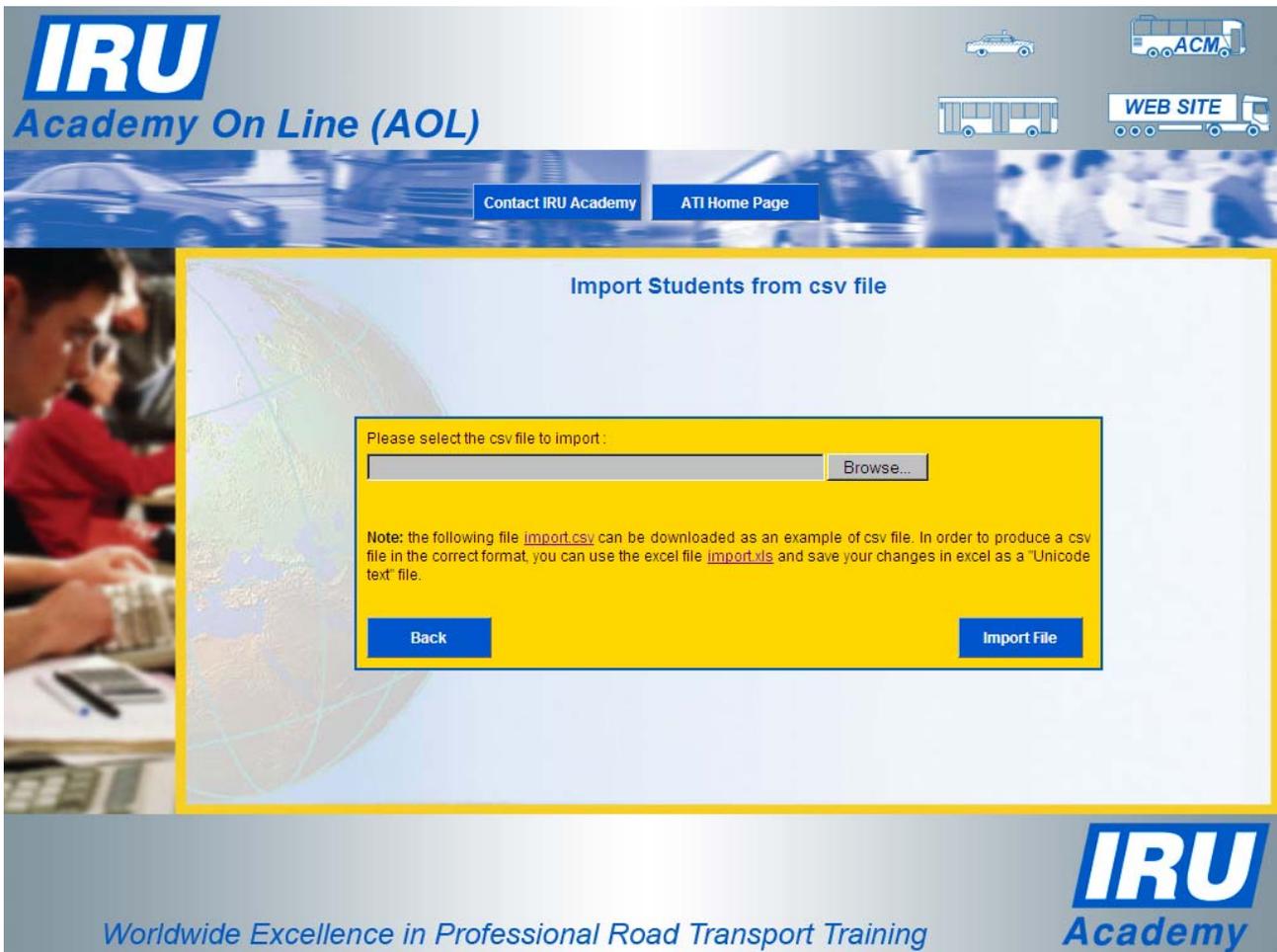
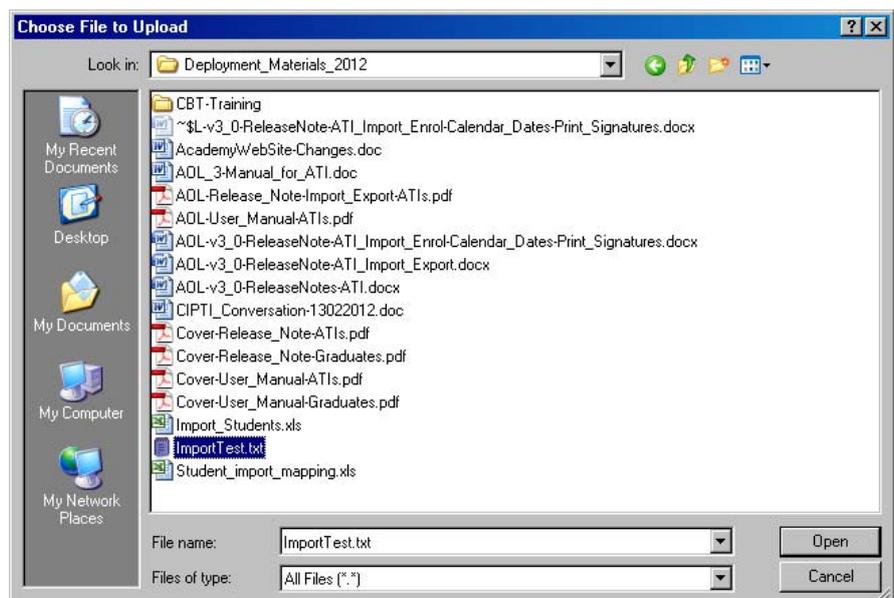
