JOB DESCRIPTION – MINIBUS DRIVER (PART TIME)

JOB TITLE: Minibus Driver

REPORTS TO: Site Manager

INTERNAL CONTACTS: School employees, pupils, governors

EXTERNAL CONTACTS: Parents, contractors

SALARY: £7.50 per hour

HOURS: 7am - 9am and 3pm - 5pm Monday - Friday (Term-time only); 8:30am - 4pm (Holidays - 5 weeks only; to be arranged)

DATE: June 2012

Key Purpose of the Role

To work as part of the Facilities team and to be the primary minibus driver for the school’s home / school transport provision; including routine safety checks on the vehicle.

Under the direction of the Site Manager, the Minibus Driver's principal duties include:

- Operating one of the school's bus routes, collecting children from given pick-up points along the route and delivering them to school (mornings); collecting them from school and dropping them back at the given points (afternoons)
- Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:
  o Weekly cleaning of the bus, both inside and out
  o Ensuring signs inside the bus are properly attached and in good condition
  o Regular visual inspection/checking of tyres, lights, oil, water, fuel
  o Ensuring that any additional work required is communicated immediately to the Site Manager
- Adhere to all school policies including Health and Safety guidelines for minibus drivers
- Adhere to all guidelines and rules relating to the ‘onboard’ systems including the tachograph and STAR systems
- To liaise directly with parents when necessary
- During holiday periods perform maintenance duties within the school as requested by the Site Manager
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The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The job holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School’s Child Protection Officer or to the Headteacher.