

School Mini-Bus Driver

Job Description and Person Specification

Job Title: School Mini-Bus Driver

Hours: 10-15 hours per week (flexibility required)

Salary:

Duration: Permanent & Term Time (39 weeks)

Responsible to: Premises & Compliance Officer

Key Role Purpose:

Working as part of the Maintenance & Premises team to provide transport services to children attending our network of schools. Provide basic maintenance of the minibus e.g. oil levels, cleaning of vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle.

Key duties:

- Drive the minibus in accordance with the Rules and Regulations of the Highway Code, to maintain staff and public safety whilst on the roads/motorways
- Provide daily visual checks and basic maintenance for the vehicle eg. oil levels, cleaning of vehicle, tyre pressure etc.
- Carry out a weekly, recorded check in accordance with the maintenance schedule
- At the commencement of the journey, liaise with Teaching Staff as appropriate to check that seat belts are fastened and bags and equipment is secured
- Throughout the journey ensure that pupils remain seated, stopping when necessary to ensure that the safety of pupils and staff is maintained at all times
- Drive an agreed route plan for journeys, seeking prior agreement to any route changes to achieve a practical and cost effective route
- Working within health and safety guidelines and other guidelines that may be issued from the business
- Working within the constraints and guidelines as set out in the Minibus Drivers' Operation Instructions
- Reporting any vehicle defects, faults, incidents and accidents
- Ensuring the vehicle is in a clean and roadworthy condition before and after use
- Refuelling vehicles as required
- From time to time, drive the minibus for school trips as agreed Heads of School

Life Chance.

- The school is committed to safeguarding and promoting the welfare of the young people in its care and all posts are subject to an enhanced DBS disclosure.

Qualifications:

- Must hold a current, clean and valid driving licence which includes a PCV licence.

Skills:

- An ability to communicate with a range of people
- Ability to work on own initiative and as part of a team
- Reliable and trustworthy
- Flexible approach to working arrangements

Experience:

- Good geographical knowledge of local area
- Previous experience of driving a minibus or similar sized vehicles would be advantageous