

Minibus Driver Job Description

Job Title
Minibus Driver
Salary
Grade 15 Point 3 - actual salary £9,012pa based on full-time equivalent £24,796pa
Hours
17.5 hours per week - Monday to Friday - 7am-8:45am and 3:35pm-5:20pm
Contract type
Permanent, Term time only (35 working weeks)
Responsible to
Estates Manager

Job Purpose
The main role of the Minibus Driver will be to transport pupils in a safe, proper and timely manner to and from school or, in support of organised school trips. Ensuring pupil welfare and ensuring the maintenance of the School vehicles in a roadworthy condition for every journey is paramount at all times.

Main responsibilities and duties
<ul style="list-style-type: none"> • Carry out driver's daily and weekly vehicle checks • Report any vehicle defects, faults, incidents and accidents • Prompt departure from school or external collection points in accordance with the minibus schedule to ensure all pupils arrive and depart on time. Communicate with parents or guardians where appropriate via the supplied minibus mobile phone. • To be aware and comply with the protocols and procedures in the event of an emergency/breakdown. • 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. • Ensure that there is enough fuel left in the tank after every trip in support of other journeys. • Maintain accurate records of vehicle usage. • Fully comply with all School transport policies and procedures as well as external legislation, road traffic regulations and the Highway Code. • Being presentable in appearance and professional, polite and courteous at all time. • Ensuring pupils adhere to all School regulations throughout the journey, including remaining seated and wearing seat belts. • Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

Review

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Minibus Driver Person Specification

Key Criteria	Essential	Desirable
Knowledge, skills and experience	<ul style="list-style-type: none"> • Hold a current, clean and valid driving licence D1 preferred unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered. • Aged 21 or over to comply with insurance and operator’s licence requirements • Minimum of two years’ driving experience • Capability to maintain accurate vehicle and user records. • Competent to undertake daily and weekly vehicle checks. 	<ul style="list-style-type: none"> • MiDAS trained • PCV licence holder.
Values and Attitude	<ul style="list-style-type: none"> • Pleasant approachable personality. • An ability to communicate with a range of people • Ability to work independently and as part of a team. • Reliable, trustworthy and punctual. • Honest, sense of responsibility and confidentiality. • Flexible approach to working arrangements. • Sensitivity to user needs • Willing to undertake training as appropriate. • Willing to undertake additional training to enhance the services delivered by school. • Physically fit & active as the role includes conducting physical vehicle checks 	
Additional requirements	<ul style="list-style-type: none"> • Eligibility to work in the UK • An Enhanced DBS check • 2 professional references 	