



## **JOB DESCRIPTION for SCHOOL MINI BUS DRIVER**

GRADE: £8.00 per hour. 7 – 9 am and 5 – 7 pm: Monday – Thursday; 7 – 9 am and 4 – 6 pm Friday, term times only, i.e. approximately 20 hours per week. Salary £6,240

RESPONSIBLE TO: Site Manager/Bursar

### **Main Purpose of the Job**

The Minibus Driver is responsible for the transportation of young children to and from school for a particular route, the refuelling and weekly or more regular checks of the minibus and completion of daily returns document of pupils using school transport.

### **Outline of Duties**

#### **Administration**

Check pupil lists against changes because of pupil absences or alterations.

Completion of registration documents for charging the cost of transport to parents

Liaise with parents, as necessary, at pick up or drop off points or by contact using a mobile telephone

#### **Minibus Maintenance**

The Highway Code lists 18 items that you must check before driving and you are required to familiarise yourself and complete the following daily checks: -

- Tyres – read, damage, pressure
- Brakes – visual for leaks
- Lights
- Mirrors
- Doors – close securely
- Load – security
- Windshield washes – water level
- Engine oil
- Engine coolant
- Vehicle licence

### **After getting into the Driver's Seat and Before Moving Off**

Brakes  
Horn  
Windshield washers – operation  
Warning lights – ignition/charging and oil

### **After Moving Off, as Soon as Convenient**

Speed indicator  
Steering  
Load security, particularly if carrying items on a roof rack

Reporting any defects to the Site Manager/Bursar.

Ensure that school vehicles are refuelled and ready at all times

Maintain a clean and tidy vehicle (inside and outside)

This job description sets out the main duties of the post at the time it was raised. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Abbots Bromley's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the school's Child Protection Officer.

### **Essential Criteria**

- ◆ Clean D1 driving licence
- ◆ Fully sensitive to the needs of young people
- ◆ Experience of Minibus Driving.
- ◆ Meet the DVLA minibus driver eyesight requirements
- ◆ Smart appearance and be prepared to wear a uniform

### **Knowledge & Experience**

Knowledge & experience of general vehicle maintenance  
Experience of working in a school or similar environment

### **Skills & Personal Qualities**

You should be able to: -

- ◆ Work as part of a team
- ◆ Liaise with staff and parents
- ◆ Work on your own initiative
- ◆ Work to demanding schedules

### **Desirable Criteria**

- ◆ Live within reasonable travelling distance of the school
- ◆ Experience of Health & Safety at work
- ◆ First Aid Appointed Person
- ◆ Experience in similar work

**Nov 17**