

School Run
Contracts

DRIVER SIGN-UP GUIDE

A step-by-step guide for school contract drivers getting started with the SRC Driver App. Follow each step to complete your registration and begin accepting school run contracts.

For School Contract Drivers

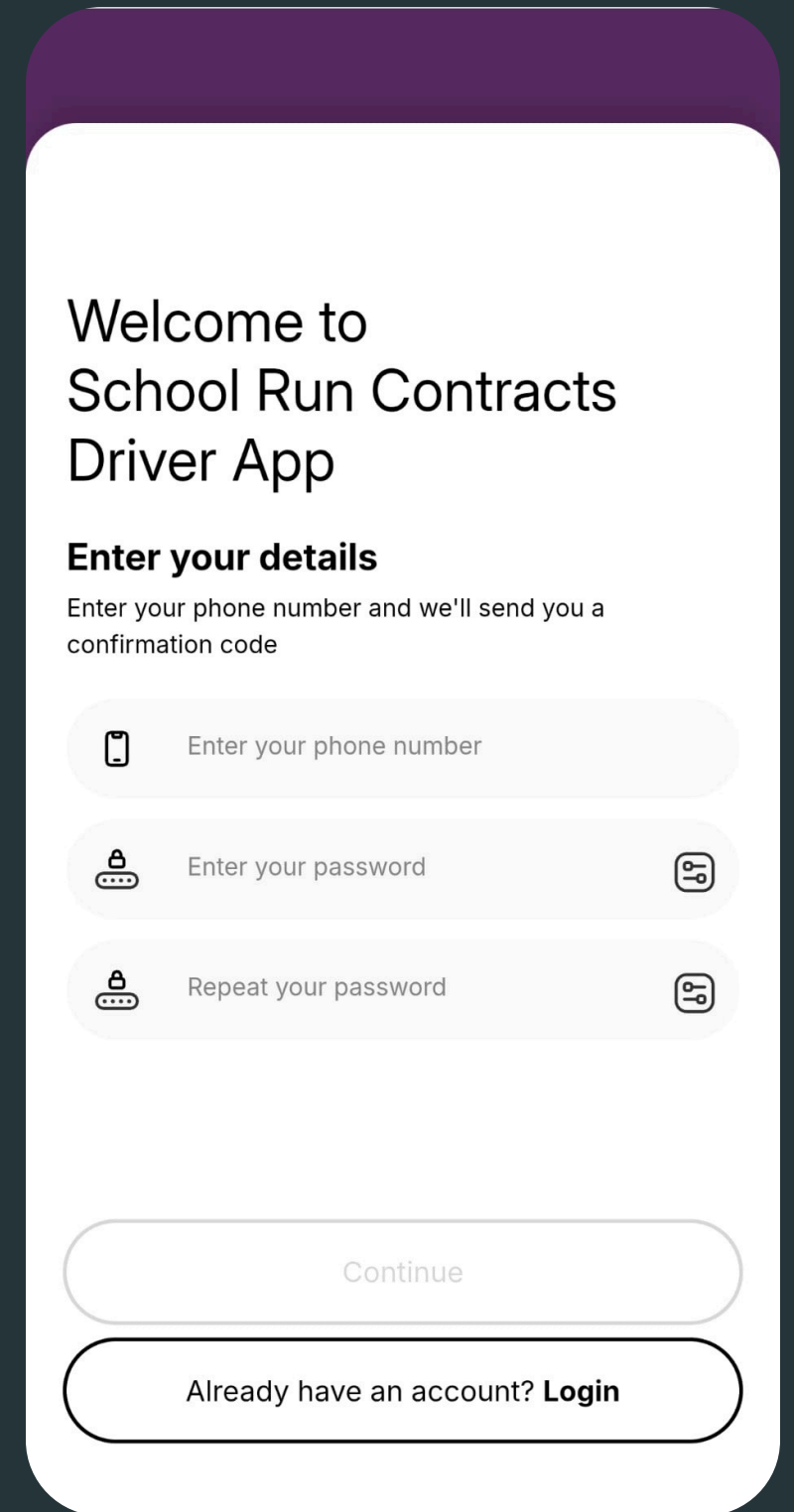


Step 01

Create Your Account

1. Open the SRC Driver App on your phone.
2. Enter your mobile number in the phone number field.
3. Create a password you'll remember.
4. Press Continue when the button becomes available.

Use your own mobile number - this is how we'll contact you. Choose a strong password you can remember.



