



## Job Description:

<b>Post:</b>	<b>School Minibus Driver</b>
<b>Salary:</b>	£15,669 - £16,074 (pro rated £6,050.10 - £6,200.60 per annum)
<b>Responsible to:</b>	Site Manager
<b>Line Manager:</b>	Site Manager

### Key Purpose:

<b>1</b>	Operating one of the schools bus routes, collecting children from given pick-up points along the route and delivering them to school (mornings), collecting them from school and dropping them back at the given points (afternoons).
<b>2</b>	Ensures the Health and Safety and welfare of children whilst being transported.

### Key Responsibilities and Accountabilities:

<b>A</b>	Drive the school 17 seater minibus for children, morning and evening. Midas training will be provided. Ensure school minibus is road worthy and exterior and interiors are clean.
<b>B</b>	Carrying out daily vehicle checks and basic maintenance (checking oil levels etc.) and refuelling as required
<b>C</b>	Clean driving licence (held for at least 2 years).
<b>D</b>	Maintaining the schools image; working attire should be worn at all times and kept in a clean and tidy condition.
<b>E</b>	Report any vehicle defects, faults, incidents and accidents
<b>F</b>	To promote best practice and champion operating within relevant Health and Safety legislation and school procedure.
	This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the School's operational sites.

### Whole School Responsibilities and Accountabilities:

<b>1</b>	Value and promote diversity and equal opportunities.
<b>2</b>	Work within Health, Safety And Environmental guidelines and be aware of responsibilities for staff and college alike.
<b>2</b>	Adhere to school policies and procedures.
<b>4</b>	Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults.

**Person Specification**

<b>QUALIFICATIONS &amp; TRAINING</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Hold a current, clean and valid driving licence D1 unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered	Y		A/I
MiDAS trained (training will be given)		Y	A
<b>KNOWLEDGE, EXPERIENCE &amp; UNDERSTANDING (CURRENT)</b>			
To undertake daily and weekly vehicle checks and carry out basic maintenance.		Y	A/I
<b>SKILLS &amp; ATTRIBUTES</b>			
Pleasant approachable personality.	Y		I
Reliable and trustworthy	Y		I
Ability to plan alternative road routes to and from school when necessary and keeping parents informed of any changes	Y		I

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment