

Drivers and Passenger Assistants must not:

- Make calls from or receive calls to a mobile phone when driving.
- Smoke (including the use of e/vapour devices) or allow any other person to smoke in the vehicle at any time, or outside the vehicle whilst loading/unloading passengers.
- Consume **any** alcohol before or during contracted journeys, or at any time beforehand on the same day. Including drinking without exceeding the legal alcohol limit for driving. It should be noted that alcohol from drinking the day before can remain in the bloodstream for up to 24hrs, and that any alcohol can affect concentration, reaction times and judgement.
- Drive whilst under the influence of any substances or medication that could affect driving ability, including prescription drugs when advised it is not safe to do so by a GP.
- Manhandle any passenger or act in a manner that may be misconstrued.
- Hold, hug, cuddle, tickle or have **any** unnecessary physical contact with any passenger.
- Enter into horseplay with any passenger, on or off the vehicle.
- Discuss anything of a personal or intimate nature with passengers.
- Make any personal remark about, or to, a passenger even if it is complimentary.
- Call any passenger by nickname, pet name or endearment such as love, darling etc.
- Give or receive passengers' gifts, e.g., for birthdays, Easter, Christmas, send them cards, letters, or text messages.
- Exchange phone numbers, email addresses, social media sites, social or personal details with passengers.
- Take photographs of any passenger including pictures using any digital media e.g., mobile phone, tablet or in car camera.
- Handle any money on behalf of passengers or enter their home.
- Deviate from the contracted route or drop-off or pick up from anywhere other than the specified locations.
- Carry any passengers other than those specified.
- Have any social contact with passengers, unless they are already a family friend and have the appropriate consent e.g., from parents or carers.

Drivers and Passenger Assistants must:

- Maintain professional boundaries at all times **specifically including safeguarding responsibilities.**
- Report and suspicious circumstances or conditions relating to their passengers (e.g., bruising, unkempt appearance, persistent lateness)
- Wear their ID badges at all times. When working with wheelchairs or passengers with challenging behaviour, it is advised that ID badges worn around the neck are removed and placed in a pocket, you may also consider exchanging the neck strap for a badge with a clip.
- Be smart and tidy in appearance.
- Be polite and courteous to all passengers' parents and carers of pupils travelling and other road users.
- Drive in a considerate manner at all times and avoid sharp breaking, fast cornering and harsh acceleration which can be unnerving for passengers.

**This vehicle is transporting children and young people on behalf
of Cheshire East Council**

**In case of Emergency or Safeguarding concerns the driver must
contact**

The School Transport Office
between the hours of 08:00 and 17:00 Monday to Friday
on

01270 371485

If the emergency is out of these hours, please leave a
voicemail.

If the driver is unable to make such contact due to
accident or injury, then any bystander or the emergency
services are asked to make contact on their behalf.