



# BURGESS HILL

## — GIRLS —

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Bank Minibus Driver</b>
<b>Reports to:</b>	<b>Housekeeping and Transport Manager</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 Coordinator.
- 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 Transport Coordinator or Fleet Maintenance Coordinator.
- Liaise with the Transport Coordinator and Fleet Maintenance Coordinator regarding requests for any additional runs.

### JOB CONTEXT

Bank Minibus Driver works as part of a team of 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 when required.

### CONDITIONS OF SERVICE

Bank work – no guaranteed hours. Paid via timesheet for all hours worked