The screenshot shows the 'Welcome to School Run Contracts Driver App' screen. It features a purple header bar. Below the header, the text 'Welcome to School Run Contracts Driver App' is displayed. Underneath, the section 'Enter your details' is followed by the instruction 'Enter your phone number and we'll send you a confirmation code'. There are three input fields: 'Enter your phone number' with a phone icon, 'Enter your password' with a lock icon and a toggle for password visibility, and 'Repeat your password' with a lock icon and a toggle for password visibility. At the bottom, there is a 'Continue' button and a link 'Already have an account? Login'.

Welcome to
School Run Contracts
Driver App

Enter your details
Enter your phone number and we'll send you a
confirmation code

 Enter your phone number

 Enter your password 

 Repeat your password 

Continue

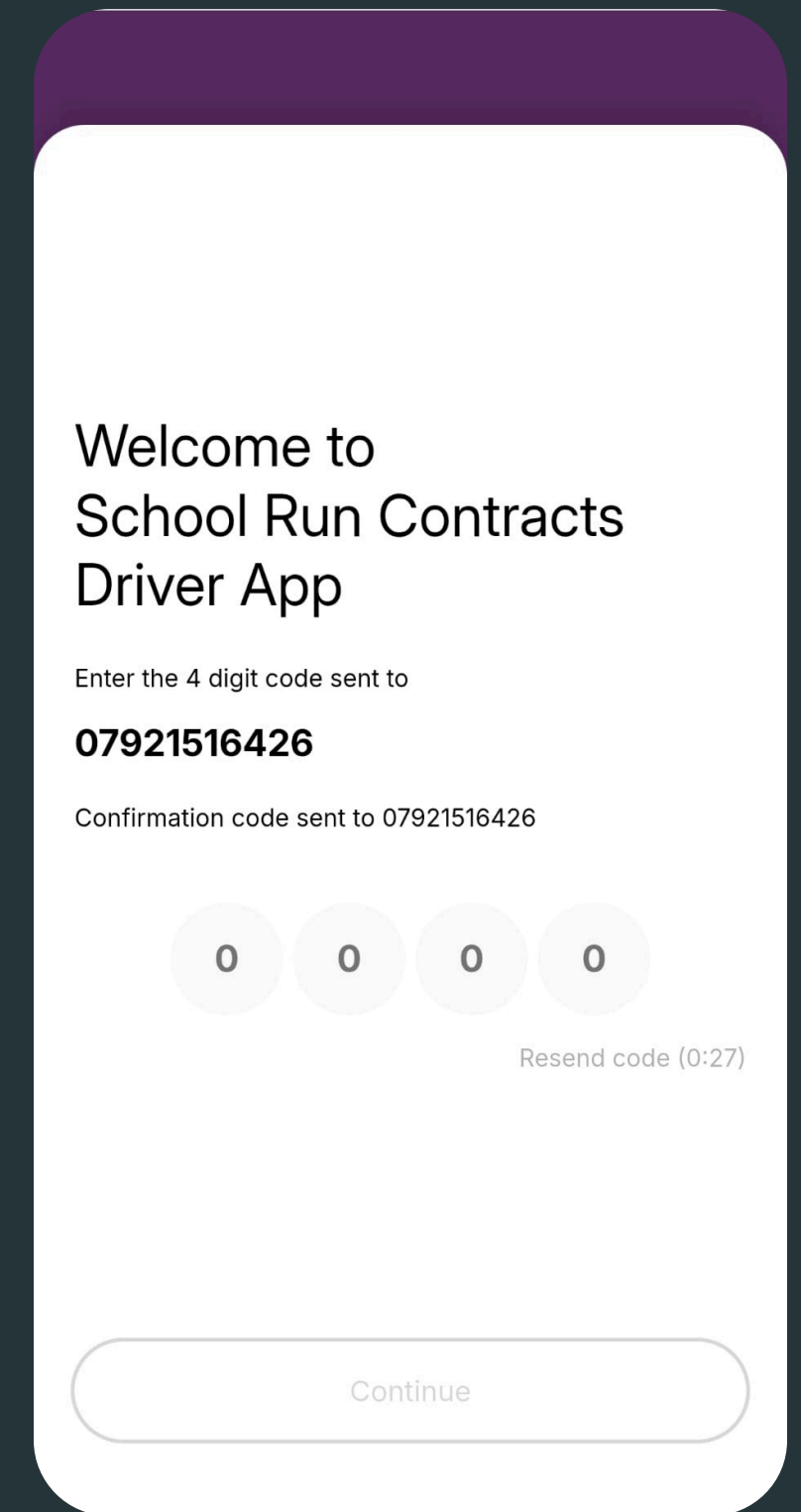
Already have an account? **Login**

Step 02

Enter the Text Message Code

1. Check your phone for a text message from the app.
2. Enter the 4-digit code into the verification screen.
3. Press Continue.

