



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title:	Minibus Driver
Reports to:	Transport Coordinator
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 all passengers at the start and end of each journey.
- 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 Fleet Maintenance Coordinator.
- Liaise with the Transport Coordinator and Fleet Maintenance Coordinator regarding requests for any additional runs.

JOB CONTEXT

The Minibus Driver works as part of a team of 12 drivers, all of which operate a set route every School day. There will be the opportunity of additional runs during the School day to the local leisure centre or to take pupils to sporting fixtures and school trips, etc. Occasionally there may be weekend runs.

All Drivers are asked to be flexible about carrying out some additional day time runs when required.

CONDITIONS OF SERVICE

Hours of Work: 20 hours per 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.

Holiday entitlement: Payment for holiday is included within the salary calculation and will be deemed to have been taken during the school holiday period