

**EGGBUCKLAND COMMUNITY COLLEGE
JOB DESCRIPTION**

Job title: College Minibus Driver

Hours: 20 hours per week, (Monday to Friday, 2.5 hours mornings, 1.5 hours afternoons), term time only, 38 weeks per year

Grade: A

Responsible to: Facilities Manager

The following is only an outline of the duties and responsibilities of the post, which may change from time to time. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the College. This job description will be reviewed at least every two years. In all its activities the College follows a policy of continuous improvement. The main duties of the post are as follows. In all its activities, the post holder will not attempt to carry out tasks beyond his/her competence and/or training.

The post-holder will:

1. Undertake an Enhanced DBS (criminal records check) prior to commencing employment and be responsible for promoting and safeguarding the welfare of young people s/he is responsible for, or comes into contact with.
2. Drive a minibus to transport students to and from Eggbuckland College on a daily basis.
3. Fuelling/refuelling the minibus as and when necessary.
4. Carry out regular cleaning duties and safety checks, inside and outside the vehicle, before and after use.
5. Provide cover for emergencies (eg job share).
6. Report immediately any defects or vandalism or graffiti to the Facilities Manager or Duty Caretaker.
7. Report immediately any health and safety problems to Facilities Manager/Caretaker or to any senior member of the College staff; observe all health and safety requirements during operations; wear the uniform provided, including identity badge.
8. Report any defects in cleaning equipment (e.g. damaged cables, cracked plugs) immediately to the Cleaning Supervisor or Facilities Manager/Duty Caretaker.
9. Take part in training where necessary and instructed.
10. Be courteous towards the staff, students and visitors of/to the Trust and support the ethos of the Trust in carrying out his/her duties to the best of his/her abilities.
11. Undertake such other duties as may be necessary of a similar level or nature.

Business Director:	Post Holder:
Signed:	Signed:
Date:	Date: