

JOB DESCRIPTION

Driver

Grade

Grade 3

Purpose

To support the safe, efficient and reliable transport of students to and from school and off-site activities, while assisting with the daily, weekly and annual safety, compliance and operational checks of school vehicles to minimise disruption to student learning.

Staff Responsibilities

The postholder has no line management responsibility. Staff group: None.

Deployment

Fixed-site.

Financial Accountability

No budgetary responsibility.

Key accountabilities

- Support the safe and timely transport of students to and from school and off-site activities.
- Maintain vehicles in a clean, safe and roadworthy condition.
- Complete and report vehicle safety checks.
- Support compliance with transport legislation, school procedures and vehicle regulations.
- Maintain accurate transport records.
- Promote high standards of student behaviour and safety during journeys to support students' wellbeing and safe access to learning.
- Communicate effectively with parents, carers and colleagues where appropriate.
- Contribute to the efficient operation of school transport services

JOB DESCRIPTION

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Assist with daily student transport to and from school and off-site activities using school vehicles, working with the transport administrator to ensure journeys are planned effectively and completed in a timely manner to avoid disruption to learning.
- Support students' access to education through the provision of safe, reliable and efficient transport services to maximise attendance and participation in learning.

Assessment

- Complete and maintain accurate passenger registers for all journeys.
- Record and report vehicle safety concerns, defects and maintenance issues in a timely manner.
- Support the School Business Manager with vehicle MOTs, inspections and compliance checks as directed.

Behaviour Management and Student Wellbeing

- Ensure pupils adhere to the school's behaviour policy throughout all journeys, including remaining seated and wearing seat belts.

JOB DESCRIPTION

- Report behavioural, safety or welfare concerns promptly in accordance with school procedures.
- Be familiar with and comply with emergency and breakdown procedures to safeguard students and others during transport activities to support safe travel and student wellbeing.

Pastoral and Inclusion

- Communicate with parents, carers or guardians where appropriate regarding transport matters.
- Support inclusive access to school and educational activities through safe and respectful transport arrangements.

Trust Culture

- Comply fully with all Trust policies, procedures and expectations.
- Demonstrate professionalism, flexibility and a collaborative approach to supporting the operational needs of the school.
- Work in accordance with all safeguarding, equality, health and safety and child protection requirements.

Other

- Look after the school minibus and other vehicles, ensuring they are kept clean and tidy at all times.
- Complete daily vehicle safety inspections to ensure all vehicles are safe and roadworthy, reporting issues promptly.
- Ensure there is sufficient fuel available following journeys to support operational requirements and subsequent transport schedules.
- Fully comply with all relevant legislation, policies and procedures, including road traffic legislation, transport regulations and the Highway Code.
- Ensure full compliance with vehicle security requirements and all School and DVLA regulations relating to licences, including notifying the School of any relevant changes and participating in licence checks as required.
- Undertake any other duties that reasonably fall within the scope of the post following consultation with the postholder.

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- Work flexibly and, where required, undertake aspects of colleagues' work of a similar or lower level of complexity.

Other requirements and responsibilities

- Safeguard and promote the welfare of children and young people at all times.
- Work in accordance with all relevant health and safety requirements and risk assessments.
- Maintain confidentiality and handle information in line with legislative and Trust requirements.
- Participate in relevant training and professional development activities.
- Carry out duties in accordance with Trust policies, procedures and statutory obligations.