



SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION for Minibus Driver

at

Shrewsbury House School

Shrewsbury House School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title: Minibus Driver (Facilities support)

Primary Purpose: To undertake minibuses runs in accordance with the requirements of the school in order to transport boys and staff.

Reporting to: Operations & Transport Manager.

Key Tasks and Responsibilities:

- Drivers will be allocated one morning run and are expected to be ready to leave site between 7 and 7.30am dependent on the run allocated;
- Drivers must inform the Transport and Operations Manager by 8pm the evening before if unable to drive the following morning;
- Each driver is required to complete a visual vehicle inspection prior to each journey;
- Drivers are expected to collect the mobile phone allocated to them and the keys from the main school and sign them out;
- Each run takes approximately 1 hour dependent on traffic and the route is standard for each run and is determined by the Transport and Operations Manager.
- Further afternoon bus runs (minimum 1 / maximum 2) are allocated to each driver leaving at or from 4pm;
- Additional runs throughout the school day for events and activities may be offered to drivers;
- To comply with the Minibus Policy at all times and to be aware of and action, any updates;
- To support the school in any other facilities support work requested by line manager or SLT;
- Additional facilities support events and activities may be offered to drivers in addition to their contracted hours.

Whole School

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events when required;
- To develop and maintain professional, productive relationships with all staff members;

- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust's health and safety policy and to work within its guidelines;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by your Line Manager or the Executive Head.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Executive Head to undertake work of a similar level that is not specified in this job description.

Signed: _____
Employee

Date: _____