

Job Description

Role:	Minibus Driver
Salary:	West Sussex Grade 4, Point 5 + Crawley Allowance
Hours:	Casual – no set hours
Contract Type:	Casual

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

Reporting to:	School Business Manager (or designated member of the administrative/sports staff)
Purpose:	Extend the Leadership of the Headteacher. Create the opportunity and capacity for all members of the school community to learn. Embody the Christian ethos and underpinning elements of the school. To provide safe, reliable, and timely transport for students to and from school-related fixtures and events, ensuring compliance with all road safety and school safeguarding protocols.
General:	The correct and safe execution of transport duties, including: <ul style="list-style-type: none"> • Ensure a safe, calm, and orderly environment within the minibus for all passengers. • Conducting the journey in strict accordance with the Highway Code and the school driving policy. • Reporting for duty at the agreed time, typically at least 15 minutes before the scheduled departure, to conduct vehicle checks.
Key Duties:	<ul style="list-style-type: none"> • Help organise and supervise the safe admission and dismissal of students onto and off the minibus in an orderly way. • Conduct pre- and post-journey vehicle checks (e.g., fuel, oil, tires) and report any mechanical faults immediately. • To be constantly vigilant when driving and ensure students are wearing seatbelts before and during the journey. • Maintain accurate records of mileage, fuel, and journey times as required by the School Business Manager. • Escort students as necessary and be mindful of all Safeguarding protocols while students are in transit or waiting. • Follow all complex instructions accurately regarding specific routing, drop-off, and pick-up times for various sporting events.

Generic Duties:	To deputise in the absence of other staff.
CPD:	To follow a mutually agreed programme of continuing professional development.
Additional Information:	For inset training you will be aligned with the administration team. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.