

Job Description

Job Title:	Minibus Driver (0.5381 fte)
Reports To:	Operations Manager
Working Time:	06:00-08:30 and 16:30-19.00 (25 hours pw) worked on Monday-Friday each week during term-time

Purpose of Job:

To drive the School's minibus to transport pupils in a responsible and competent manner in accordance with the rules and regulations of the Highway Code and good practice provided by the Minibus Driver Awareness Scheme (MiDAS) training. Ensure the safety of passengers, other road users, members of the public and themselves at all times.

Main Duties and responsibilities:

- Provide daily visual checks and basic maintenance of the vehicle e.g. fuel and oil levels. Arrange the service and MOT of the vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle
- Carry out weekly record checks in accordance with the maintenance schedule. Be responsible for the cleanliness of the vehicle, inside and out, and ensure the vehicle is in a roadworthy condition before and after use
- Report any vehicle defects, faults, incidents and accidents
- Maintain accurate records of vehicle usage
- Maintain accurate records of the pupils using the service each day
- Be responsible for the safety, comfort and welfare of the passengers. At the commencement of the journey, liaise with the Chaperone, as appropriate, to check that seatbelts are fastened and bags and equipment are secured safely.
- Drive an agreed daily route for journeys seeking prior agreement to any route changes to achieve a practical and cost effective route
- From time to time drive the minibus for other school trips as agreed by the Operations Manager or member of SLT
- Maintain and help promote a good school image, uniform to be worn at all times
- Work within health and safety guidelines and other guidelines that may be issued at all times.

General Responsibilities:

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- Display correct staff identification at all times whilst on site
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- Attend Royal Russell Day and Open Day as required.
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Leadership Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

April 2021

Person Specification – School Minibus Driver

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) as appropriate.

Criteria	Essential	Desirable	Measured by/evidence
Education and Experience	<ul style="list-style-type: none"> • GCSE in Maths and English (at level 4 or above) or equivalent • Capable of supervising the safety of children • Willing to undertake training as appropriate (including First Aid) 		A I
Qualifications and Skills	<ul style="list-style-type: none"> • Hold a current, clean and valid driving licence 	<ul style="list-style-type: none"> • D1 restricted licence • MiDAS Trained 	A
Competencies and qualities	<ul style="list-style-type: none"> • Honest, reliable and trustworthy • Pleasant approachable personality • Tact, sensitivity and the ability to handle confidential material with discretion • Ability to communicate with a range of people (pupils, parents, staff) • Ability to work on own initiative and as part of a team • Able to remain calm and professional in all situations • Sense of responsibility and confidentiality • Sensitivity to user needs 		I I I I I I I I
Other requirements	<ul style="list-style-type: none"> • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults • Flexible approach to working hours • Empathy with the ethos and aims of Royal Russell School 		