

## Mini Bus Driver

**Salary Grade:** £10.70 ph (plus holiday pay)  
**Hours:** Casual, as required

### Purpose and Vision

To drive the school minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

### Key responsibilities

- Driving school vehicle
- Responsible for the safety, comfort and welfare of the children.
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents
- 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.
- Refuel vehicles as required.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of the children using the service each day.
- Maintain and help to promote a good school image, working attire should be always worn and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the school handbook.
- To undertake any other associated duties as required by the Principal or Estates Manager
- Adapt road routes to and from school when necessary and in emergency situations, keeping parents and the school informed of any changes.

## Minibus Driver – Person specification

Attribute	Essential	Desirable
Value and attributes	<ul style="list-style-type: none"> <li>• Clean driving licence</li> <li>• Pleasant approachable personality.</li> <li>• Ability to keep control of children</li> <li>• An ability to communicate with a range of people</li> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Reliable and trustworthy.</li> <li>• Honest, sense of responsibility and confidentiality.</li> <li>• Flexible approach to working arrangements.</li> <li>• Sensitivity to user needs</li> <li>• Willing to undertake training as appropriate.</li> <li>• Willing to undertake additional training to enhance the services delivered by school.</li> </ul>	
Experience, Skills & Knowledge	<ul style="list-style-type: none"> <li>• Hold a current, clean and valid driving licence D1 unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered.</li> <li>• Capability to maintain accurate vehicle and user records.</li> <li>• Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• MIDAS trained</li> <li>• PCV licence holder</li> <li>• First Aid trained</li> </ul>