If you don't receive the code, tap Resend after the timer runs out. Make sure the phone number shown is correct.



Welcome to
School Run Contracts
Driver App

Enter the 4 digit code sent to
07921516426

Confirmation code sent to 07921516426

0 0 0 0

Resend code (0:27)

Continue

Step 03

Complete the Three Onboarding Tasks

After verification, you'll see three tasks to complete:

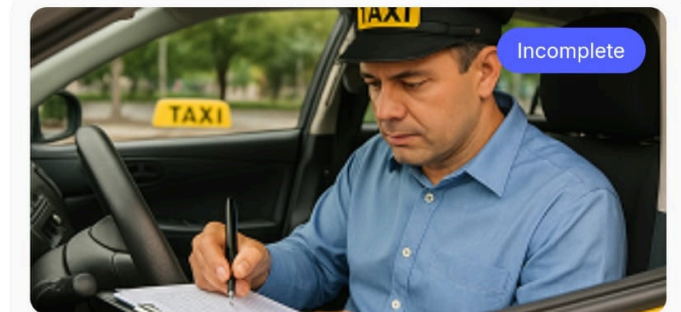
1. Personal Details
2. Vehicle Details
3. Upload Your Documents

Start with Personal Details by tapping the task.

Each task will change from 'Incomplete' to 'Completed' as you finish them. You can do them in any order.

Your Tasks

You have 3 tasks outstanding, complete your onboarding

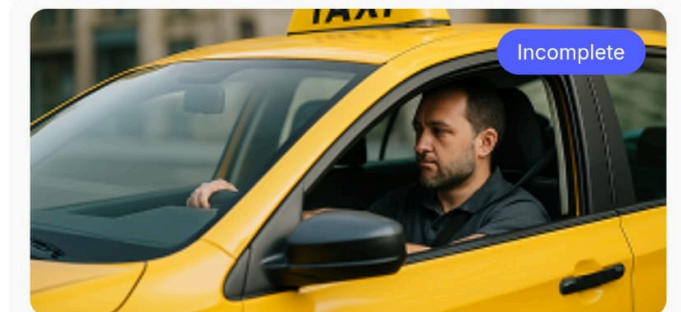


Your personal details

Tell us all about yourself

Takes 2 mins

Start Task



Your vehicle details

Tell us all about your car

Step 04

Fill In Your Personal Details

1. Add a profile photo (required).
2. Enter your full name and email address.
3. Enter your date of birth.
4. Add your house number and postcode.
5. Press Save when complete.

Important: Postcodes must include a space (e.g. L21 2PB, not L212PB). You can skip 'Next of kin' if you do not want to fill in this section.



Full Name

Joe Bloggs

×

Email

Joebloggs1@gmail.com

×

Date of birth

01/06/1970

×

State your disabilities (if any)

House Number

105

×

Postcode

L21 2PB

×

Lookup address

Use lookup above to select your address

105 Bridge Road, Litherland, L21 2PB

▼

Next of kin

Full Name

Step 05

Enter Your Vehicle Registration

1. Go to Vehicle Details from the task list.
2. Type your vehicle registration number carefully.
3. Tap the search icon to look up your vehicle.
4. Check the details are correct and press Save.

Your registration is checked against the DVLA database. Make sure you type the registration exactly as it appears on your vehicle documents.

