



STONAR

## **JOB DESCRIPTION**

### **Casual Employment**

#### **PCV, DI Minibus Driver**

##### **About Stonar**

Stonar School is a vibrant co-educational day and boarding school for students aged 2 – 18. As one of over 50 schools worldwide in the Globeducate Group (<https://www.globeducate.com/>), Stonar has a global educational perspective, yet it is located in stunning grounds in the Wiltshire countryside just eight miles from the centre of the city of Bath and within easy reach of the M4 corridor.

Students regularly achieve excellent results, beyond expectations both academically and personally. The School is noted for its exceptional onsite Equestrian Centre.

In addition to the term time day and boarding offering, Stonar runs short courses during the school holidays, primarily for overseas and boarding pupils.

##### **The Role**

Job Title:	PCV, DI Minibus Driver
Responsible to:	Transport coordinator

The role requires a person who is presentable, polite, reliable, punctual and able to work without supervision.

##### **Private Hire Driver / Minibus Driver**

##### **Main Tasks**

- Safe collection and delivery of pupils and staff
- Responsible for routine vehicle maintenance, including regulatory walk round checks, checking oil and coolant levels of the minibus; ensuring vehicle is filled up with fuel.
- Reporting vehicle faults to the Transport Co-ordinator as soon as possible.
- Daily internal cleaning of the vehicles and washing of vehicles as required.
- Liaising with Transport Co-ordinator for collection and delivering of pupils.
- Keeping accurate passenger and vehicle records.
- Taking minibus to garage as directed for repairs and servicing.

- Be fully compliant with Covid regulations, ensuring the safety of yourself, staff and pupils at all times.

### **Hours of Work**

This will be a casual employment contract resulting in no fixed hours. The post holder will be required to drive the school minibus for excursions that could take place during the school day, weekends and / or school holidays. The post holder may also be requested to drive the morning or afternoon bus run if one of the daily drivers is unable to carry out their duty.

All driving hours are to be in accordance with Tachograph regulations.

### **Requirements:-**

- Endorsement free UK PCV, D1 driving licence
- Aged 21 years or older (for insurance purposes)
- Available to be flexible for work when required
- 2 years' driving experience