

DRIVERS CODE OF CONDUCT.

Minimum requirements for employment as a driver :

- **Grade 10 or equivalent and/or related experience for trucks.**
- **Five (5) years driving experience.**
- **Code 8 drivers restricted to sedans and light delivery vans.**
- **Knowledge of Tswane and suburbs.**
- **Drivers of passenger carrying vehicles must be in possession of a valid public service certificate.**

DUTIES:

- 1. Collect children and staff members from their homes to the Centre and return them to their homes.**
- 2. Ensure the safety of all passengers.**
- 3. Drivers to collect school fees from parents monthly.**
- 4. Clean and maintain vehicles weekly.**
- 5. Ensure that vehicle has sufficient oil and fuel and hand in petrol slips to C.E.O.**
- 6. Check tyre pressure, water battery, windscreen wipers and oil levels of vehicle every day before departure.**
- 7. Record mileage of vehicle in log book at end of each day.**
- 8. Monitor petrol consumption regularly by cutting out unnecessary trips. This will assist to reduce the high monthly fuel costs.**
- 9. Timely inform C.E.O. of breakdowns, accidents and/or theft of vehicle.**
- 10. Inform C.E.O. to renew licences and roadworthy certificates.**
- 11. No unauthorised passengers are allowed in the vehicle or to drive the vehicle.**

12.Observe all traffic rules and regulations.

13.Have knowledge of the tracking device procedure in case of theft or hi-jack.

14.All vehicles are comprehensively insured.

15.Safety of children during loading, off loading and while in the vehicle is the responsibility of the driver.

IMPORTANT EMERGENCY NUMBERS:

- **TRACKER: 0800 13 23 23 – Avanza, Iveco Mitsubishi truck.**
- **NETSTAR: 0800 11 22 22 – Mitsubishi bus, Toyota Quantum.**
- **C.E.O. 082 574 1627**
- **PRINCOPAL: 082 469 6268**
- **MELVIN 082 570 6989.**