

Meeting- Job Chat

Date - 14th September 2021

Location – Red house

Attendees – register taken

Time – 17:30

Minutes by – Debbie Clarke

Chair – Guy Padfield-Wilkins

Agenda

- **Standards**
- **Contracts**
- **Developments**
- **Other**

Standards

Uniform

As you are the face/Image of Bustler, uniform is important. Wear it, Wash it, order it, if you have a uniform it must be worn. All uniforms should be clean and presentable, if it needs replacing, please let Mark Wiggins know.

Parking

Bus parking bays at the Redhouse are against the fence line, please park here first. If parking your car, there are 6 unallocated parking spaces in the middle of the carpark.

Please continue to park considerably at Moorcroft.

Going forward there may be a possibility of 8 parking spaces available at the Adult Education centre in Westfield which is close to the church opposite Moorcroft.

Accidents

Accident numbers are down. If you are involved in an accident, please report all accidents however minor ASAP, the sooner gives us a better chance to check CCTV, which can be beneficial in cases of fault, it has enabled us to support staff in the past.

SCC Code of Conduct

All Drivers and PAs should have received a SCC Code of Conduct either in person or a copy on the bus. This must be adhered to at all times, please read it carefully and take note of the 'Penalty points'

A few penalty points highlighted are:

- Vehicle cleanliness – 4 points
- Vehicle Checks, if a vehicle is not of a road worthy standard – 12 points. Daily walk rounds checks must be done on every vehicle you drive, it is the driver's responsibility to report any vehicle issues.

- Section 19 permit must be displayed on the vehicle.
- First Aid kit/fire extinguishers must be on board.

Contracts

Schools/other

As you are aware the pandemic has changed our business and we have had to adapt to keep everyone working. As yet not all previous work has returned, as in Surrey Choices and the Hub as a result we have taken on extra school routes, at this time we can only offer the hours on what the route takes, we have had to estimate this when we tender for the route, if you do over any contracted hours you are entitled to claim overtime. If the time is continually over then we will amend contracts accordingly.

Hopefully the previous work will return and we will be in a position to offer this.

New Developments

EV's

We had to return the two EV's due to a floor fault, this has now been rectified and we have received the vehicles back, the vehicles will go on dial-a-ride this week.

We hope to receive the third EV by end of October.

We are hopeful to purchase 15, ED 9 vehicles, SCC are considering funding at present and we should hear if we have this by the end of the week. These vehicles are more advanced in many ways, the only concern is the speed, five hours driver training is compulsory on the ED 9 vehicle.

Drivers may have a reluctance to change from diesel to EV, EVs are clean and quiet, more efficient, and we should embrace the change.

These vehicles are expensive, please respect the cost when driving them.

Vehicle Tracking – CCTV

We are trialing a new tracking system which is more efficient than Quatex, it will continue to do what Quartex can do plus it allows us to track live CCTV and store it to the cloud. It can also link the engine management light automatically to the garage, where they can assess whether it is an issue that requires immediate attention or not.

New Premises

Covid has effected the council's finances which could put the new build plans on hold. Planning permission outcome should be the 28th September, it will then be down to the council for a finance decision. Estimated time to be in the new build maybe another 2 years. The garage will also be on the new premises, we are hopefully that at this point the garage will start to do MOTs and may become a separate entity again.

Holiday/ Annual Leave

If you are on a school contract, your annual leave is already allocated to you and you should not book holiday during the school term, if you do, it will be unpaid leave.

All leave request must be authorised before booking any holidays. September is always busy, please where possible do not book time off in the first two weeks in September.

Staff are paid for inset days and you should be available for work, if you are not needed then you will benefit from a day off. We will look to pro rota staff to keep it fair.

Paperwork

Walk round check paperwork must be handed in at least once a week, the paperwork can be put in the WCT post boxes provided. It is a legal requirement that we keep this paperwork on file for 18 months.

Overtime forms

Must be handed ASAP at the end of the month, there is only a short period of time for overtime to be checked and passed to payroll.

A O B

Clarification on 'Responsible Adult' this is a Parent, Carer, Guardian. We must have written authorisation from SCC to leave the child with anyone other than the parent.

At the Safeguarding course, you were informed to go directly to the TCC, please inform WCT if you do this so that we can assist you, and please also continue to call the office should you have a situation with a child and need clarification on an issue as we can support you and call the TCC on your behalf.

All SCC courses start and finish times are dictated by SCC, not WCT.

All PA's should sit in the back of the vehicle to enable them to see the children clearly.

Parents should be bringing the child to the bus, this is clearly stated in the Code of Conduct.

The Code of Conduct states the waiting time for a child to come out is 5 minutes, taking into consideration that we transport SEND children WCT recommend the max time we should wait is 10 minutes.

Queries on why the phone is not answer at the office, all office staff answer calls as quickly as possible. There is an answering service and messages are picked up frequently.

Phone numbers to contact after 6pm are:

Colin - 07834 535599

Guy - 07739 750575

Neal - 07729 102365

Meeting Closed.