

Impington Village College

Job Description

Job Title: Part-Time Minibus Driver (20 hours per week)

Responsible to: College Manager

Job Purpose

To be responsible for the safe transportation of students in the minibus on inward and outward journeys to Ely, or otherwise as required by the College.

To be responsible for the daily maintenance, cleaning and routine checks for the minibus as well as reporting any damage or faults.

Principal Duties and Responsibilities

- To be responsible for transporting students to and from the College at the times, and according to the routes, agreed with the College Manager.
- To take personal responsibility for Health and Safety in relation to the minibus ensuring that all passengers use appropriate seatbelts/restraints during all journeys and that passengers board and alight from the bus in a safe way.
- To ensure that the minibus is driven with due care and attention in accordance with prevailing road traffic legislation.
- To take responsibility for routine maintenance of the minibus, such as checking tyres and tyre pressure and keeping the vehicle clean. and ensure that the College Manager is informed of any problems in relation to the vehicle.
- Maintain a log of mileage driven and hours worked.

This is not a complete statement of all the duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed, the responsibility level of any other duties not exceeding those outlined above.

June 2008