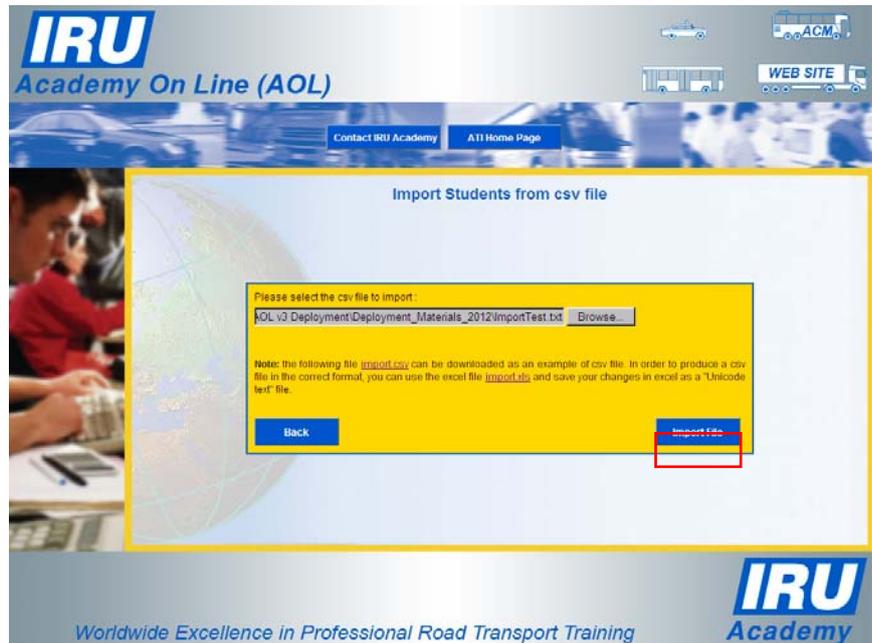


