



BURGESS HILL

— GIRLS —

Tomorrow's Women

Job Title:	Minibus Driver
Reports to:	Housekeeping and Transport Manager
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 always followed.
- Log details of additional passengers carried to give to the Housekeeping and Transport Manager.
- 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 Housekeeping and Transport Manager.
- Liaise with the Housekeeping and Transport Manager regarding requests for any additional runs.

JOB CONTEXT

The Minibus Driver works as part of a team of 9 permanent 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, sports fixtures and school trips. There are some occasional evening and weekend runs. All drivers are asked to be flexible about carrying out some additional runs where required, on an overtime basis. Minibus drivers are first aid and MiDAS trained, with refresher training taking place as and when needed.

CONDITIONS OF SERVICE

2-4 hours per day commencing between 6.00am-6.30am (depending on where your route begins) – 8.30am, and 4.00pm-6.00pm during school term time, Monday – Friday.

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