

Casual Minibus Driver Job Description

Position Title:	Casual Minibus Driver
Location:	Harpenden, Hertfordshire (Transporting students to Consortium Schools)
Pay Rate:	£12.21 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 UK driving licence with the appropriate category (D1 or higher) allowing the driving of a minibus (or a D 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.

Compensation and Hours

- **Pay Rate:** £12.21 per hour, plus statutory holiday pay.
- **Hours:**
- **Monday - 930 - 1130**
- **Tuesday - 1015-1145 and 1245-245 (or straight through)**
- **Wednesday - 1015 - 1145 and 1215 - 145 (or straight through)**
- **Thursday - 930-11 and 145-230**

Please apply even if you can only cover 1 or 2 of the required times above, there may be the opportunity for additional driving to cover School Trips, Sports Fixtures and other events from time to time.
