



JOB DESCRIPTION

Department:	Travel Office
Post:	Casual Minibus Driver
Responsible to:	Travel and Transport Manager
Job Purpose:	Casual Driving Requirements

MAIN DUTIES AND RESPONSIBILITIES

1. Take instruction of driving requirement from The Travel Office
2. Ensure pupils travel safely and securely
3. Deliver pupils to their appropriate destinations at the correct time.
4. Driver to make contact with The Travel Office or Tutors in charge in the event of problems during runs.
5. Driver to complete mileage readings at the beginning and end of each journey.
6. The Minibus should be returned to Compound at the Senior School (or Prep) where it will be checked and fuelled accordingly by the in house Fleet Caretaker or driver to fuel out with swipe card when deemed necessary.
7. Driver should make contact with the Travel Office at least once per week for possible updates, news which may have relevance to his/her role.
8. Time sheets should be filled in and handed to the Travel Coordinator on the designated day of each calendar month. These are then handed to the Wages Department for processing and payment for work carried out within that preceding month.
9. Drivers may be required to work early morning, evenings, weekends. Full flexibility is an advantage.
10. Driver must hold D1 or D1+E Full Driving Licence.
11. Role may lead to future regular hours if required.
12. 'any other duties that your line manager sees fit, providing that such duties are appropriate to your role

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the School stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Baring Service.

- I understand the duties listed above.
- I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.