

Minibus Driver
Job Description & Person Specification

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| Responsible to: | Estate Services Manager |
| Line manages: | N/A |
| Job Overview | <p>The Minibus Driver is responsible to the Estate Services Manager. They drive one of the School's minibuses to transport children safely to and from the school in a responsible and competent manner, ensuring the safety of the children (passengers), other road users and members of the public. The Minibus Driver will also support the Estate department on occasion collecting and delivering items within the local area.</p> <p>We are ideally seeking drivers to work at the start and end of the day. However we also welcome drivers who are only able to do a morning OR evening shift.</p> |
| Duties and Responsibilities: | <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Collect pupils before the start of the school day from specified locations along the given route, arriving at school by 8.30am. • Deliver pupils at the end of the school day to the specified locations along the given route. Minibuses depart from the school at 5.30pm daily, unless all expected passengers are not present, or directed otherwise by the Estates Manager. • Responsible for the safety, comfort and welfare of the children. All children must have their seat belts fastened at all times. • Prior to all journeys, carry out safety checks of the vehicle. Refuel the vehicle as required. • Maintain accurate records of vehicle usage. • Maintain accurate records of the children using the service each day promptly flagging any missing children as required. • In the event that delays to the timetable are expected, to safely contact parents using the school's mobile phone provided for this purpose. • Report any vehicle defects, faults, incidents and accidents promptly to the Estate Manager. • Collect and deliver parcels and other goods within the local area as directed by the Estate Manager. • Attend and complete training as required. • Adhere to the school's safeguarding and child protection policies and procedures at all times. • To attend some termly meetings as directed by the Estate Manager. • To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information. |

This job description is not intended to be an exhaustive list of duties. You may also be required to undertake such other comparable duties as required from time to time.

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| | <ul style="list-style-type: none"> The duties set out above are not exhaustive and the school may request that the post holder carry out other reasonable duties commensurate with their skills and abilities. |
| Keys Skills & Knowledge: | <ul style="list-style-type: none"> Full, clean and valid driving licence D1 unrestricted or PSV licence, D1 restricted (car licence obtained prior to 01.01.1997 considered) Experienced and confident in driving a minibus or similar e.g. large van Able to maintain accurate vehicle and user records. Competent to undertake daily and weekly vehicle checks and carry out basic maintenance. |
| Personal Competencies & Qualities: | <ul style="list-style-type: none"> Pro-active, approachable, friendly, polished and professional Ability to communicate with and relate to children and sensitive to their needs Honest, punctual and reliable – has a strong work ethic Flexible – with hours and happy to turn their hand to a wide range of duties Able to work unsupervised and use initiative yet also work well as a team Willing to undertake the necessary training to carry out the role and enhance the services delivered by the school |
| Commitment to Safeguarding and Welfare | <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the Minibus Driver will:</p> <ul style="list-style-type: none"> Help to safeguard the children’s wellbeing and maintain public trust in the teaching profession. Help to provide a safe environment in which the children can learn. Help to identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm. Promptly raise any concerns to the School’s Designated Safeguarding Lead and work with other services as needed. Attend the relevant child safeguarding training and other mandatory induction training as required by the School. |
| Promoting the Health, Safety and Wellbeing of Pupils and Staff | <p>At all times the will:</p> <ul style="list-style-type: none"> Maintain awareness of, and comply with, the School’s H&S policy. Where appropriate, conduct and document risk assessments in their area of responsibility. |

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