

JOB DESCRIPTION

Minibus Driver

Promote and exemplify the School Mission:

‘To prepare each child for life and inspire a love of learning.’

Promote the School Values:

- Respect, Kindness, Courage, Honesty, Resilience
- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

1. Purpose

To provide a safe, timely and courteous transport service for our pupils through the home to school service. To be friendly, accommodating and a good ambassador for the School at all times.

2. Relationships (including accountability)

- The post holder is accountable to the Estates Manager.
- To be sensitive to the needs of the pupils.
- Able to develop good relationships and co-operation with pupils and parents.
- Able to build effective working relationships with staff.
- To participate in arrangements for professional development.

3. Duties and Responsibilities

Main Duties:

- To be responsible for the safe operation of the School bus, taking all reasonable steps to ensure the safety and well-being of pupils under your care and supervision as a Minibus Driver; this includes ensuring that pupils wear seatbelts and behave appropriately on the journey.
- Drive to pick-up points as directed by the Estates Manager, ensuring that the pupils are collected on time and arrive at School by 8.15am.
- Observe at all times the current legislation and vehicle licensing law, Drivers Hours, Working Time Directive and daily inspection of the School bus prior to setting off on a journey, to ensure road worthiness, serviceability and duty of care.
- Report all complaints and incidents with pupils, parents, staff or the public to the Estates Manager on return to School.
- Ensure all COVID precautions as outlined in School protocols, risk assessments and Government or other guidance are followed at all times.
- Inform the Estates Manager immediately of any hazards, defects, vehicle damage, non-compliance of H&S regulations, including any threat to the well-being of any pupils or staff.
- To ensure all records are completed accurately and updated appropriately.
- To be responsible for maintaining vehicles in a clean and tidy condition.

Health & Safety (H&S):

The post holder is responsible for the safety of pupils, colleagues and visitors and must ensure that:

- Ensuring H&S equipment is kept in good order e.g. First Aid kits.
- All accidents are reported to the Bursar via the School's Accident Report Form procedure.
- The Estates Manager is kept informed of any concerns regarding H&S and safe working practices.
- To be familiar with and work within the required H&S standards as laid out in the School's policy and administered through the Bursar (Health & Safety Officer).

General:

- Adhere at all times to the School's Safeguarding policy and procedures and code of conduct.
- Comply with the School's Data Protection policy and procedures.
- To cover for absent colleagues when required.
- To undertake relevant training as required, including attendance at INSETs.
- To support and uphold the School's policies and to promote the School's values.

4. Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Headmaster

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.