



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title: Minibus Driver
Reports to: Transport Co-ordinator
Responsible for: No direct reports
Contacts: Pupils and Staff

JOB SUMMARY

Drive one of the School's bus routes to ensure pupils are transported safely to and from the School.

PRINCIPAL ACCOUNTABILITIES

- Drive one of the school minibuses on a set route to pick up and drop off pupils to and from School, ensuring the School's driving policy is followed at all times.
- Log details of additional passengers carried to give to the Transport Co-ordinator.
- Ensure pupils adhere to the safety policies whilst en-route and that they wear seatbelts during each journey.
- After each trip, complete the vehicle log with mileage used.
- Carry out pre-journey vehicle checks including fuel levels to ensure the vehicle appears safe for each journey.
- Notify any possible safety or maintenance issues in connection with the vehicle to the Lead Driver.
- Liaise with the Transport Co-ordinator and Lead Driver regarding requests for any additional runs.

JOB CONTEXT

The Minibus Driver works as part of a team of 7 drivers, all of which operate a set route every School day. School minibuses carry a maximum of 16 pupils. There are additional runs during the School day to the local leisure centre, to take pupils to sporting fixtures and school trips, etc. There are occasional evening and weekend runs. All Drivers are asked to be flexible about carrying out some additional runs where required.

CONDITIONS OF SERVICE

No set hours, to work on a bank basis to cover for any staff absences and requirements for occasional additional bus runs as part of the fleet of drivers on request by the Transport Co-ordinator. Most bus runs take place from Monday to Friday but could include some weekend bus runs.