



## ROYAL ALEXANDRA AND ALBERT SCHOOL

### JOB DESCRIPTION

**JOB TITLE:** Minibus Transport Driver & Co-Ordinator

**REPORTS TO:** Primary: Estates Manager  
Secondary: Supervising Maintenance Foreman

**HOURS OF WORK:** 07:00 – 12.30pm, Monday to Friday, Term Time (35 weeks per annum) plus 2 additional days before the start of each term.

#### MAIN DUTIES:

- Co-Ordinate the system for minibus bookings to ensure maximum usage as and when needed
- Collecting and transporting pupils to school, from 7am
- Ensure vehicles are cleaned and roadworthy, incorporating regular vehicle checks, e.g. First aid box, fire extinguishers, log books
- Weekly maintenance inspection of Mini Buses, (water, oil, brake fluid checks)
- Report any vehicle incidents/accidents to the Supervising Maintenance Foreman
- Co-ordinate any hire of vehicles/minibuses
- Co-ordinate and maintain maintenance checks for all Foundation Vehicles; Check petrol levels and refill when required. Maintain all golf buggy's, including catering, laundry, and cleaning buggy. Inspect and maintain road sweeper, pool car. Report any maintenance issues to the Supervising Maintenance Foreman
- Liaise with relevant company for regular minibus service inspections.
- Delivery and collection of supplies as deemed necessary
- Any other driving duties as required
- Compliance with all Health & Safety procedures as required when completing maintenance tasks
- Compliance with Personal Protective Equipment as directed and issued by the Maintenance Manager
- To be flexible in approach and undertake all duties that may fall within the range as directed by the Estates Manager or Supervising Maintenance Foreman

The Royal Alexandra and Albert School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check