

Role Profile: School Minibus Driver

Purpose

To provide safe, timely and courteous transport for our pupils through the school to home service and attendance at events. To be a good ambassador for the school at all times.

Key Accountabilities

Main Duties and Responsibilities

Relationships

The post holder is responsible to the Facilities Manager and will liaise closely with the Regional Transport Manager and the external contractor providing additional support for the schools' transport.

Standards and Quality Assurance

- Support the aims and ethos of the school
- To form and maintain effective working relationships with other staff and pupils
- To be flexible and work as part of a school staff team
- Set a good example in terms of dress, punctuality and attendance

Main Duties

- To observe at all times the current legislation and vehicle licensing law, including Drivers Hours, WTD and daily inspection of the school bus, prior to setting off on a journey, to ensure road worthiness, serviceability and duty of care
- To ensure that Covid precautions are followed at all times
- Be responsible for the safe operation of the school bus ensuring the safety of all passengers and comply with all legal requirements
- Inform the Facilities Manager and Regional Transport Manager immediately of any hazards, defects, vehicle damage, non-compliance of H & S regulations, including any threat to the well-being of any pupils or staff.
- To ensure all records are completed accurately and updated appropriately
- Be responsible for maintaining vehicles in a clean and tidy condition
- Other reasonable duties expected of a school minibus driver, including undertaking training as required.

Health & Safety

The post holder is responsible for the safety of all colleagues, pupils and visitors and must ensure that:

- The resources are maintained in a safe condition for the pupils and school staff
- Staff carry out operations in accordance with school policy and departmental codes of safe working practice
- All accidents are reported to the Business Manager via the School's Accident Report Form procedure
- The Headmaster, Business Manager and Facilities Manager are kept informed of any concerns regarding Health and Safety and safe working practices.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✓ Must have held a Full British Manual Driving Licence for a minimum of 24 months with no more than 3 Penalty Points 	<ul style="list-style-type: none"> ✓ Hold a PCV licence to drive a 16-seater minibus with passengers
Skills	<ul style="list-style-type: none"> ✓ Excellent interpersonal and communication skills ✓ Ability to work as part of a team and independently ✓ Discretion and confidentiality ✓ Flexible team member ✓ Pro-active and self-motivated with a high level of initiative ✓ A willingness to learn and adapt 	<ul style="list-style-type: none"> ✓ Confident working with pupils ✓ Experience in passenger carrying vehicles
Experience		<ul style="list-style-type: none"> ✓ Previous experience of working with children would be an advantage
Other	<ul style="list-style-type: none"> ✓ Be flexible to work when required with reasonable notice 	

Key Stakeholders:

Internal - SLT, staff, pupils, parents

External - Cognita School Support Centre

Signed: Name (print):

Date: