

**WELCOME TO TERM 2, 2023.**

It is hard to believe it is already May! We hope you had a lovely, long break over the Easter holidays and got to spend some quality time relaxing.

**As it is the beginning of the term, please go over your driver manual and check you are performing your duties as a driver. If you are unsure of anything, please contact your supervisor.**

**IMPORTANT  
DRIVER CONDUCT!!!!****REMEMBER THE CHILD PROTECTION POLICY.**

It is important for drivers to respect the position they are in with regards to the students. Conversation with students **MUST** be appropriate. Whether you are having a casual conversation, joking, or need to control behaviour in the vehicle, please remember these important points.

- No shouting.
- No intimidation.
- No inappropriate language. This includes swearing and questioning children about aspects of their home life.
- No threatening language.
- Any sensitive or personal information must not be discussed in front of students.

**Vehicle cleaning.**

**It has been noted when cars are collected by our fleet management team, that some are in a very 'average' condition.** At this time of year students may be getting in the car in the mornings with wet grass or gravel on their shoes. Please make sure you wash and vacuum vehicles regularly to ensure we are meeting our best standards.

It is expected that you would clean your vehicle on a work day. Either on the way to or from your run, or on a day you have a clause 10.

**Monthly claim forms**

All drivers have been issued with a new claim form (form A). Please start using this form and note the changes.

These forms are an official document and must be filled in correctly. Please make sure you are filling them out daily and send both pages to the correct email address at the end of the month.

**Leave requests**

Again, we need to reiterate that unnecessary leave is not an option. Please book your holidays during school holidays. It is difficult for us to replace drivers on sick leave, so when leave is requested for holidays. If we can't replace a driver we have to give the run back to the ASTP. This means that you may not have a run to return to.

**PROTECTION FOR ATSOs and DRIVERS**

**FACE MASKS:** The Dept. of Education and NSW Health still require our drivers and ATSO's to wear masks. There are many viruses spread within schools so we also recommend masks to protect you all from becoming ill.

**HI-VIS VESTS:** All drivers must wear their vests while they are performing any duties. This is non – negotiable. Not only does your vest keep you visible in and around the car, it assists teachers and parents to recognise drivers.

ATSOs should also be wearing their vest on every shift.



### **FOLLOW UP QUESTIONS:**

**Please answer the following questions and return by Friday, 12th May.**

**You may respond to these in the body of your email.**

1. How should drivers address students?
2. When should you wash your vehicle??
3. When and where should you send your monthly claim forms?
4. Do you have to wear a face mask?
5. When should you be wearing your hi-vis vest?
6. Do you need your vest replaced?

Thank you for your time and commitment to reading the newsletter and answering the questions above.

