# **JOB DESCRIPTION**

## Job Title: School Minibus Driver

## Pay Range: A1- A3 £15,246 - £16,491

## Hours 20 hours per week (split shifts)

**Responsible to:** Assistant / Site Manager

## Role:

To work as part of a team to provide transport services to students for the Academy’s home/school transport provision with a morning and evening bus run on designated routes around the Leeds area.

The role includes performing routine safety checks on the vehicle.

**Duties:**

**Driving**

* Operate one or more of the designated bus routes, collecting children from given pick-up points along the route and delivering them to The Stephen Longfellow Academy (TSLA) on a morning and collecting them from TSLA and dropping them back at the given points on an afternoon.
* Ensure the minibus is kept clean, tidy and in good condition, including, but not restricted to:
* Weekly cleaning of the bus, both inside and out
* Ensuring signs inside the bus are properly attached and in good condition
* Performing regular visual checks of tyres, lights, oil, water and fuel
* Ensuring nay additional work required is communicated immediately to the Site Manager
* Refuelling the vehicle as required

**Responsibilities**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
* Present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all
* Share responsibility for groups of students whilst driving the minibus
* Complete documentation on daily inspections of the minibus
* Liaise directly with parents/carers when necessary

## Any Special Conditions of Service:

##  There is a requirement to submit to an enhanced DBS check. There may be an occasional need to work outside of normal working hours. No smoking policy.

PERSON SPECIFICATION

**Qualifications**

* Current, clean and valid driving licence which includes either D1 restricted (car licence obtained prior to 1 January 1997), a PCV licence or D1 unrestricted.
* MiDAS certificate (or willing to train)

**Skills**

* Able to communicate with a wide range of people
* Reliable and trustworthy
* Flexible approach to working
* Sensitive to user needs

**Experience**

* Previous experience of driving a minibus or similar sized vehicle
* Good geographical knowledge of the local area

The Stephen Longfellow Academy is committed to safeguarding children and the successful candidate will be subject to an enhanced DBS check.