St Bartholomew’s School



# Job Description

Post: Minibus Driver

Line Manager: Facilities Manager

Salary Range: APT & C Scale point 12. Timesheet rate.

## Principal Responsibility/Job Purpose:

* To safely drive the minibus on school trips

## Principal Tasks:

* Safe driving of the minibus
* Logging minibus use
* Cleaning the minibus
* Undertaking maintenance checks

## Additional Duties:

* Being a responsible adult caring for the wellbeing of children and other users of the minibus
* Mechanical checks of the vehicle and referral to a garage if required
* Whenever necessary checking vehicle inside and out
* Logging the use of the vehicle and providing information for the Finance Manager
* Journey planning, in liaison with staff who book the vehicle

#### Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are common occurrences and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re‑evaluation.

Signed: ……………………………………......................... Dated: ……………………..

Julia Mortimore, Headteacher

Signed: ……………………………………......................... Dated: ……………………..

Post Holder