



CASUAL MINIBUS DRIVER

This is a role within the Trust

Job Description & Person Specification

September 2026

Job Description

Job Title:	Casual Minibus Driver
Accountable to:	HR and Compliance Manager
FTE Salary:	Scale 1c/3
Contract:	Casual

Core Purpose

1. To be part of a small team of minibus drivers for the Trust as a Bank minibus driver.
2. To safely transport children and staff, as and when required, to and from offsite events.
3. To safely load children on the minibus and ensure seatbelts are worn at all times.
4. To drive the Trust's minibuses in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

Key Duties and Responsibilities

The main duties and responsibilities are as follows:

1. Driving the Trust minibus.
2. Responsible for the safety, comfort and welfare of pupils and staff and offer assistance where appropriate.
3. Carrying out pre journey vehicle checks and basic maintenance (checking fuel, water and oil levels, tyres, lights etc.)
4. Reporting any vehicle defects, faults, incidents and accidents to the Premises Manager.
5. Ensuring the vehicle is in a clean and roadworthy condition before and after use.
6. Refuelling the vehicles as required.
7. Covering for absent colleagues.
8. Work within the constraints and guidelines as set out in the Driving For Work Policy including enforcing safety protocols such as the use of seatbelts and adherence to speed limits.
9. Comply with all relevant regulations regarding minibus transportation.
10. Attend any relevant training courses as identified.
11. To undertake any other duties as may reasonably be directed.
12. Be familiar with the Trust's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children.
13. To liaise directly with parents when necessary.
14. To check the first aid box on the minibus ensuring it is up to date and advise Premises Manager when used.

15. To supply a driving licence check code annually on request to the compliance team, and to immediately advise HR of any changes or endorsements to your licence.

Person Specification

Requirements

1. Full driving licence (held for at least 2 years).
2. Experience driving a large vehicle desirable
3. Pleasant, patient and helpful personality.
4. An ability to communicate with a range of different people.
5. Ability to work on own initiative and as part of a team.
6. Reliable and trustworthy
7. Flexible approach to working arrangements
8. Good organisational ability.
9. Enjoy working in a school environment.
10. A firm commitment to Equal Opportunities.

The successful candidate must have the following experience and skills:

1. Hold a current, valid driving licence D1 unrestricted or D1 restricted (car licence obtained prior to 01/01/1997)
2. Age 25+ (for insurance purposes).
3. Geographical knowledge of the local area.
4. Competent to undertake vehicle checks and carry out basic maintenance.

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Cirrus Primary Academy Trust reserves the right to amend it from time to time according to business needs. at any time after consultation with the post holder.

Cirrus Primary Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All employees of the Trust are deemed to be in regulated activity with children and as such, all offers of employment are subject to an Enhanced DBS check amongst other checks as appropriate.