Figure 5: AOL "Import Students from csv file" page

9. Click on the 'Browse' button, then select the file containing the students' data to import in AOL and click on 'Open' in the 'Choose File to Upload' window:



10. Click on 'Import File' when back to the 'Import Students from csv file' page:



3.1.3.2 Checking the Students' Data File for Existing Students

AOL will carry out an automatic check on the file format and data consistency and will display an error message indicating the position and the nature of the first data consistency problem identified in the file selected for import:

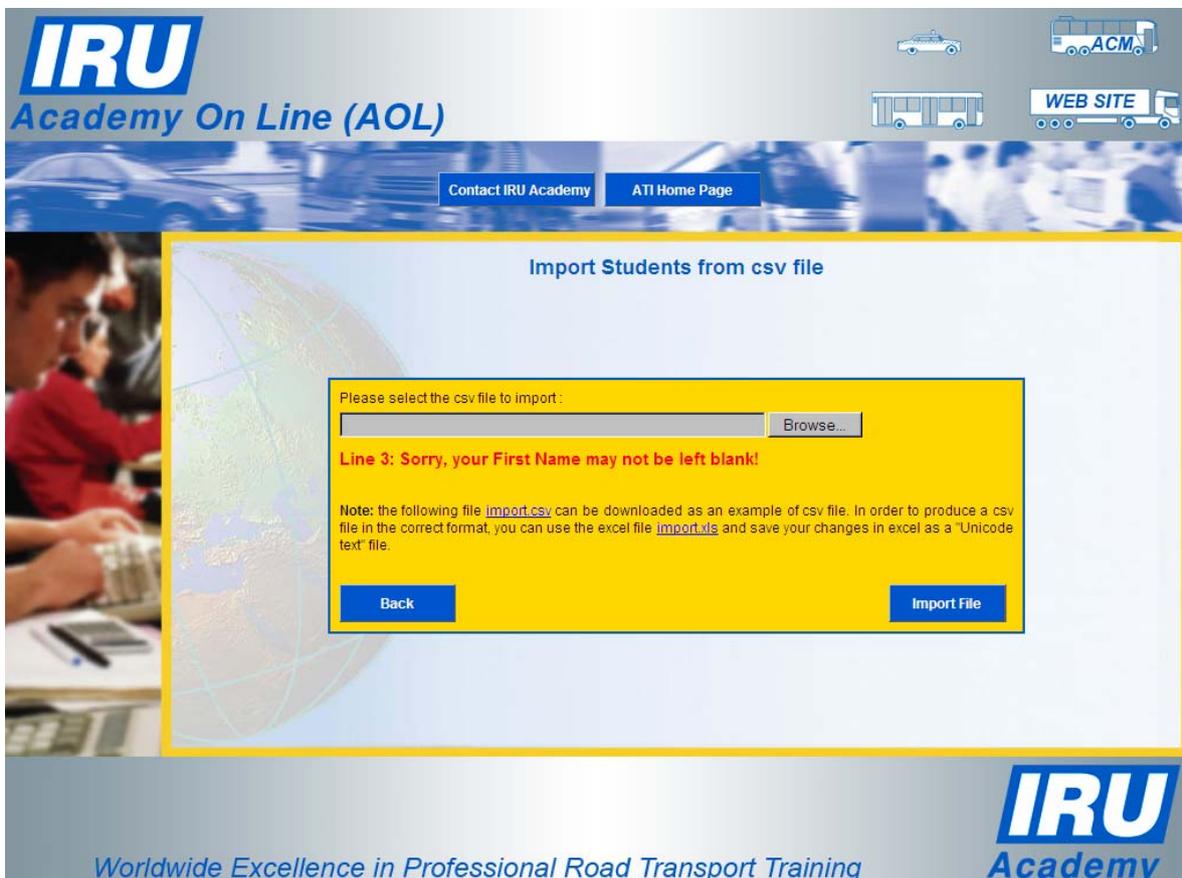


Figure 6: AOL "Import Students from csv file" page with a data check error message

If you see such a message, edit the data file using Microsoft Excel, enter the missing student data in the indicated line, save the file and try to import again.

3.1.3.3 Actual Import of the Students Data File and Direct Students' Enrolment into the Class

11. When AOL accepts the student data file for import, it will give you a confirmation message in green (<number> students imported successfully). Click on the 'Back' button to return to the Students In Class page when you receive the confirmation message:

