

**SCHOOL MINIBUS DRIVER**

**LINE MANAGER: The Bursar**

**GENERAL**

The purpose of this job description is to outline the main responsibilities of the Minibus driver. It is not restrictive and includes any other reasonable requests that may arise. The employee’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, 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 their duties, the employee becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school’s Child Protection Officer or to the Headmaster

Listed are the key activities associated with this role. Any issues or queries should be addressed to the Bursar in the first instance.

**NORMAL HOURS OF WORK - TERM TIME ONLY**

Monday – Friday mornings 6.45am – 8.15am  
Two hours per week to refuel, clean the vehicle inside and out, carry out safety checks

**MAIN DUTIES**

- Operating one of the school’s two 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 (afternoon)
- Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:
  - Weekly cleaning of the bus, both inside and out
  - Ensuring signs inside the bus are properly attached and in good condition
  - Regular visual inspection/checking of tyres, lights, oil, water, petrol
  - Ensuring that the petrol tank is full for use for Wednesday sports fixtures and other school trips
  - Ensuring any additional work required is immediately reported to the Bursar
- Adhering to the school’s Health and Safety guidelines for minibus drivers, as supplied by the Bursar and kept in the minibus;
- When required, to maintain a log of trips, mileage etc and any other information that may be requested by the Bursar;
- To liaise directly with parents when necessary
- Perform maintenance duties, as requested by the Bursar or Maintenance Supervisor.

This is an agreed Job Description and forms part of the Contract of Employment.

Signed..... Date.....