

# School Run Drivers Code of Conduct



As an SRC driver, you represent our company and play a vital role in transporting pupils safely and professionally.

By working with SRC, you agree to the following standards:

## **Professional Behaviour**

- Be polite, courteous, and professional at all times.
- Keep conversations with pupils, parents, carers, and staff appropriate and professional.
- Maintain a clean, tidy, and presentable vehicle.

## **Smoking & Vaping**

- No smoking or vaping during journeys.
- Do not smoke or vape outside pupils' homes, schools, or anywhere you are in view of pupils, parents, or staff.

## **Punctuality & Attendance**

- Arrive on time for every journey.
- Failure to attend or being late on two occasions will result in removal from SRC's system.
- If you self-allocate (bid for) a job and fail to attend or arrive late, this may result in immediate removal from the system.

## **Work Allocation**

- Permanent runs must be carried out consistently and reliably.
- Cover and unallocated jobs may be offered for drivers to bid on — only bid if you can commit.

## **Non-Attendance, Illness and Term-Time Holidays – Pupil Absence Policy**

### **Pupil Illness or Single-Day Non-Attendance**

- As soon as you become aware that a pupil will not be travelling (whether notified by the parent/carer via phone, text, or when you arrive at the pick-up address), you must immediately inform the office by WhatsApp **07899 602780**.
- If you are informed in the morning that transport is not required, you must check whether the afternoon journey is still needed.
- Provided you notify us promptly and the absence is on your permanent run (or you are booked for the full week), you will be paid for both the morning and afternoon runs.
- If you fail to notify us and we are later informed of the absence by the parent/carer or the local authority, you will not be paid for either run.

### **Term-Time Holidays (authorised or unauthorised)**

- If the pupil you transport is absent because of a term-time holiday, you must inform the office as soon as you are made aware.
- During the holiday period you will be paid 50% of your normal route rate.
- Failure to notify us will result in no payment for the affected period.

### **Availability for Cover When Your Route is Not Operating**

- Whenever your regular route is not running because of any of the reasons above (illness, single-day absence, or term-time holiday), you must remain available to cover other routes if required.
- If you are offered alternative work and you refuse it without a valid reason, you will not be paid for your regular route during that period.

Your prompt communication and flexibility help us maintain a reliable service for all pupils and families.

### **Removal from the System**

- Drivers who are unreliable, unprofessional, or breach this Code will be removed from SRC's system and will not be offered further work.
- Drivers who accept self-allocation work but are late, give the job back within 60 mins of pick up or do not turn
- Drivers who give jobs back with less than 2 hour notice
- Not notifying us of pupil absences via whatsapp **07899 602780**.

## **Safe Guarding and Assistance**

- Please assist the Passenger Assistant where required. Some pupils may require extra help being escorted to and from school or home from the vehicle
- Please report any Safe Guarding issues to the office as soon as they arise via our Whatsapp number (Whatsapp Message) **07899 602780**.

## **Child Sexual Exploitation**

- Child sexual exploitation is another area of child protection where licensed drivers may help to protect our children and young people.
- Child sexual exploitation is widespread across all communities, and presents a very real risk of harm to our children and young people. Children and young people of any class, race, age, religion or culture are equally vulnerable to Child Sexual Exploitation, and both boys and girls are at risk. Similarly, those who sexually exploit children and young people can be from any class, culture, race, religion or background, and both men and women might be involved in the exploitation of children and young people.

The following is a list of things that might indicate that a child or young person is being sexually exploited:

- Drug or alcohol use
  - Physical injuries
  - Involvement in offending and criminal activities
  - Repeated sexually transmitted infections
  - Pregnancy and termination, especially a pattern of this
  - School truancy
  - Change in physical appearance
  - Evidence of sexual bullying and/or vulnerability through the internet and/or social networking sites
  - Receiving gifts from unknown sources
  - Having money from unknown sources
  - Poor mental or emotional health
  - Self harm
  - Thoughts of suicide or attempts to commit suicide
  - Children or young people who may seem to be getting others involved in situations that are exploitative
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- If you pick up a child or young person who seems to be involved in these kinds of activity or situations, you can do a lot to help us to help them. It is very useful to Police and Children's Services if you make a note of anything worrying that you see or hear that makes you suspicious that a child or young person may be involved in sexual exploitation. The sort of information that would be very helpful would include things like

- Anything that is said that makes you suspicious
- Any names that are mentioned
- Descriptions of the children, young people and adults involved in the suspicious activity or conversations
- Addresses of pick up and set down. This could be houses and flats, or might be, for example clubs, pubs or fast food or other premises
- Dates and times of when you have seen and heard suspicious things happening or being discussed.

If you have any information that makes you concerned that a child or young person is being sexually exploited, there is a special phone line to use, so **please ring 101 to pass on any concerns regarding possible sexual exploitation of children.**

Alternatively, ring the MASH on 0345 140 0845.

**PLEASE REMEMBER THAT YOU ARE IN A GOOD POSITION TO NOTICE THINGS THAT COULD BE STOPPED IF REPORTED AND HELP KEEP CHILDREN AND YOUNG PEOPLE SAFE.**

### **Acknowledgement**

I have read and understood the SRC Driver Code of Conduct and agree to follow it at all times.

**Driver Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_