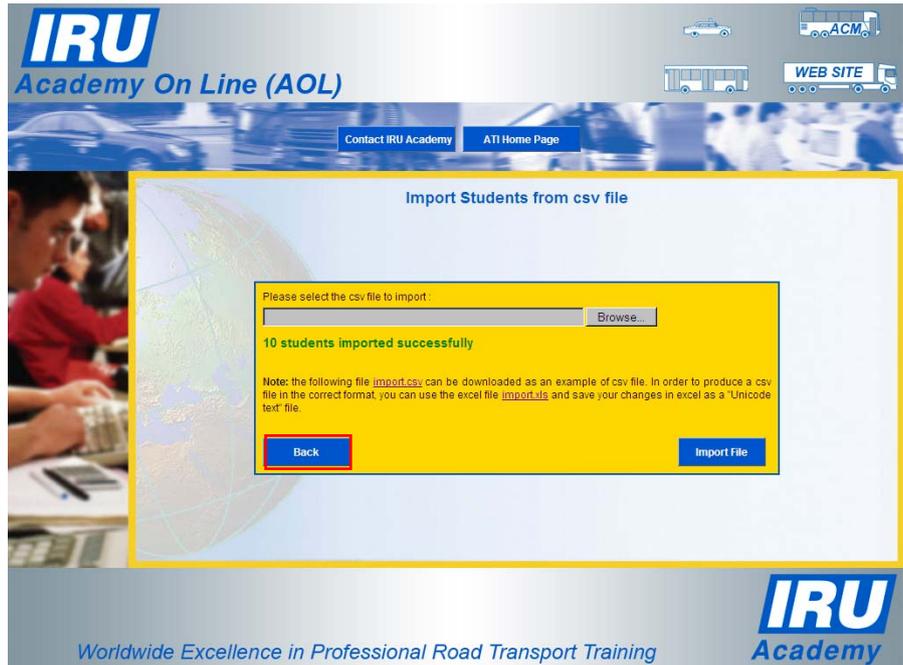
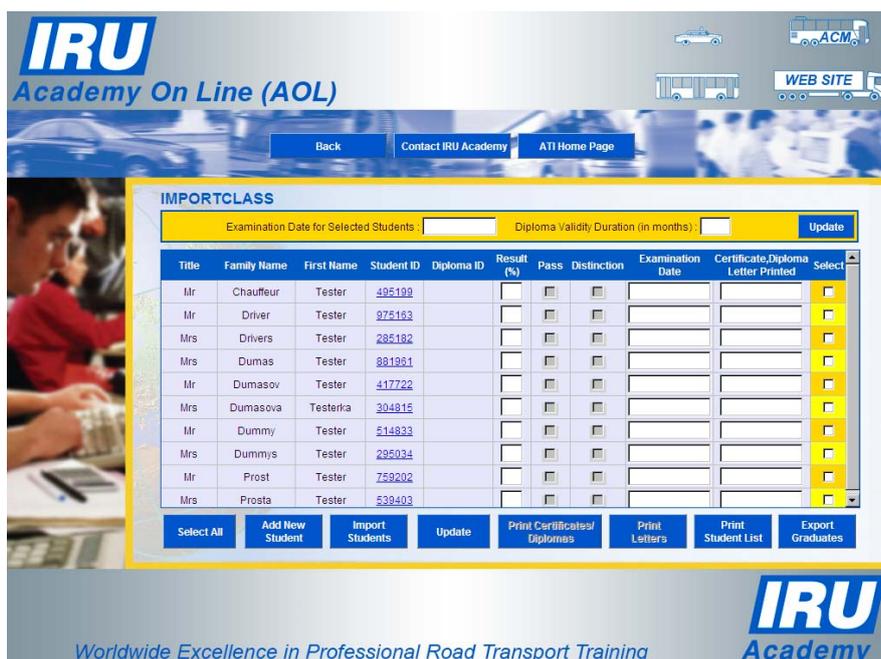


Figure 7: AOL "Import Students from csv file" page after a successful sending of students data file for import

AOL displays the 'Students in Class' page for the class into which imported students were enrolled:



You can then proceed with the registration of the end of class actions (indication of examination results for the students, entering Examination Date for the students, printing certificates / diplomas and accompanying letters for the students in the class) in the usual way.

N.B. Like already mentioned in [section 3.1.3.1](#) above, AOL allows you to change the class Start Date and End Date even after enrolment of students in the class, but **ONLY** as long as no Examination Date has been specified for any of the students in the class!

3.2 SELECTION OF DATES FROM CALENDARS IN AOL

For better convenience, the AOL user interface has been changed in this new AOL release so that the users are not obliged to enter dates manually into data fields in a format required by AOL, but they can select dates from a calendar. Following the selection of a date from a calendar, AOL automatically converts and displays the selected date in its required format.

