



## Job Description for Minibus Driver

Job title:	Minibus Driver
Main Function:	To drive pupils to and from the College
Responsible to:	Facilities Manager and General Manager

The driver needs to have the relevant requirements to be able to drive a minibus (D1), have a clean licence and ideally have experience of driving children. Checks will be made with the Disclosure service to ensure suitability to work with children.

The driver will be advised of the routes to take to collect the pupils in the morning from and drop off in the evening to designated points. These will be advised by the College and should only be changed with agreement of the College. The collection times should be followed.

The hours of work are from 7.20am to 8.50am and from 5.00pm to 6.30pm, Monday to Friday, term time only. However, there may be occasions due to traffic that this may vary. In addition, on some days of the year the driver will be requested to adjust the hours slightly to accommodate a change in school day. The hourly rate of pay is currently £16.72 per hour (£12.72 per hour plus £4 per hour for working antisocial hours) for 15 hours per week over 41 weeks of the year but split over 12 months to provide a regular monthly salary. Salaries are paid in arrears on the last Thursday of each month. The driver is able to join the College pension scheme after three months service with an employer contribution of 5% and a minimum employee contribution of 3% - further details will be made available from the General Manager.

Although not a requirement, it would be beneficial if the driver was available with notice to assist with the extra driving to take pupils to sporting events or outings. This could be during the working day or at weekends and would attract additional pay.

All holidays are to be taken during the school holiday time. Any time taken off during the school term will be treated as unpaid and must be agreed with the General Manager.

The vehicles are the property of the College and must be looked after whilst under the driver's supervision. It is the driver's responsibility to ensure that the vehicle is roadworthy prior to driving it on each and every journey and ensure that there is sufficient fuel for the journey being taken. The log sheet needs to be completed for every journey and any defects reported immediately. Although the College will aim to keep the exterior of the vehicle clean, we would ask that the drivers ensure the interiors are kept clean and tidy and free from litter.

Each vehicle is fitted with a dashcam that records the movement of the vehicle including pictures from the front and the interior of the vehicle. The College minibuses are a major advert for the College and should be driven in a safe and suitable manner that is appropriate for the safe transportation of children. All necessary driving regulations must be followed at all times. We expect the drivers to be good ambassadors for the College.

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The driver is responsible for the safety of the pupils under their supervision. The rules of the minibus must be followed at all times including wearing seat belts. Any concerns over pupil safety or discipline must be reported to the College immediately.

Full induction will be given to each driver when they join the College. A driver assessment will also be necessary to ensure safe driving practices are followed. From time to time additional driver training may be given including the need to have further assessments. These will be arranged by the College. Each driver will also need to undergo safeguarding training and any other suitable training as deemed appropriate.

The driver should comply with the College dress code, wear suitable footwear for driving a minibus and follow the College guidance in the staff handbook together with all College policies and procedures.

This job description is not an exhaustive list of duties or requirements and may be adjusted from time to time.