



FELSTED SCHOOL JOB DESCRIPTION

Minibus Driver

The Role

Accountable to: Transport Manager

Responsible for driving the minibus to transport pupils to and from school at the start and end of the school day during term-time. Incorporating general care of the bus before and after each school run. The role will also involve carrying out basic maintenance duties and taking the buses into the garage for services and general checks. To carry out any tasks within the job holder's skill and ability.

Role Responsibilities

- To check the minibus prior to driving to ensure that there are no faults or damage to the vehicle
- Responsible for completing and submitting the VOSA checklist prior to driving
- To complete a mileage record sheet for each bus run
- To drive to pick-up points to ensure pupils are collected on time as directed by the Transport Manager
- Ensure pupils arrive promptly at Felsted for 8.15am (traffic and weather dependent)
- To drop pupils off at School Houses or drop-off points
- To remain with pupils at drop-off points where necessary until parent(s)/guardian(s) arrive
- The driver is to open and close the side passenger door for pupils to enter and leave the minibus. The rear door is only to be used in the event of an emergency
- Return minibus to the parking area as indicated by the Transport Officer
- Remove any rubbish from the vehicle and ensure that it is left clean and tidy
- Responsible for checking all seat belts are in good working order
- Ensure that the minibus is left locked with all doors and windows closed
- Be responsible for ensuring that the minibus is not left completely empty of fuel
- Report all complaints and incidents with pupils, parents or the public to the Transport Officer on return to the school
- Not to enter into any agreement with parents for picking up and dropping off children at any points not agreed at the time of booking with the Transport Officer
- Any other ad-hoc duties as reasonably requested
- To become First Aid Trained as required
- Undertake the Minibus Driver Awareness Scheme (MIDAS) qualification
- Any other reasonable ad-hoc duties as requested.

Skills, Knowledge and Experience

Essential:

1. Hold a full UK/EEA driving licence with no more than three points and hold the D1 entitlement, which will require evidence via the Government's free online driving licence database
2. Must be over the age of 21 years and have held a driving licence for a minimum of two years
3. Undertake the Minibus Driver Awareness Scheme (MIDAS) qualification
4. Proven ability to produce work consistently to a high standard whilst delivering work to required deadlines
5. Self-motivated together with the ability to work on your own initiative
6. Proven interpersonal skills
7. Commitment to delivering excellent customer service
8. Able to work independently and contribute within a team.

Desirable:

9. Hold a full clean UK/EEA driving licence
10. Previous experience of working in an educational environment
11. Previous experience of working within a similar role.

Reward and Recognition

- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free breakfast on mornings worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop.

Terms of Employment

- Term-time only (34 weeks per year)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL.
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____