

## Job Description

**Job Title:** Minibus Driver

**Responsible to:** Deputy Estates Manager

### Objectives of the post:

- To be a minibus driver for the school's afternoon home/school transport provision
- To provide occasional cover for other school-related journeys
- To carry out routine safety checks on the minibuses

### Key responsibilities:

- Operating the school's bus routes, collecting students from school and delivering them to given drop-off points in the afternoons; there may be a requirement on occasions to provide additional cover; any additional hours will be paid at your usual basic rate of pay;
- Liaising directly with parents when necessary;
- Maintaining accurate records of journeys undertaken by pupils;
- Observing good driving practice, including speed restrictions, parking and the Highway Code;
- Ensuring that the minibuses are kept clean and in good, roadworthy condition, including, but not restricted to:
  - Weekly cleaning of the buses both inside and out;
  - Ensuring that signs inside the bus are properly attached and in good condition;
  - Regular visual inspections of the minibuses, including checking of tyres, lights, oil, water and fuel and ensuring basic maintenance is carried out as per the minibus check sheets;
- Ensuring that any additional work required is reported immediately;
- Re-fuelling vehicles as necessary;
- Adhering to all school policies including health and safety guidelines for minibus drivers;
- Providing appropriate personal information when required, for example driving licence quarterly check;
- Attending relevant training courses;
- Disclosing of any driving offences, convictions or restrictions and any health issues that could affect the ability to drive a minibus immediately to the Line Manager;
- Promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact and adhering to and ensuring compliance with the school's Safeguarding Policy at all times.