

DECEMBER, 2023



**HAVE A VERY HAPPY CHRISTMAS
AND A HAPPY NEW YEAR!**

ALL OF US HERE AT LAWLEY'S TRANSPORT WISH YOU THE BEST.
We hope you have a wonderful time on your break, spent with family and friends, and have time to refresh for the New Year.



Thank you for being part of our team for 2023, and we look forward to seeing you all in 2024!

And here is just some friendly reminders....



No Gift Giving

We wish to remind you that under no circumstances are drivers to give gifts, cards or lollies of any kind to any student.



Keeping vehicles

As usual, drivers are asked to keep the vehicle over the holidays. In the new year, when the runs are issued we can arrange vehicle changes if necessary.

If there is a reason why you can not keep the vehicle over the holidays, please let the fleet team know so they can make arrangements for collection.



Monthly claim forms - IMPORTANT

Please make sure your forms are submitted on the last day you drive this term. Also, please double check them to make sure they are correct. We don't want to have to contact you after the last week while you are enjoying your holidays, so we can get you to re-do a form.



First aid certificates

Some of you are yet to do your First Aid Certificate. We have been given until the end of Term 1, 2024 to do them so please do not worry. Anna will be in touch regarding courses. If you need to do yours and you are going away at the end of the term please let Anna know.

CALL OUT FOR DRIVERS AND ATSOs

Recruiting Drivers and ATSOs is always necessary, but even more so over the New Year when a lot of people decide it is time to retire.

If you are able, we would appreciate you spreading the word within your communities. I have attached some flyers to this newsletter that are printable if you wish to post them on notice walls.

