

Minibus Driver **Job Description**

Manor House School is committed to the safeguarding and welfare of children and young people and all staff share this responsibility. We have an extensive safer recruitment policy and procedure which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils will be subject to the standard employment checks including an enhanced DBS check. Volunteers and visitors will also be subject to identity checks if required. Safeguarding training is actively promoted yearly and is mandatory for all staff.

Manor House School minibus drivers are responsible for the safety, comfort and welfare of the pupils using the vehicle. They provide a high standard of pupil care and act in a courteous manner when undertaking any duties on behalf of the School.

Purpose

- To drive the Manor House School minibus in a responsible and competent manner.
- Ensure the safety of all passengers, members of the public including other road users and you.

Hours term time only

- 2 hours per morning, depending on route 7.00am-9.00am
- 2 hours per afternoon, 3.45pm-5.45pm

Location

- Manor House School Bookham Surrey KT23 4EN

Reporting To

- Facilities Manager

Main Duties & Responsibilities

- Provide safe and responsible transportation of pupils using a Manor House School Minibus.
- Check the vehicle before each use and report any faults immediately to the Facilities Manager.
- Ensure a booster seat is provided, when required, before transporting pupil.
- Ensure all doors are secure before embarking on journey.
- Keeping the minibus clean and all equipment in good working order
- Refuel vehicle when necessary.

- Reporting any behaviour which is unsafe to the Facilities Manager or Director of Finance and Operations.
- Maintaining the image of the School by wearing a clean uniform in good condition.
- If destination is not Manor House School, ensure the pupils are delivered to a responsible adult connected to the School.
- Work within the Health & Safety guidelines of the School and willing to be trained further if requested.
- Undertake the Minibus Driver Awareness Scheme if requested.
- Any associated duties to be carried out if requested by Facilities Manager.

Person Specification

Essential

- Clean and valid driving licence with D1 unrestricted, PVC or D1 restricted (obtained before 1997)
- All Drivers need to be over 21, with at least 2 years' experience, for statutory legislation
- Competent with maintaining records
- Experience of driving a minibus
- Ability to communicate effectively within the school environment and outside
- Polite, pleasant and patient manner
- Reliable and trustworthy
- Flexible attitude if cover is needed
- Sensitive to user needs
- Geographical knowledge of Surrey and surrounding areas
- Basic maintenance of the minibus if required