

College:	De Lisle College
Job Title:	School Minibus Driver
Grade:	Band 2 point 3
Hours:	15 hours per week, term time
Responsible To:	Headteacher, Operations Manager
Key Relationships/ Liaison with:	College staff, students
Job Purpose:	To transport De Lisle College students in a safe, proper and timely manner to and from school or, in support of organised school trips and events. Ensuring students' welfare and the maintenance of the College vehicle in a roadworthy condition for every journey is paramount at all times.

MAIN DUTIES AND RESPONSIBILITIES:

The duties and responsibilities listed below are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the College transport service.

- Conduct and record a daily walk-round check of the minibus prior to every trip. Report any faults immediately to the Operations Manager when identified.
- Prompt departure from College or external collection points in accordance with the minibus schedule to ensure all pupils arrive and depart on time for all trips.
- Communicate with parents/carers where appropriate.
- Record accurate passenger registers for all journeys.
- To be aware and comply with the protocols and procedures in the event of an emergency/breakdown.
- Keep the vehicles clean and tidy at all times.
- Ensure that there is enough fuel left in the tank after every trip in support of other journeys.
- Fully comply with De Lisle College's Transport policies and procedures as well as external legislation, road traffic regulations and the Highway Code.
- Be presentable in appearance and professional, polite and courteous at all time.
- Ensure students adhere to College regulations throughout the journey, including remaining seated and wearing seat belts.
- Operate the opening and closing of doors and luggage compartments and ensure compliance with all rules and regulations relating to luggage. A duty of care towards our students is paramount.
- If the bus is anticipated to be late, on either inward and/or return journey, both the College and parents/carers must be informed.
- Fully comply with all vehicle security regulations, College and DVLA rules and regulations relating to licences, including updating the College as appropriate and allowing licence checks to be conducted every twelve months.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the college and disseminate as required
- Expenses will be paid in accordance with the Local Conditions of Service
- Work to promote and apply the colleges Safeguarding and Child Protection policy and practices
- Work to promote and apply the colleges Equality and Diversity policy and practices
- The post holder will respect confidentiality issues linked to home/student/teacher/college work and to keep confidentiality as appropriate
- As a member of staff working in a college setting the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students
- The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by college policies and procedures including Health and Safety
- The post holder will be required to undertake general administrative tasks as required

Subject to the duration of the need and by negotiation, the special conditions given below apply:

- The post holder will proactively undertake student supervision as required as part of a wider staff team, e.g. fire drill duty, Parent Interview Days, bus duty, lunch duty
- The post holder may be required to provide assistance with the invigilation of examinations
- The post holder may be required to be an appointed person for first aid and medical duties
- The post holder may be required to accompany and supervise students on educational visits
- As a member of staff in a college setting you may have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities and to work alongside a form tutor in a pastoral capacity

It is vital to the ethos of the Support Team that the post holder is flexible in taking on additional tasks, willing to offer help to, and cover for, other members of the Team, and treats co-operation and support for colleagues as a top priority.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post

PERSONNEL SPECIFICATION REQUIREMENTS

Education	
Essential	Desirable
<ul style="list-style-type: none"> • Good Standard of General Secondary Education 	Minibus Drivers Assessment (MiDAS)
Knowledge and experience	
<ul style="list-style-type: none"> • Knowledge of PSV Licence and conducting driver risk assessments • Full, clean UK driving licence. • D1 licence • Age 21 or over • Two years driving experience 	
<ul style="list-style-type: none"> • Understanding of safe and responsible driving awareness 	
<ul style="list-style-type: none"> • Experience in driving a minibus/carrying passengers 	
Skills and Special Aptitudes	
<ul style="list-style-type: none"> • Ability to conduct and record daily vehicle safety checks • Excellent communicator, able to communicate at all levels • Numerate • Organised and able to prioritise workload • Ability to work alone 	
Disposition and Personal Qualities	
<ul style="list-style-type: none"> • Problem-solving ability, • Stays calm under pressure Physically fit & active as the role includes conducting physical vehicle checks • •Willing to work independently and as part of a team when required • Be adaptable and flexible with working patterns when required • Reliable and punctual • A driver's 'fit to drive' medical declaration will be required • Discreet and able to maintain confidentiality. • Reliable, honest and trustworthy • A self-starter with the ability to be proactively responsible on every journey, with or without passengers 	