



## HILL HOUSE SCHOOL

### Job Description

**Job Title:** Minibus Driver

**Job Holder:**

**Responsible to:** HR Officer

**Location of Job:** Auckley

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#### Job Purpose:

To provide safe and reliable minibus transport for children to and from school, between school sites and to and from school activities.

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#### Duties:

- Drive minibuses to transport children from and to designated pick-up and drop-off points in accordance with agreed timetables and routes as well as between school sites and to and from sporting and other school activities
- Communicate with staff and parents, as appropriate, in relation to the safety and security of children or where changes to schedules and expected passengers' occur
- Ensure buses are maintained in clean and tidy condition
- Ensure, as far as possible, that minibus is in safe and serviceable condition before use each morning
- Comply fully with drivers' hours requirements
- Ensure completion of mileage record sheets
- Ensure, as far as possible, that all bus passengers wear seatbelts at all times during journeys
- Ensure passengers' baggage is safely stowed
- Ensure adherence to all emergency procedures
- Deliver minibus(es) to and from maintenance as required
- Ensure all first aid kits and fire extinguishers are in satisfactory order
- Comply with all school policies & procedures

Any other appropriate duties which might from time to time be required

#### Health & Safety

Contribute to the maintenance of a safe working environment throughout the school with particular regard to ensuring the safety and security of children on minibuses,



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children and staff on school premises, members of the public and other road users.

Notify the Facilities Manager of any concerns which arise with regard to maintaining a safe environment.

### **Contacts**

Main contacts of the job holder will be with colleagues on the administrative staff, Facilities Manager, members of teaching staff, parents and children.

**Job Holder's Signature.....Date.....**