

**Minibus Driver
Role Profile**

General Information	
Job Title:	Minibus Driver
Department:	Operations
Location:	St Faith's School
Job Purpose:	To provide safe, timely and courteous transport for our pupils as part of our park and ride shuttle service which involves collecting pupils from park and ride station(s) each morning Monday to Friday during term time and delivering them safely to school. The role may also involve other reasonable driving requests and attendance at events.
Reporting Line:	Deputy Bursar, Site Manager
Working Hours	Part time, term time, 2 hours per day, 07:00 – 09:00, Monday to Friday.
Role Profile	
Minibus Checks & Procedures	Undertake all applicable daily, weekly and monthly vehicle checks prior to driving to ensure there are no faults, road worthiness, serviceability and duty of care.
	Report any faults, defects or damage to the Site Manager or Deputy Bursar at the earliest opportunity.
	Complete relevant documentation including mileage record sheet for each journey.
	Refuel minibuses as required to ensure vehicles are not left low on fuel.
	Return minibuses to the Maintenance Yard, clear them of rubbish and ensure they are left clean and tidy, including clicking the seatbelts together and making sure they are in good working order.
	Ensure minibuses are always left secure, e.g., locked with windows and doors closed.
	Be responsible for the safe operation of the school minibuses ensuring the safety of all passengers and comply with all legal requirements.
Driving / Shuttle Service	Drive to pick up points as directed by the Deputy Bursar/Site Manager ensuring that the pupils are collected on time and arrive at school by 08:15am
	Meet the pupils, register them and supervise them on to the minibus.
	Take all reasonable steps to ensure the safety and well-being of pupils under your care and supervision as Minibus Driver; this includes ensuring that pupils within your care wear seatbelts and behave appropriately on the journey.
	Report all complaints and incidences with pupils, parents or the public to the Deputy Bursar on return to school.
	Observe at all times the current legislation and vehicle licensing law, including daily inspection of vehicles, Drivers Hours and Working Time Directive.
	To occasionally drive the minibus for other purposes e.g., for school trip or sporting fixture or for servicing.
Covid-19	Ensure all Covid precautions as outlined in School Protocols, Risk Assessments and Government or other guidance, are followed at all times
General	Establish and maintain effective communication channels and efficient/effective working relationships with other members of the Site Team, Support Staff, school personnel, parents and children.
	Keep the management team up to date and informed about all allocated areas of responsibility and report any significant problems as appropriate and within a reasonable timeframe.
Training	Undertake appropriate training to ensure that skills remain up to date and commensurate with the first-class service required for this role.

	MIDAS Training and D1 vehicle training (if not currently D1 qualified)
Health & Safety	Responsible for the safety of all passengers who use the minibuses.
	Ensure that operations are carried out in accordance with school policy and codes for safe working practices.
	Report all accidents to the Deputy Bursar and Bursar in a timely manner via the Accident Report Form procedure.
	Keep the Deputy Bursar and/or Site Manager informed of any concerns regarding Health and Safety and safe working practices.
Other	Operate school vehicles (and machinery where applicable) in a safe and effective manner in accordance with the operator manuals with due regard to Health and Safety instructions and Risk Assessments.
	Comply with the School's minibus policy (including completing 6 monthly driving licence checks)
	Comply with School data protection and confidentiality policies and procedures
	Adhere at all times to the School's Safeguarding policy and procedures
	Be aware of and adhere to the School Support Staff Handbook
	Have an understanding of fire safety regulations, Health and Safety regulations, emergency procedures and the rules for evacuating a building
	Undertake other appropriate tasks as necessary and as required by the Headmaster, Bursar, Deputy Bursar / Operations Manager or Site manager

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, St Faith's School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.

**Minibus Driver
Person Specification**

	Desirable	Highly Desirable	Essential	Method of Assessment I/A/T/P*
Qualifications and Training				
GCSE English and Maths		√		A
Full clean Driving Licence			√	A/I
D1 licence		√		A/I
MIDAS training		√		A/I
Experience				
Experience and knowledge of the functions relevant to the role, e.g., passenger driving, daily vehicle roadworthiness checks		√		A/I/T
Knowledge and Understanding				
Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities and Health and Safety		√		A/I
IT knowledge and skills including Microsoft Office	√			T
RIDDOR and COSHH, risk assessments and accident management	√			A/I
A good understanding of data protection	√			A/I
Skills				
Ability to work well in a small team			√	A/I
Good communication skills, both written and verbal		√		A/I/T
Ability to work in a discreet and sensitive manner		√		I
Strong planning and organisational skills		√		I/T
Ability to solve problems and use initiative		√		A/T
Ability to multi-task		√		A/I
Personal Characteristics				
Approachable and empathetic			√	I
Organised and resourceful			√	I
Ability to use initiative and apply sound decision-making skills			√	A/I
Ability to meet deadlines and work calmly under pressure			√	I/T
Able to commit to the school's strategic direction and values			√	A/I

*Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation) please note that applications will be assessed against the Person Specification using this criteria