Selection of dates from calendars is implemented throughout AOL, in all fields requiring user indication of a date. The specification of a date in AOL by using a calendar is demonstrated in this section by using the example of an ATI user updating a class. The selection of a date from a calendar in any other AOL date field is done in the same way.

1. From the AOL ATI Module, select the 'Class Management' function and open the class for which you want to change the 'Start Date' and 'End Date':



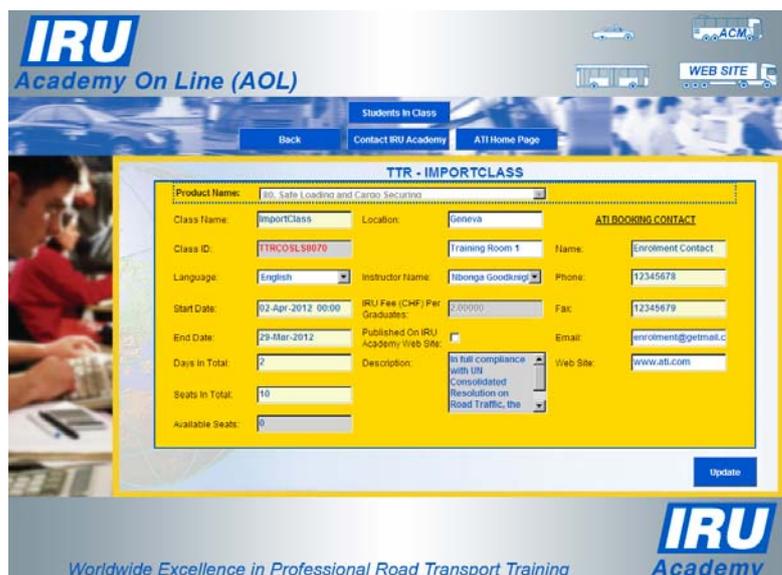
- Click inside the 'End Date' field and AOL will display a calendar just below the field, with the current system date highlighted:



- Click on the left or right arrow in the calendar month / year line (◀ / ▶) to change the month or the year of the calendar (e.g. select the month of March 2012):



- Click on the desired day within the selected month and year (e.g. 29) and AOL will close down the calendar below the 'End Date' field and display the selected date (29 March 2012) in the field using the required format:



In exactly the same way you can select a date from a calendar by clicking in any AOL field requesting user entry of a date.

3.3 UPDATE OF STUDENT DETAILS AT ANY TIME

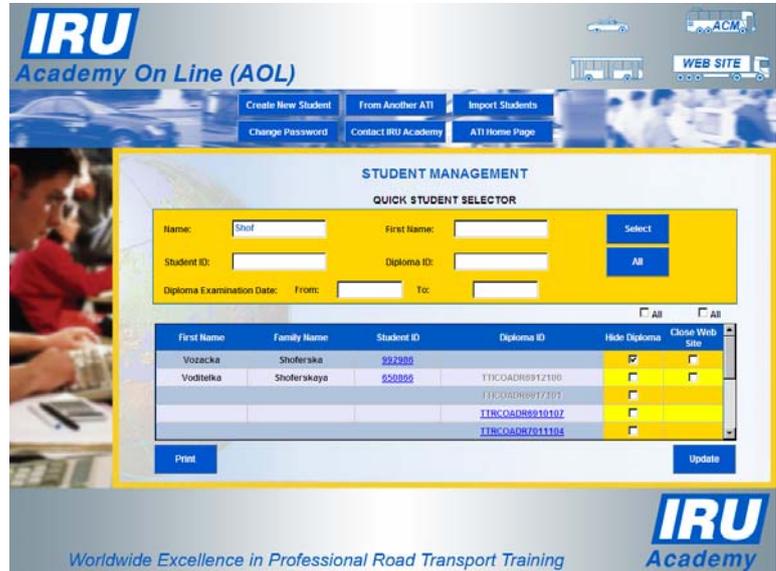
AOL allows ATIs to modify all student details at any time, including once certificates / diplomas or accompanying letters have been issued for the student. The only exception to this rule are the system generated student data (AOL attributed “Student ID” and “Viewing Code”). In case certificates / diplomas have been issued for the student whose details are being modified, AOL will re-generate the same certificates / diplomas by merging the last modified details.

