

### Job Description -Minibus Driver

1. **Job Title:** Minibus Driver (fixed term until 31/08/2026)
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:**
  - a) 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).
  - b) 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.
  - c) 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.
  - d) 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    - Reporting/exchanging vehicle fire extinguishers either out of date or discharged.

e) 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.

f) Safeguarding duties

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement and staff code of conduct at all times.
- The post holder will be engaging in regulated activity. There are particular safeguarding issues requiring attention for this post.
- This role may require the postholder to be aware of protecting the physical safety of pupils and at times be in a setting that requires them to respect the privacy of pupils. They may be the responsible adult in a scenario and must be aware of all relevant procedures in that setting.
- 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 they must report any concerns to the School's Designated Safeguarding Lead or, if they are the School's DSL, to the Headmaster and relevant agencies.

g) Other Duties

- Attend mandatory and other trainings such as First Aid as required by the College.
- 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.

**Fixed term contract until 31 August 2026.**

**Working hours:** Monday-Friday: 5.30pm-8.00pm and Saturday morning: 7.30am to 9.30am total of 14.5 hours/week, term time only.

**Salary:** £6,732 per annum. Salaries are payable monthly in arrears on the penultimate working day of the month.

**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.

**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 <https://www.eastbourne-college.co.uk/contact/eastbourne-college-vacancies/> 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 **Friday 04 July 2025**

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 and Equal Opportunity Statements

*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.*