



## Job Description

Post title	Minibus Driver
Academy	Haberdashers' Aske's Hatcham College
Grade	Support Staff Scale 2.5 – 2.8 (£16,005 - £17,147) for 35 hours per week, 44 weeks per year
Responsible for	Minibus Driving
Responsible to	Site Supervisor

### Summary of the overall purpose of the job

To be responsible for the safe operation of a timetabled shuttle service between sites throughout the school day and to do timetabled runs to the playing field. Drivers must hold full, clean driving licences and have sat and passed the Lewisham Bus Test.

### Key responsibilities and objectives of the job

- To be responsible for the health and safety, comfort and welfare of pupils and staff whilst being carried in the vehicle.
- To drive in a considerate manner and conforming to the Highway Code.
- To be responsible for the vehicle condition and road worthiness (daily checks).
- To carry out regular visual inspection/checking of tyres, lights, oil, water and fuel.
- To ensure that vehicle defects, faults, incidents and accidents are communicated immediately to the Site Supervisor.
- To be available and on duty for the relevant shift each day.
- To ensure that students do not consume any food or drink whilst travelling on the bus. Students who disobey the rule may be asked to leave the bus and their names and the incident noted in the log book and passed to the Deputy Principal, Staff Administration as soon as possible.
- To see that students behave correctly whilst waiting for and boarding the bus. Drivers are permitted to refuse to carry any student who does not adhere to the code of conduct.
- To be responsible for the general cleaning and maintenance of the bus.
- To abide by the law and ensure the safety of your passengers is paramount.
- To check the First Aid Box to ensure it is up to date.
- To perform any other related duties as required by the Site Supervisor or School Business Manager.

### General responsibilities and objectives

- To promote equal opportunities in the College.
- To promote a single College ethos.

- To undertake any duties as may be reasonably required by the Principal.
- The job description will be subject to reasonable review.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies.

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: February 2018

## Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED
			AP n AS t I P on R References
Education/qualification and training			Applicatio Assessmen Interview Presentati References
• Full, clean UK driving licence with D1 entitlement	✓		
• Good, all round secondary education		✓	
• Qualifications either at 'A' Level or equivalent		✓	
Knowledge/skills			
• Excellent driving skills	✓		
• Excellent customer care skills	✓		
• Excellent timekeeping	✓		
• Ability to carry out basic vehicle safety checks and basic routine maintenance	✓		
• Geographical and route knowledge	✓		
• Basic knowledge of vehicle maintenance	✓		
Experience			
• Extensive driving experience, ideally with larger vehicles and/or experience in a community transport environment	✓		
• Ability to undertake physical tasks including the removal of heavy seats from minibuses	✓		
Personal characteristics/other requirements			
• The ability to deal calmly with unexpected circumstances or delays	✓		
• Ability to work amongst a diverse range of people	✓		

• Ability to work under pressure and to prioritise workload	✓		
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