



## **JOB DESCRIPTION**

### **COACH DRIVER**

### **TRANSPORT DEPARTMENT**

#### **MAIN PURPOSE OF JOB:**

To drive any coach or school vehicle for both School purposes and external clients.

#### **MAIN DUTIES:**

- To drive the organisation's vehicles as and when required.
- To check oil, water and fuel on a daily basis.
- To keep coaches clean and tidy.
- To report any vehicle defects to the Driver Supervisor/Transport Manager immediately.
- To wear uniform as required.
- To comply with driver operating procedures.
- To provide an efficient and pleasant service to all clients.
- To adhere to school route timetables as advised by the Transport Manager.
- To adhere to client route locations and timetables as advised by the Transport Manager.
- Comply with and promote the Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- To perform any other duties as may be required by the Transport Manager within the context of the post.



## PERSON SPECIFICATION

### COACH DRIVER

### TRANSPORT DEPARTMENT

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
PCV Licence with Category D (Manual or Automatic) held for a minimum of 2 years	E	Interview
PCV Licence with category D & E (Manual or Automatic)	E	Application Form & Interview
Driver Certificate of Professional Competence	E	Application Form & Interview
Undertaken periodic Driver CPC training	E	Application Form & Interview
First Aid at Work Certificate	D	Application Form & Interview
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Proven relevant PCV driving experience (minimum of 2 years)	E	Application Form & Interview & Reference
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Willingness to work flexibly	E	Interview & Reference
Customer focussed	E	Interview & Reference
Excellent interpersonal skills	E	Interview & Reference
Able to remain calm under pressure	E	Interview & Reference

Enthusiastic, conscientious and hardworking	E	Interview & Reference
Smart, personal appearance	E	Interview & Reference
Caring and kind especially in relation to children	E	Interview



## TERMS AND CONDITIONS

### COACH DRIVER (PART –TIME, ALL YEAR ROUND)

### TRANSPORT DEPARTMENT

SALARY
<ul style="list-style-type: none"> <li>Contracted hours paid at £9.81 per hour equating to £10,200.00 per annum.</li> <li>Any additional hours worked will be paid at £7.83 per hour, National Living Wage.</li> </ul>
HOURS OF WORK
20 hours per week, Monday to Friday, all year round. Additional hours may be available.
HOLIDAY
28 days per annum.
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 9%. If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 3% of “qualifying earnings” and the School will contribute 2%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none"> <li>CPC Training provided.</li> <li>Uniform provided.</li> <li>Medical expenses paid when it is required for renewal of PCV licence (up to £125).</li> <li>Meal expenses covered (certain conditions apply).</li> <li>Life Assurance Cover.</li> <li>Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.</li> <li>Training and Development Opportunities will be offered.</li> </ul>

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire and an Enhanced check for regulated Activity will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview. The successful applicant will be required to complete a six month probationary period.