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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.
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| **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)
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| 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 |