

**Job Specification**

**Minibus Driver**

The minibus driver will be responsible for driving a 15 or 17 seater mini-bus on a single or split-shift (6.45-8.45am, 3.45-5.45pm) as required.

The person appointed to the position of Minibus Driver is likely to be affable and have a good rapport with children of all ages with a key responsibility is to ensure a commitment to safeguarding and promoting the welfare of children.

Parents, our customers, are also very much part of the school and any communication with them must always be in a calm, measured and amicable fashion.

The Minibus Driver will be a member of the Transport team and drive a school minibus and, therefore, must be in possession of a clean driving licence, with D or D1 entitlement. Before driving any pupils in the bus, a test, arranged by the school, must be taken and passed.

The campus is non-smoking and smoking is not allowed in the bus or on the school premises.

As the Minibus Driver has contact with pupils, they will, prior to commencing their employment, be required to undergo a criminal background check through the Disclosure and Barring Service.

**Responsible to:**

The Operations Manager on a day-to-day basis and ultimately to the Director of Finance and Operations.

**Holidays:**

Holidays must be taken during school holiday periods.

**Duties and Responsibilities:**

* Bring pupils into school along a set route and then returning them home after school. A good knowledge of the local road network is vital for this. Other driving duties may be required at times and will be approved in advance by the Operations Manager and Director of Finance and Operations;
* Carry out the required daily vehicle checks and complete the relevant paperwork in the vehicle log book. A sound mechanical background would be advantageous;
* Maintain the minibus in a clean and tidy state, both internally and externally;
* Be familiar with the school rules and code of conduct for both drivers and passengers using minibuses and the relevant Health and Safety documentation;
* Proficient IT skills, e.g. dealing with emails, are desirable.

Reviewed November 2018

JT