

## THE ROMSEY SCHOOL JOB DESCRIPTION

### MINIBUS DRIVER

**Principal purposes:** To safely transport pupils and escorts to and from school, including school trips. To drive The Romsey School minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

**Department:** Finance Department

**Line Manager:** COO

**Salary:** Hourly rate £14.65

#### Role requirements

##### **Transport**

- To drive the vehicle safely and within the law and Highway Code.
- To have regard at all times for the safety of passengers, ensuring seatbelts are worn where fitted and other equipment is applied correctly and appropriately.
- To be courteous at all times to passengers, other road users and pedestrians.
- To assist passengers in boarding and alighting and to assist an escort where necessary

##### **Planning**

- To plan routes with due regard to safety, time and economy as required, ensuring the route is the quickest and most effective

##### **Maintenance**

- To ensure the vehicle is adequately fuelled and for long school trips, make fuel stops regularly so that the minibus never runs out of fuel.
- To report and defects immediately to the Director of Finance so that they are rectified.
- Carry out minor maintenance and daily vehicle checks as per the vehicle check/defect sheet which may include:
  - o External damage to vehicle
  - o Tyre conditions and pressures
  - o Oil, water, brake fluid and fuel levels
  - o Lights and indicators are clean and in working order
  - o Washers and wipers are working
  - o Horn is working
  - o Mirrors are intact, clean and correctly positioned

- o Seat belts, where fitted, are working properly
- o Fire extinguisher is intact, and first aid kit is complete

### **Health and Safety**

- A strict policy of no smoking will be adhered to at all times.
- Drivers must not drink alcohol whilst on duty and are to be within the legal limits to drive.
- Drivers must not allow any person to drive or travel on the vehicle without the permission of the Headteacher.
- All accidents must be reported immediately to the Police and Headteacher.
- Any injury to self, passengers, pupils or the general public must be reported immediately using appropriate channels (depending on the severity of the injury).

### **Administration**

- To complete all forms relating to mileage and other aspects of vehicle maintenance as required.

### **Additional Information**

- Drivers must adhere to the requirements of the Highway Code and the conditions under which their driving licence is issued. Any convictions, penalties or medical conditions which may affect their ability to drive the minibus in accordance with these requirements/conditions must be reported immediately to the Headteacher.

### **Necessary role-related knowledge, skills and experience at selection**

- Driving licence must allow driving of minibus with up to 16 passengers
- Willingness to complete MiDAS (Minibus Driver Awareness Scheme) certificate, if not already obtained
- Some experience of driving a minibus an advantage

### **Additional Duties**

To carry out any additional responsibilities as may be reasonably required by the Headteacher within the purview of the post. Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with