Your vehicle details

Vehicle Registration

DV15DZK

🔍 ✕

Make

VOLKSWAGEN

✕

Model

GOLF

✕

Colour

WHITE

✕

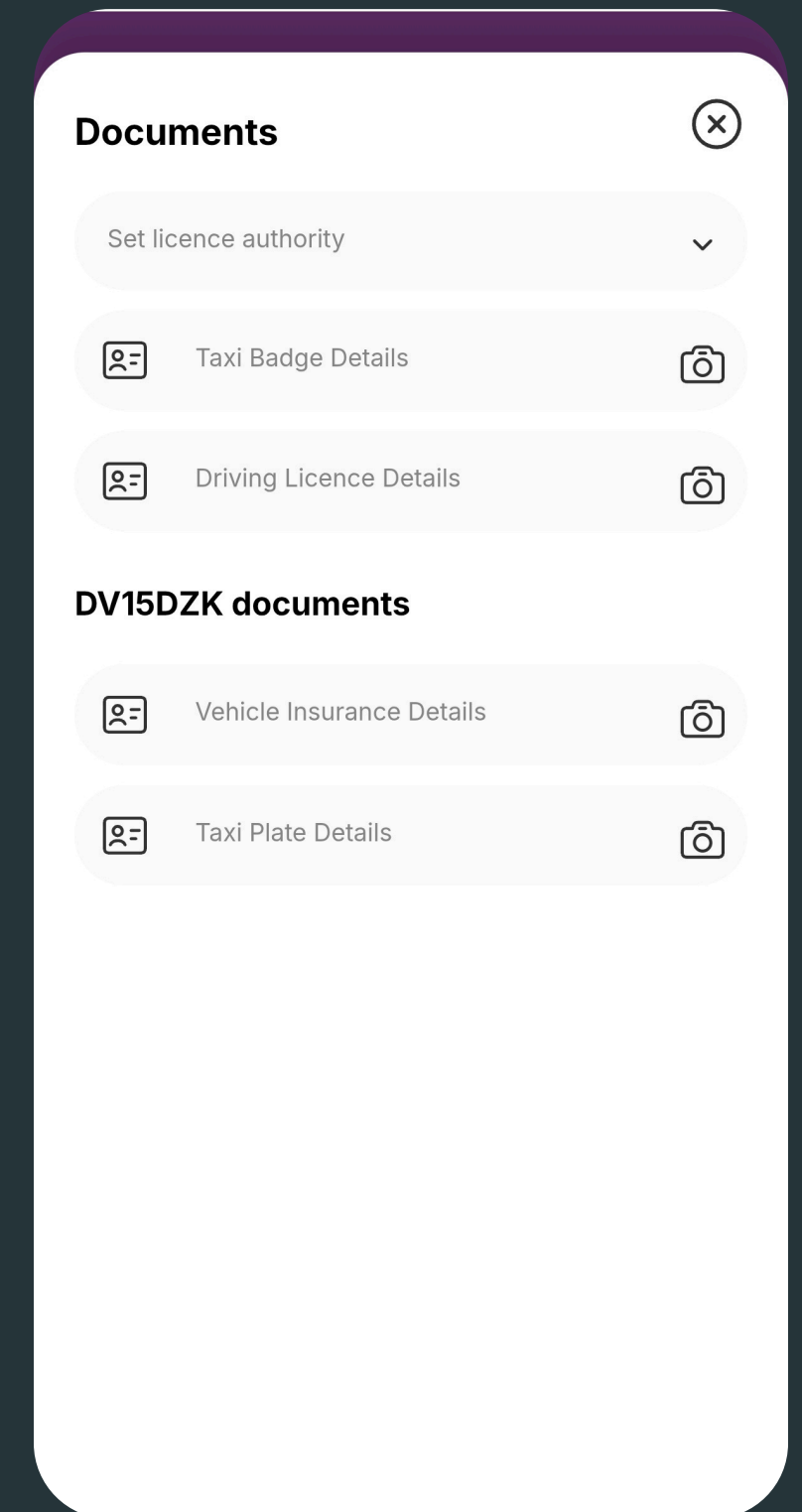
Complete

Step 06

Open the Upload Documents Task

1. Go back to the task list.
2. Tap Upload Your Documents.
3. You'll see a list of documents you need to provide.

All three tasks must be completed before your account can be approved.



Step 07

Select Your Licensing Authority

1. When you open Upload Documents, you'll be asked to select your licensing authority.
2. Choose the correct council from the dropdown list.
3. Once selected, continue to the documents section.

If your licensing authority is not listed you will not be able to take work from our system

Documents

Set licence authority

Sefton MBC

▼



Taxi Badge Details





Driving Licence Details



DV15DZK documents



Vehicle Insurance Details





Taxi Plate Details



Step 08

Upload Your Taxi Badge Details

1. Tap Taxi Badge from the document list.
 2. Enter your badge number in the 'Document value' field.
 3. Enter the issue date and expiry date.
 4. Press Add more files to upload a photo or PDF of your badge.
 5. Press Save.
- 'Document value' means your taxi badge number. You can take a photo or upload a file from your phone.

Taxi Badge Details

Document value

V400010

×

Document start date

04/05/2026

×

Document expiry

04/05/2027

×

Add more files

Upload document

Take Photo

Select from Gallery

Upload PDF

Cancel

Step 09

Upload Your Driving Licence

1. Tap Driving Licence from the document list.
2. Enter your driving licence number in the 'Document value' field.
3. Enter the issue date and expiry date.
4. Press Add more files to upload a photo of the FRONT of your DVLA licence.
5. Press Save.

'Document value' means your driving licence number. You only need to upload the front of your licence.

