

## **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 Charity 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 Charity Health & Safety Policy and written Guide and Regulations for drivers of Charity 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 Charity 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 Charity issued mobile phone.

### Fire & Evacuation

- Being aware of fire evacuation muster area location when working on the Charity 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- Reporting/exchanging vehicle fire extinguishers either out of date or discharged.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.

### Safeguarding 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.
- The post holder will be engaging in regulated activity.

### Other Duties

- Perform other such duties within the scope of this position, as may be determined by the Transport Services Manager.

## **5. Terms and Conditions:**

### **A full clean driving licence including D1 category to drive minibuses is essential.**

- 1) Hours: Monday to Friday 6.30am-8:30am and Saturdays 7.30am-9.30am - Term Time Only. Overtime may be available.
- 2) Salary will be based on an hourly rate of £11.39 per hour (to be reviewed on 1<sup>st</sup> April 2024). Salaries are payable monthly in arrears on the penultimate working day of the month.
- 3) Pension: After three months' service you may be automatically enrolled into the Eastbourne Charity WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The Charity 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 Charity holidays. Pay for this is included in the salary.

## 6. Application process:

To apply, please visit [www.eastbourne-college.co.uk/contact/employment-opportunities](http://www.eastbourne-college.co.uk/contact/employment-opportunities) and click the 'Apply Now' button to complete the required application form.

A letter of application and an up-to-date CV may be uploaded with this online application form.

The closing date for applications is **Sunday 18th February 2023**

For further information, please contact HR by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452288.

## 7. Safeguarding Statement

Eastbourne College (Incorporated) 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 an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

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.