

JOB DESCRIPTION

POST:	School Minibus Driver
GRADE:	Grade AB SCP2
RESPONSIBLE TO:	Business Manager
STAFF MANAGED:	None
JOB PURPOSE:	<p>To provide the safe transport of students and passengers to and from the school.</p> <p>Responsible for conducting safety and maintenance checks, report any maintenance or repair requirements to the Business Manager, clean the minibus as needed, and ensure the vehicle is parked and stored securely.</p>
JOB CONTEXT:	<p>The school minibus drivers are responsible for the safety of all students and passengers whilst being transported in a timely manner, allowing for any changes in traffic and weather conditions.</p> <p>It is essential that you possess a valid, clean driver's license with no more than three endorsement points. It must have been held for at least three years, be licensed for a minibus, and have D1 entitlement.</p> <p>Enhanced DBS check is required for this post due to working within a school environment.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES:	
Operational Issues	<ul style="list-style-type: none"> • To be part of a small team of minibus drivers for the school • To safely operate the school's bus routes, collecting students from a given pick-up point, and delivering them to school in the mornings, collecting them from college and dropping them back to a given point in the afternoons. • To ensure that the minibus is kept clean and in good condition, including, but not restricted to: <ul style="list-style-type: none"> ○ Ensuring signs inside the bus are properly attached and in good condition. ○ Daily visual inspection/checking of tyres, lights, oil, water, fuel. ○ Ensuring that any additional work required is communicated immediately to the Business Manager. ○ To adhere to all school and Trust policies including Health and Safety guidelines for minibus drivers.

	<ul style="list-style-type: none"> • To abide by the law and ensure the safety of your passengers is paramount. • To liaise directly with parents when necessary. • To check the first aid box to ensure it is up to date. • Undertake basic record keeping and monitoring as directed. • To maintain student behaviour whilst on the bus. • To report any bad behaviour or out of character behaviour which might indicate a student has a social problem. • Be aware of and comply with policies and procedures and report all concerns to an appropriate person, in respect of: child protection, health, safety and security, confidentiality, and data protection. • Undertake these duties within agreed departmental, service and college objectives, policies and procedures and promote the Trust's Equal Opportunities Policy. • Any other duties as required commensurate with the level of the post.
Communications	<ul style="list-style-type: none"> • Communicate effectively with other members of staff and pupils within the school.
Resource management	<ul style="list-style-type: none"> • Attend relevant meetings and participate in training and development activities and programmes as required. • To participate in the training and development within the school • Store equipment and products safely and securely
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with. • Know about data protection issues in the context of the role. • Maintain confidentiality as appropriate.
Systems and Information	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post
Data Protection	<ul style="list-style-type: none"> • To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

	<ul style="list-style-type: none"> To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Ensure services are delivered in accordance with the aims of the equality Policy Statement. Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> Coast and Vale Learning Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Coast and Vale Learning Trust Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> Coast and Vale Learning Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. Coast and Vale Learning Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. Understand your own role and its limits, and the importance of providing care or support.
Date of issue	June 2023

Person Specification

Essential upon appointment	Desirable upon appointment
Knowledge	
<ul style="list-style-type: none"> • Awareness of road safety 	<ul style="list-style-type: none"> • Knowledge and understanding of the local areas and road routes.
Experience	
<ul style="list-style-type: none"> • Driving experience in a similar role 	<ul style="list-style-type: none"> • Previous experience of working in a school environment • Experience maintaining vehicles and equipment
Occupational Skills	
<ul style="list-style-type: none"> • Ability to use own initiative. • Calm safe approach to driving • Reliable • Able to work out of hours when required 	
Qualifications	
<ul style="list-style-type: none"> • Clean current driving licence including at least category D1 	<ul style="list-style-type: none"> • Health and Safety at work qualification • PSV/PCV Driving qualifications. • First Aid certificate
Personal Qualities	
<ul style="list-style-type: none"> • Excellent time keeping • Excellent interpersonal skills • Conscientious • Well organised • Flexible 	
Other Requirements	
<ul style="list-style-type: none"> • Enhanced DBS clearance 	