

Job Description

Van Driver



Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	Van Driver
Reports to	Teacher-in-Charge at School for Young Parents, Tauranga
Working Relationships	Teacher in Charge, Teachers, Students, Whanau, Otumoetai College

Employment Status: Part-time | **20** hours per week | term-time only

Purpose of the position

To provide safe and efficient transport for Students and their children to the school. Additional tasks may be required e.g. dropping off resources, food parcels. These are negotiated with the Teacher in charge.

Key Responsibilities	Appraisal Indicators
Transportation of Students & their children	Students arrive at school safely & in a timely manner
Maintenance of School van	The vehicle is maintained in accordance with the legal requirements of road users
Use of School property	Responsibly for the security of school property (van & Mobile phone)

Tasks and Duties

Transportation of Students & their children

- Ensure that Students & their children are transported safely and in a timely manner to & from the campus
- Ensure van runs are carried out in an efficient manner.

Maintenance of School Van

- Keep vehicle clean & tidy
- Record all mileage in the vehicle log book on a daily basis & have this signed off each month by Teacher in Charge
- Ensure there is sufficient fuel in the vehicle
- Ensure vehicle has all legal 'on road' requirements ie. current WOF, current registration, current RUC's. These must be updated at least two weeks prior to expiry
- Any incident / accidents involving school vehicle or it's passengers during transit are notified immediately to the Teacher in Charge

Use of School Property

- The school vehicle is not to be used after hours unless it is to travel to or from the School for Young Parents. It is not to be used for 'private business'.
- The vehicles is to be stored overnight off the road at the drivers residence, or in another location pre-agreed to by the Teacher in Charge.
- The vehicle is to be returned to school each holiday break as requested
- The mobile phone is to be used solely for communication for the School of Young Parents and not to be used for private use.

General Responsibilities**Health & Safety & Wellbeing**

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Contribute to a safe working & learning environment
 - Practicing safe work methods
 - Proper use of safety equipment
 - Active participation to eliminate & minimise workplace risks

Declaration:

Approved by:	
Date:	
Appointee:	
Date:	
Reviewed by / Date:	