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| **Job Description** | **Post Title: Minibus Driver** | |
| **Salary: Grade 14 point 4 - 6** | |
| **School:** Priddy & St Lawrence’s Federation | |
| **Responsible to:** Business Manager andHeadteacher | |
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| **Main purpose of the job** | | |
| To transport pupils between the school sites, to educational visits or to sporting fixtures. To drive the Priddy & St Lawrence’s Federation minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times. | | |
| **Main responsibilities and duties** | | |
| * Driving school vehicle. * Responsible for the safety, comfort and welfare of the children. * Carry out driver’s daily vehicle checks, and to carry out basic maintenance. * Report any vehicle defects, faults, incidents and accidents. * Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use. * Refuel vehicles as required. * Maintain accurate records of vehicle usage. * Maintain and help to promote a good school image. * Work within health and safety guidelines and other guidelines that may be issued from time-to-time. * Work within the constraints and guidelines as set out in the school handbook. * To undertake any other associated duties as required by the Headteacher. * Plan alternative road routes to and from school when necessary. | | |
| **Training**  To attend relevant training courses as identified and agreed, including but not exclusive to:   * Minibus Driver Assessment training * Annual Safeguarding training * First Aid at work (optional) | | |
| I agree that the Job Description is a fair and accurate statement of the requirements of the job. | | |
| Minibus Driver signature: | | Date |
| Headteacher signature: | | Date |