The screenshot shows a mobile application interface for entering driving licence details. The form is titled 'Driving Licence Details' and has a close button (X) in the top right corner. It contains three input fields: 'Document value' with the text 'Blogg16827ghj1', 'Document start date' with the date '29/06/2026', and 'Document expiry' with the date '30/06/2032'. Each field has a small 'X' icon to its right. Below these fields is a button labeled 'Add more files'. At the bottom of the screen is a white menu with the following options: 'Upload document', 'Take Photo', 'Select from Gallery', 'Upload PDF', and 'Cancel'.

Field	Value
Document value	Blogg16827ghj1
Document start date	29/06/2026
Document expiry	30/06/2032

Buttons: Add more files, Upload document, Take Photo, Select from Gallery, Upload PDF, Cancel

Step 10

Upload Your Vehicle Insurance

1. Tap Vehicle Insurance from the document list.
2. Enter your insurance policy or reference number in the 'Document value' field.
3. Enter the issue date and expiry date.
4. Press Add more files to upload your insurance document.
5. Press Save.

'Document value' means your insurance policy or reference number. Make sure the document is clear and readable.

Vehicle Insurance Details

Document value

Haer-1234555-ag

Document start date

30/06/2026

Document expiry

30/12/2026

Add more files

Upload document

Take Photo

Select from Gallery

Upload PDF

Cancel

Step 11

Upload Your Taxi Plate Details

1. Tap Taxi Plate from the document list.
 2. Enter your plate number in the 'Document value' field.
 3. Enter the issue date and expiry date.
 4. Press Add more files to upload a photo of your paper plate counterpart.
 5. Press Save.
- 'Document value' means your taxi plate number. Upload the paper counterpart, not a photo of the physical plate on your vehicle.

Taxi Plate Details

Document value

V12344

X

Document start date

30/06/2026

X

Document expiry

30/06/2027

X

Add more files

Upload document

Take Photo

Select from Gallery

Upload PDF

Cancel

Step 12

Complete All Document Uploads

1. Check that all four documents show as “Needs Approval”:

- Taxi Badge ✓
- Driving Licence ✓
- Vehicle Insurance ✓
- Taxi Plate ✓

Documents

Set licence authority

Sefton MBC

Taxi Badge Details

V400010

Needs Approval

Driving Licence Details

Blogg16827ghj1

Needs Approval

DV15DZK documents

Vehicle Insurance Details

Haer-1234555-ag

Needs Approval

Taxi Plate Details

V12344

Needs Approval

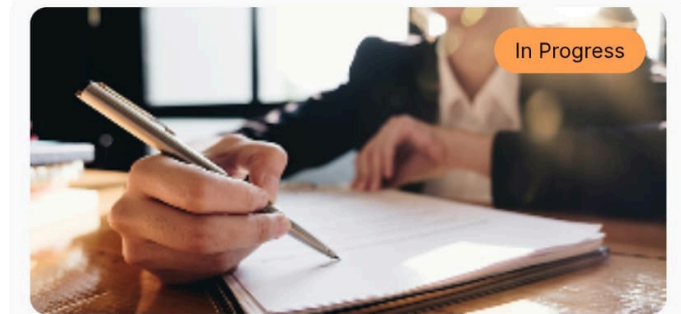
Step 13

Wait for Approval

1. When you have uploaded all documents, the system will show 1 task outstanding.
2. This task is for the office to review your documents.
3. Now send a Whatsapp Message to 07899602780 to say you completed your application.
4. You'll receive a notification when you're approved.
5. You can then log in and start viewing available cover work while we look for a permanent route.

Your Tasks

You have **1 task** outstanding, complete your onboarding

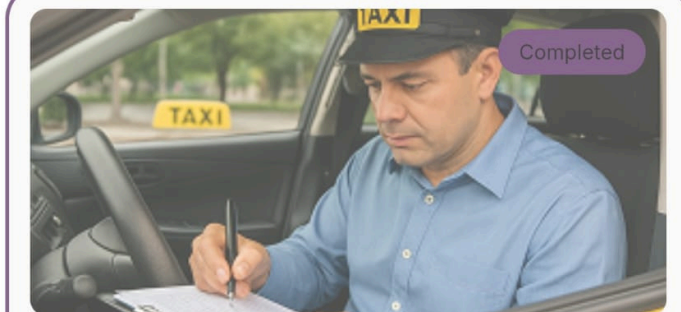


Upload your documents

Provide us with all your documentation

Takes 2 mins

Start Task



Your personal details

Tell us all about yourself

What Happens Next

Once you have been onboarded you will receive a WhatsApp call or message from 07899602780.

Please save this number as SRC School Admin.

All communication must go through WhatsApp call or WhatsApp message.

Save 07899602780 as SRC School Admin in your phone now.
