



The Gregg School

The Gregg Trust

JOB DESCRIPTION

Position: Minibus Driver

Responsible to: Head of Facilities

Hours of Work: Morning run prior to start of school and evening run at end of school day. Exact hours dependant on length and timing of route. Monday to Friday, Term-time only.

Duties:

- The transportation of students on a designated route to and from school
- To ensure the safety of all students travelling on the minibus and to ensure all are wearing seat belts
- To ensure the minibus is maintained in a safe and roadworthy condition as required by law and the Head of Facilities
- To carry out all the legal pre driving checks of the minibus
- To advise the Head of Facilities of any issue occurring on the minibus during transporting of students or any damage after a drive
- To advise the Head of Facilities of any mechanical issue in respect of the minibus
- To advise the Head of Facilities of any medical issue that would prevent the driver being able to drive
- To keep the inside of the designated minibus clean and tidy
- To ensure the designated minibus has adequate fuel to complete each journey and enough should the minibus be needed during the day by the school.
- Any other duties (appropriate to the post) at the direction of the Bursar or Head of Facilities.

The post holder's responsibility for promoting and safeguarding the welfare of student and young persons for whom she / he is responsible, or with whom she / 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 post the post holder becomes aware of any actual or potential risks to the safety or welfare of students in the school he/she must report any concerns to the school's child protection officer or Headteacher immediately.