



Minibus Driver

Sir John Leman High School

Opportunity, Community, Excellence



Job Description: Minibus Driver

Role Purpose:

To provide transport services to students and the wider school community, both on designated routes within areas surrounding Beccles and on an 'as needed' basis.

Main Duties and Key Responsibilities

- **Responsible for the health and safety, comfort and welfare of students and staff whilst being transported in the vehicle**
- **Responsible for keeping an accurate record of journeys and passengers**
- **Carrying out daily vehicle checks**
- **Reporting any concerns relating to student-wellbeing**
- **Reporting any vehicle defects, faults, incidents and accidents**
- **Ensuring the vehicle is in a clean and roadworthy condition before and after use**
- **Liaising directly with parents/guardians as necessary**
- **Working within health and safety guidelines and other guidelines that may be issued from time-to-time**

Specific requirements of role

- **The post holder must hold a current, clean and valid driving licence (it is essential that this includes D1 of Group 2 category)**
- **The postholder will be required to periodically undertake an independent Driving Assessment and a MIDAS (or similar) training course (paid for by the school)**
- **The postholder will be required to undertake Child Protection / Safeguarding Training**

Other Duties

- **Carry out other duties as directed and commensurate with the general level of responsibility of the post**

Decisions Made

The majority of decisions expected of this post are taken within the well-established procedures, policies and routines. The postholder is expected to recognise variations from the accepted patterns, missing documentation or other unusual aspects and, if appropriate, bring them to the attention of the Headteacher.

All school staff are expected to:

- **Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.**
- **Support and contribute to the school's responsibility for safeguarding students.**
- **Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.**
- **Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.**

The job duties, elements, responsibilities, skills, functions, educational factors and the requirements and conditions listed in this job description are representative only and not exclusive of the tasks that any employee may be required to perform. Kingfisher Schools Trust reserves the right to revise this job description at any time.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes and in that case appropriate training may be given to enable the post-holder to undertake this new varied work.



Person Specification

Essential criteria	Desirable criteria
<u>Qualifications and education:</u> <ul style="list-style-type: none"> • Full, clean driving licence • Minibus licence 	<ul style="list-style-type: none"> • Advanced driving course
<u>Experience and knowledge:</u> <ul style="list-style-type: none"> • Experience of driving a minibus or similar size vehicle • Good geographical knowledge of the area 	<ul style="list-style-type: none"> • Experience of driving passenger vehicle or experience of working with young people
<u>Skills and attributes:</u> <ul style="list-style-type: none"> • Appreciation of the need for complete confidentiality • Ability to develop and maintain good relationships with a wide range of people, including young people • Good communication skills • High levels of personal and professional integrity • High levels of discretion and awareness of data protection 	