

**JOB DESCRIPTION
and
PERSON SPECIFICATION
MINIBUS DRIVER**



Reports To: Transport Manager

JOB PURPOSE

To drive one of the School's bus routes to ensure pupils are transported safely to and from the School.

MAIN RESPONSIBILITIES AND DUTIES

- Drive one of the school minibuses on a set route to pick up and drop off pupils to and from School, ensuring the School's Transport policy and associated policies and procedures are followed at all times.
- Log details of additional passengers carried to give to the Transport Co-ordinator.
- Ensure pupils adhere to the safety policies whilst en-route and that they wear seatbelts during each journey.
- After each trip, complete the vehicle log with mileage used.
- Carry out pre-journey vehicle checks including fuel levels to ensure the vehicle appears safe for each journey.
- Notify any possible safety or maintenance issues in connection with the vehicle to the Transport Manager

PERSON SPECIFICATION

It is essential that the post holder :-

- Holds a full clean driving licence issued before 1.1.97 which will include the D1 provision
- Must have held a full driving licence for minimum of 2 years and, for insurance purposes, must be aged 25 or over.
- Is a safe driver who adheres to road and driving conditions and speed limits on roads.