



Job Description

1. **Job Title:** Minibus Driver
2. **Responsible to:** Transport Services Manager
3. **Job Summary:** To support the Transport Services Manager in the delivery of the College Bussing Service
4. **Duties and Responsibilities:**

Code of Conduct

- Maintaining good time keeping hours to maximise on accuracy of journey start and finish times
- Referring any personnel issues relating to the working environment initially to the Transport Services Manager
- Ensuring that the dress code required is adhered to and kept in a clean and presentable standard
- Complying with College Health & Safety Policy and written Guide and Regulations for drivers of College Vehicles
- Be aware of and comply with the school's policies and practices with regards to the safeguarding of children and young people (child protection).

Vehicle Maintenance/Cleanliness

- Carry out daily serviceability checks and record sheet
- Day to day vehicle maintenance as considered necessary or as specifically tasked by the Transport Services Manager or his representative (such as the Fleet Manager in his absence)
- Timely report vehicle faults to the Transport Services Manager or Fleet Manager
- Re-fuel vehicles when required.

Driving

- Maintain a high standard of driving and in particular paying heed to the Highway Code and the College Minibus Driving Policy, and keep within prescribed speed limits
- Completion of any vehicle documentation (such as bussing register and vehicle log sheet) as required to the Transport Services Manager
- Report any road incidents such as accidents or near misses
- Report any instances of unruly behaviour by passengers
- Treat passengers courteously so that in any event or even if it considered that provocation has occurred there can be no counter accusation
- Be a point of contact with parents and pupils with a College issued mobile phone.

Fire & Evacuation

- Being aware of fire evacuation muster area location when working on the College Site
- Be trained in the use of vehicle primary fire extinguishers and location
- Reporting/exchanging vehicle fire extinguishers either out of date or discharged.

Security

- Maintaining a vigilant approach to potential breaches of security such as leaving young children unattended
- Ensuring that vehicle keys when not in use are returned to the secure location in which they are kept
- Reporting any suspicious circumstances to the Transport Services Manager or in his absence to the Facilities Bursar.

Other Duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and 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 children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
- Perform other such duties within the scope of this position, as may be determined by the Transport Services Manager.

5. Terms and Conditions:

- (1) Hours: 6.30am to 8.30am. Two roles will be Monday to Friday, plus one role Monday to Saturday during term time only. Additional hours may be available.

One role will be a fixed term appointment to the end of the summer term 2021 (Saturday 26 June 2021).

- (2) Salary: based on £10.18 per hour for mornings and £10.98 per hour for evenings. Salaries are payable monthly in arrears on the penultimate working day of the month. The Charity practise is to review salaries annually on 1 September, at which time you will be notified of any change.
- (3) Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you must also contribute 3%. You may choose to opt out of the pension scheme.
- (4) Holiday: You will be entitled to 28 days annual holiday pro rata to be taken during College holidays. Pay for this is included in the salary.

A full clean driving licence including D1 category to drive mini-buses is essential.

6. Safeguarding Statement

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

7. Application process:

- To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.
- For further information please contact Human Resources Department by email: hr@eastbourne-college.co.uk
- The closing date for applications is noon on **21 October 2020**.
- Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Updated Oct 2020