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| **Post Title:** | **Minibus Driver – Casual hours** |
| **Job Purpose:** | To drive the school minibus between schools, on school visits and sports fixtures |
| **Responsible to:** | Principal through the Business Manager/Premises Manager |
| **Responsible for:** | Operation of school minibus as directed by the Business Manager |
| **Liaising with (Working Relationships):** | Teaching staff  Support staff |
| **Hours of Work:** | Casual (as and when required) |
| **Grade and Range of Post:** | Starting salary £9.00 per hour plus 12.07% of the hourly rate holiday pay |
| **Current Base:** |  |
| **Disclosure Level:** | This post is subject to an enhanced DBS disclosure |
| **Main / Core Duties:** | Drive the minibus between schools and to and from school visits and sports fixtures  Inspection of the minibus prior to setting off on a journey to ensure roadworthiness, serviceability and duty of care. Reporting any concerns to the Business Manager  Monitoring the cleanliness of the vehicles and fuel levels to ensure efficiency and safety and reporting any concerns to the Business Manager  Perform any other duties as may be reasonably required by the Principal |
| **Operational Planning:** | To assist with the planning of routes and times for minibus journeys |
| **Service Provision:** | To ensure that all passengers are transported safely and with due care, including the use of seat belts, ensuring that students remain seated at all times and adhering to speed limits  To ensure that minibus records are kept fully up to date before and after every journey  To drive the allocated vehicle on and only on the specified route to the time schedule set and in accordance with each school’s Minibus Procedures |
| **Service Development:** | To continually seek to develop service improvements |
| **Staffing and Staffing Development:** | None |
| **Recruitment / Deployment of Staff:** | None |
| **Quality Assurance:** | To ensure that all passengers are transported safely and with due diligence |
| **Management Information and Administration:** | To ensure all documentation relating to the minibus is kept up to date  To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and to report all concerns to the appropriate person |
| **Communications:** | To ensure that all communications with service users demonstrate the values of the Midland Academies Trust |
| **Marketing and Liaison:** | To develop, nurture and maintain the positive image of the Midland Academies Trust  To attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the Midland Academies Trust |
| **Management of Resources (Other than People):** | To take responsibility for the safe use and safe keeping of Trust resources |
| **Corporate Responsibility:** | To abide by and implement all policies and procedures of the Midland Academies Trust, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures |
| **Other Specific Responsibilities:** | To contribute to the overall ethos, work and aims of the school and Trust  To carry out all duties in the most effective, efficient and economic manner  Ensure that all communications demonstrate the values of the academy and the MAT  Attend all meetings and functions necessary to support the work in this job description, ensuring that the values of the academy and the MAT are exemplified in attitude, language and behaviour |
| **General Statement:** | This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title |
| **Date:** | September 2019 |