**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
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| **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.
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| **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.
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| **Desirable** | * PCV licence holder.
* First Aid qualification
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This post will be subject to an enhanced DBS Disclosure.