

Casual Minibus Driver Job Description

Position Title: Casual Minibus Driver

Location: Harpenden, Hertfordshire (Transporting students to Consortium Schools)

Pay Rate: £12.71 per hour, plus holiday pay

Contract Type: Casual / Part-Time

Start Date: ASAP

Overview

We are seeking a reliable and responsible **Casual Minibus Driver** to safely transport students between KWS and various Consortium Schools within the Harpenden area. This is a crucial role ensuring the punctual and secure travel of our students. The work is on a casual, as-needed basis, primarily covering morning and afternoon school runs during term time, with potential for additional ad-hoc trips.

Key Responsibilities

- **Safe Transportation:** Operate a school minibus in a safe, legal, and courteous manner at all times, strictly adhering to all traffic laws and school transport policies.
- **Student Safety:** Ensure the well-being and safety of all students while they are boarding, travelling on, and alighting the vehicle. Ensure all passengers are correctly seated and using seat belts.
- **Route Adherence:** Follow designated routes and time schedules accurately and efficiently.
- **Vehicle Checks:** Conduct mandatory daily walk-around checks of the vehicle before and after each journey, reporting any defects, damage, or maintenance needs immediately.
- **Documentation:** Complete relevant logbooks, defect forms, and mileage records accurately.
- **Communication:** Maintain professional and clear communication with the transport coordinator, school staff, and parents/guardians as required, reporting any incidents or concerns immediately.
- **Fueling and Cleaning:** Maintain the cleanliness of the minibus interior and exterior and ensure the vehicle is adequately fuelled.

Essential Requirements

- **Driving Licence:** A current, valid manual (as opposed to automatic UK driving licence
- **DBS Check:** Willingness to undergo and pass an enhanced Disclosure and Barring Service (DBS) check, as this role involves working with children.
- **Experience:** Proven experience driving a minibus or similar passenger vehicle is desirable.
- **Patience and Reliability:** Must be patient, punctual, reliable, and possess a calm temperament.
- **Local Knowledge:** Excellent knowledge of the Harpenden area and surrounding routes is highly beneficial.
- **Working Rights:** Must have the right to work in the UK.

Desirable

Category (D1 or higher) allowing the driving of a minibus (or a D licence).

We need the successful candidate to work Tuesday and Friday's, please apply even if you can only cover one of those days, there may be the opportunity for additional driving to cover School Trips, Sports Fixtures and other events from time to time.