

Job Description: Mini-bus driver

Hours: 16 hours per week, 38 weeks per year, Mon - Fri

Salary: Grade B, Point 9 (pro-rata of £15,375 per annum), £7.96 per hour

Line Manager: Site Manager

Summary of role:

To provide an efficient mini-bus driving service for the Academy.

Main duties:

- To be part of a small team of minibus drivers for the school.
- To safely operate the school's bus routes, collecting students from a given pick-up point and delivering them to school in the mornings; collecting them from school and dropping them back to a given point in the afternoons.

Key responsibilities:

- To operate the Academy Minibus route as specified ensuring that students are collected from prescribed stops on time (allowing for changes in traffic conditions) and delivered to the Academy in the mornings and then reversing that process in the afternoons
- To ensure that the minibus is kept clean of any litter daily and in good condition
- Carry out weekly clean of the mini-bus
- Ensuring signs inside the bus are properly attached and in good condition
- Daily visual inspection/checking of tyres, lights, oil, water, fuel
- Ensuring that any additional work required is communicated immediately to the Site Manager
- To adhere to all Academy policies including Health and Safety guidelines for minibus drivers
- To abide by the law and ensure the safety of your passengers is paramount
- To liaise directly with parents when necessary
- To check the first aid box and ensure that it is kept fully stocked
- To perform any other related duties as required by the Site Manager
- There may be additional and occasional work during the Academy day for trips and visits

This Job Description is indicative of the present requirements

Role is subject to an enhanced level DBS check

July 2017

