**Job Description**

**Minibus Driver**

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| **Purpose of Job** | To drive school vehicles in a responsible and competent manner. |
| **Duties and responsibilities** | * Driving a minibus. * Responsible for the health and safety, comfort and welfare of pupils and staff. * Carrying out daily and weekly vehicle checks. * Reporting any vehicle defects, faults, incidents and accidents * Keeping a log of travel details. * Ensuring the vehicle is in a clean and roadworthy condition before and after use. * Refuelling vehicles as required. * Covering for absent colleagues. * Working within health and safety guidelines and other guidelines that may be issued from time-to-time |
| **Person Specification** | |
| **Essential** | * Clean driving licence * Experience of driving a large vehicle * Pleasant, patient and helpful personality. * An ability to communicate with a range of people * Ability to work on own initiative and as part of a team. * Reliable and trustworthy. * Flexible approach to working arrangements. * Sensitivity to user needs. * Willing to undertake training as appropriate. |
| **Experience, Skills and Knowledge** | |
| **Essential** | * Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence * Age 21+ and not over the age of 70 (for insurance purposes). * Ability to maintain accurate vehicle and user records. * Competent to undertake daily and weekly vehicle checks and carry out basic maintenance. |
| **Desirable** | * PCV licence holder. * First Aid qualification |

This post will be subject to an enhanced DBS Disclosure.