



Radnor House  
— SEVENOAKS —

## **Job Description**

### **Minibus Driver (Term Time Only - shift work)**

#### **Reporting to Premises Manager**

##### **Purpose of Job**

To drive the Radnor House Sevenoaks School vehicles in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and you at all times.

##### **Location**

Vehicles based at Radnor House Sevenoaks, Combe Bank Drive, Sundridge, Sevenoaks, Kent TN14 6AE.

##### **Duties and responsibilities**

- Driving a Radnor House Sevenoaks 17-seater Minibus and 34-seater bus as and when required
- Responsible for the safety, comfort and welfare of the pupils and staff.
- Carry out driver's daily checks.
- Report any vehicle defects, faults, incidents and accidents
- Be responsible for the cleanliness of vehicles, and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- When required, cover for absent colleagues.
- Maintain and help to promote a good company image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions.
- To undertake any other associated duties as required by the manager.
- Take responsibility for health and safety of Radnor House Sevenoaks vehicles and users.

##### **Training and Qualifications Required**

- Full D1 Commercial Licence (CPC desirable)
- Attend and pass required training courses as identified and agreed, this will include Minibus Driver Awareness Scheme and CPC if not already certified at the cost of Radnor House Sevenoaks (subject to achieving certification within the probation period, and to a minimum service agreement post certification)
- Attend and pass relevant training and medicals required by the DVLA

- Paediatric First Aid training

The above statement of Responsibilities is agreed to be an accurate job description

**This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.**

Signed:

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Fraser Halliwell  
Head

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Minibus Driver