For demonstration purposes, let us see an example how to modify First Name, Last Name and Date of Birth for a student called “Voditelka Shoferskaya”, born on “3 January 1982”, holder of a number of certificates / diplomas one of which bears the Certificate ID “TTRCOADR7712104” issued on 5 October 2011:



In order to update the student details, you need to log into the AOL ATI Module, select the 'Student Management' function and search for the student's record, as shown in the figure below for the example student:

1. Click on the 'Student ID' hyperlink to open the student's record:



2. AOL displays the student's record:



3. Make the changes to the student's Family Name, First Name and Birth Date (e.g. change name from "Voditelka Shoferskaya" to "Vodytelka Soferskaia" and date of birth from "3 January 1982" to "23 April 1978"):



4. Using the vertical scroll button at the right of the Student Profile page, move down the page until you see the 'Update' button:



5. Click on the 'Update' button and AOL will save the changes and display the Student Profile page with the modified details:



- If you click on a previous certificate / diploma hyperlink in the right-hand grid on the Student Profile page (e.g. on Certificate ID "TTRCOADR7712104" issued on 5 October 2011), AOL will display the same certificate / diploma with the modified student details:



You can see that now the student's modified First Name, Family Name and Date of Birth appear on the certificate / diploma, while the Certificate ID (TTRCOADR7712104) and examination date (5 October 2011) remain unchanged.

Follow the same procedure as described in steps 1-6 above if you need to modify any of the other student's details. The only restriction is, as already mentioned, that you can never modify the "Student ID" and "Viewing Code" values because these are system-generated and unique identifiers of the student.

4 TECHNICAL SUPPORT

4.1 AOL Support

After many years, AOL has acquired a certain degree of complexity and perfection. You will most likely find the features you are looking for, and if you have found a hole, you are encouraged to participate in the dialog and post your comments, questions and suggestions to the IRU Academy team accessible via the mailing list academy@iru.org.

4.2 Bug Report

How to report bugs?

In order for our team to react faster to your calls every time you need assistance, please address your problem to academy@iru.org. In this case, your call will be addressed to the entire team and anyone available at the moment will be able to help you.

If you find a bug, please send an e-mail to the IRU Academy team at IRU with the information listed below. Please make sure to include a very brief summary of the problem in the e-mail Subject line.

=====

Your Name:

Your E-mail:

Your Phone:

=====

Bug Description

=====

Summary:

Steps to Reproduce:

- 1.
- 2.
- 3.

Expected Results:

Actual Results:

=====

Platform:

=====

4.3 Contact Information

Here are all contact details of the IRU Academy team members, in case you need urgent help:

| Name | E-mail | Telephone |
|--|----------------------------|-----------------|
| Patrick Philipp <i>Head of IRU Training</i> | Patrick.Phillipp@iru.org | +41 22 918 2082 |
| Blagoja Jovanovski <i>In Charge of IRU Training Learning Technologies</i> | Blagoja.Jovanovski@iru.org | +41 22 918 2061 |
| Tatiana Iachina <i>Ico Programme & Training Coordination</i> | Tatiana.Iachina@iru.org | +41 22 918 2032 |
| Monika Lacna <i>Ico IRU Academy ATI Management</i> | Monika.Lacna@iru.org | +41 22 918 2739 |

Address

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3, rue de Varembe / BP. 44

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Switzerland

Web: www.iru.org

The International Road Transport Union (IRU), through its network of National Member Associations on all five continents, represents the entire road transport industry worldwide.

It provides exclusive international recognition of professional excellence to Graduates holding Certificates and Diplomas delivered by IRU Academy Accredited Training Institutes (ATIs).

It speaks for the operators of buses, coaches, taxis and trucks, from large fleets to owner-drivers, in all international bodies that make decisions affecting road transport.

Working with its Members and Partner Organisations for the highest professional standards, the IRU ensures the mobility of people and goods whilst improving environmental performance, safety and security.

*Working together
for a better future*

The logo for the International Road Transport Union (IRU) features the letters 'IRU' in a bold, white, sans-serif font. The letters are set against a blue background that is shaped like a stylized road or a banner, with a slight upward curve on the right side.

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