



Community Childcare Centres
GROWING PLACES

OUR VISION - **We are family!** To be leaders in childcare in the South East

JOB DESCRIPTION - MINIBUS DRIVER (PART TIME)

“Community Childcare Centres is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, students and volunteers to share this commitment”

REPORTS TO: Out-of-School Coordinator

SALARY: £7.75 per hour

HOURS: 2.45pm – 4.15pm (1.5 hours a day), Mon – Friday, term-time only contract.

SITE: Mill Hill, Waterlooville site

The minibus has 15 seats and will be used to deliver and collect children from local primary schools.

Key Purpose of the Role

Growing Places' Minibus Driver is responsible for operating the nursery minibus on a regular daily schedule, whilst maintaining cleanliness and managing routine safety checks on the vehicle.

Qualifications - The successful applicant will need to have D1 on their driving license to drive the company minibus.

Key responsibilities/duties:

- To operate the nursery bus in a safe and efficient way, according to all relevant legislation:
 - ensuring speed limits are adhered to at all times
 - that your driving licence is valid for the vehicle type
 - any change to the licence which may affect your entitlement to drive is communicated to management (e.g. sickness, injury, penalty or conviction)
 - ensuring that a valid driving licence is held at all times and is available for inspection by management at all times.
- To adhere to nursery's schedules / bus routes, collecting children from local schools in Waterlooville area, and dropping them off at After-School club (Growing Places @ Mill Hill or @ Cowplain)
- To ensure that the minibus is kept in good condition by:
 - performing daily safety and maintenance checks
 - ensuring the vehicle has enough fuel before undertaking any journey
 - completing regular visual inspection - checking of tyres, lights, oil, water, fuel (using company "walk-round" checklist)
 - ensuring the bus is safely and securely stored
 - maintaining the cleanliness of the bus
 - ensuring that any maintenance or repairs required are communicated immediately to the Out-of-School Coordinator
- To take attendance on the bus
- To ensure a clean company uniform is correctly worn at all times when on duty.
- To comply with company regulations regarding the use of mobile phones, smoking and the use of prohibited equipment (cameras) whilst on duty.
- To adhere to Company policies and procedures, Vision, Ethos and Mission statements. It is the responsibility of the post-holder to make him/herself aware of all of these.



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Additional responsibilities:

1. To attend company training as and when required.
2. To attend annual appraisals and complete any targets set
3. To undertake any reasonable request made by management.

The post holder may be required to perform duties other than those given in the job description for the post (e.g. assist with nursery/after-school outings).

The particular responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Order and discipline on the nursery bus will be managed by After-School staff, escorting children / minibus driver on the bus.