



JOB DESCRIPTION

JOB TITLE: Minibus Driver

PURPOSE OF THE ROLE: Collecting pupils from various points on a designated route in the locality to bring them to the School in the morning and home again at the end of the day

LINE MANAGER: Domestic Bursar

MAIN DUTIES AND RESPONSIBILITIES

- To ensure passengers are embarked, carried and disembarked safely
- To refuel the vehicle as necessary
- To complete the daily checklist and report any defects with the minibus to the Domestic Bursar to ensure the safety of everyone using it
- To ensure the vehicles are checked after any journey and litter is removed and lost property collected.
- To ensure seatbelts are used appropriately at all times when the vehicle is in motion
- To respect and assist any disabled pupil with travelling in the School minibus
- To ensure baggage or other items are transported safely and undamaged whilst ensuring access out of the vehicle is clear in the event of an accident
- To drive with due care and attention to ensure the passengers and other road users are safe and to show the School in a good light
- To maintain relevant paperwork as required in relation to the Minibus
- To ensure any health/sight issues experienced that may affect driving is reported to the School

Candidate Requirements:

A current, clean driving licence is essential. Priority will be given to drivers with a Driver Qualification Card.

Drivers are required to undertake a criminal records check (DBS).

Desirable qualities:

Communication skills

Own transport to get to and from work

Good local geographical knowledge

Good knowledge of health and safety

Positive and flexible working attitude

This list is not exhaustive and you may be asked to carry out other relevant tasks, by management, when necessary.

All duties should be undertaken in accordance with the School's policies and procedures, especially those relating to child protection, code of conduct, and health and safety.