



# BURGESS HILL

## — GIRLS —

### JOB DESCRIPTION

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

### 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

Hours of Work:	20-30 hours per week plus 5 on-call hours a week.
Work Times:	Between 6.30-8.30am and from 3.45pm Monday to Friday to work for all of the School's published term dates. There is the possibility of a second evening run for which additional hours will be paid plus an on-call allowance.
Basic rate of pay:	£7,840 per year, this includes payment for statutory holidays during the academic year and your on-call allowance equating to 1/3 of your full hourly rate.
Holiday entitlement:	Payment for holiday is included within the salary calculation and will be deemed to have been taken during the school holiday period