# Midsomer Norton School Partnership

**Job Title:** Minibus Driver

**Responsible to:** Facilities Manager

**Paygrade**: R9

**Hours of Work:** 4 hours per day, 2 hours in the morning and 2 hours in the afternoon

**Job Purpose:** To provide a safe and courteous minibus driving service for Writhlington and Mendip Studio School students, ensuring the roadworthiness of the vehicle before use. On occasion, to assist with other general school related duties.

**Principal Accountabilities and Standards**

* To drive the school minibus to collect students and safely transport them to school at the beginning of the day and to return them at the end of the school day
* To follow the specified route and stay on schedule
* To be courteous, and use tact and diplomacy at all times
* Report concerns with poor student behaviour to line manager
* Ensure the safety of passengers at all times and immediately report any concerns regarding students who may need medical attention or appear unwell to Reception
* Re-fuel the vehicle as necessary and take responsibility for the School’s Fuel Card
* Ensure that the vehicle is appropriately parked and secured when left unattended
* Carry out daily vehicle checks to ensure the minibus is in a safe and roadworthy condition before using it
* Immediately report any defects found on the minibus to the line manager
* Regularly complete the vehicle log sheet, frequency to be determined by the line manager
* To clean the school minibus once a week, internally and externally
* In the event of any accidents/incidents, to undertake specialist cleaning as necessary
* Report all incidents involving vehicles, pedestrians and/or third party property i.e. hedge/fence, signs, bollards etc. however minor, to the line manager
* Comply with relevant road safety requirements

**General**

* To undertaking training as deemed appropriate
* To inform the line manager of any changes that affect entitlement to drive (e.g. penalty points)
* To assist with other general school related duties as required by the Facilities Manager such as but not limited to; car parking, portering, furniture manoeuvring/relocation and site cleanliness activities
* Comply with the policies and procedures of the Trust

**Midsomer Norton Schools’ Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to appointment.**

**PERSONAL SPECIFICATION**

It is expected that the post holder will possess the following attributes:

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| **Essential** |
| Current, clean driving licence with D1 category |
| Valid MiDAS Certificate |
| Understanding of vehicle safety requirements |
| Ability to work to set schedules |
| Excellent time keeping |
| A clean, tidy and presentable appearance |
| Reliable and trustworthy |
| Courteous, tactful and diplomatic |
| Understanding the importance of working as part of a team  |
| Able to work on own initiative |
| Manages student behaviour in accordance with school policies |
| Work in ways that promote equality of opportunity, participation, diversity and responsibility |
| A professional responsibility to promote and safeguard the welfare of children and young people |
| **Desirable** |
| Experience or understanding of working in education/school environment |
| Previous experience with school transportation services |