JOB DESCRIPTION

JOB TITLE	Minibus Shuttle Driver
DEPARTMENT	Operations/Estates
SECTION	Forest Group of Schools
LINE MANAGER	Deputy Estates Manager/ Group Operations and Compliance Director

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Two Satisfactory Employment references
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

We are seeking a reliable, flexible minibus driver who will help transport pupils across the Forest Group of Schools and beyond. Working across sites, the postholder will ensure the safety of transporting pupils between school site locations, and to key transport hubs.

The role will involve supporting the smooth running of the school day by providing an efficient and professional transport service for pupils, helping them travel safely between sites and access facilities and activities. The postholder will be punctual themselves and ensure pupils reach their activities and destinations on time.

This is a part-time, flexible position, with guaranteed working hours of 12 hours per week at the times attached to the working hours below in terms of reference. Hours may sometimes vary according to the school's operational requirements and there may be scope for additional hours during times of demand. The successful candidate will need to demonstrate a commitment to pupil welfare, excellent communication skills and a calm, professional and approachable manner when working with children and young people.

KEY RESPONSIBILITIES:

- Drive School minibuses safely, legally and courteously in accordance with the Highway Code, School procedures and any route or journey instructions.
- Undertake scheduled pupil transport and other authorised journeys, including inter-site travel, fixtures, educational visits, events and other School activities as required.
- Carry out and record pre-journey vehicle safety checks, including tyres, lights, mirrors, windows, brakes, horn, wipers/washers, seat belts and visible defects, and do not use a vehicle that is unsafe.
- Complete required vehicle and journey documentation accurately, including the Minibus Journey Log and defect reporting records.
- Ensure all passengers use seat belts and follow safe boarding, travelling and alighting arrangements. Maintain appropriate professional boundaries and safeguarding standards at all times.
- Follow agreed arrangements for pupil handover and never leave pupils in circumstances that conflict with School safeguarding or transport procedures.
- Plan journeys in advance, taking account of route, traffic, weather, timings, rest breaks, passenger needs and suitable safe stopping locations.
- Ensure the minibus is left secure, tidy and ready for subsequent use; report damage, cleanliness issues, low fuel/charge or other operational concerns promptly.
- Report all vehicle defects, collisions, incidents, near misses, breakdowns or passenger safety concerns immediately in accordance with School procedures.
- Never drive when unfit through fatigue, illness, alcohol, drugs, medication or any other condition that could impair safe driving. Notify the School promptly of any concern about fitness to drive.
- Immediately notify the Deputy Estates Manager of any change to driving licence status, penalty points, restrictions, disqualification or medical circumstances relevant to driving.
- Maintain MiDAS training and any other driving, safeguarding or safety training required by Forest School.
- Work positively with pupils, staff, parents/carers and colleagues, presenting a calm, professional and welcoming image of Forest School.
- Undertake other reasonable transport or operational duties within the scope and purpose of the role or per required by your line manager.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

HEALTH, SAFETY AND DRIVER RESPONSIBILITIES

- Hold and maintain the driving licence entitlement required for the School vehicle being driven and remain an authorised School minibus driver.
- Use no mobile phone while driving, including hands-free use, in line with the School driving procedure.
- Take appropriate rest breaks and never continue driving when tired. School procedure requires at least a 15-minute break for each two hours driven.
- Be familiar with emergency arrangements for accidents, passenger illness, vehicle breakdown and mechanical incidents, and carry/use required emergency documentation.
- Cooperate with licence checks, driver declarations, medical checks where applicable, training and competence assessments required by the School.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Human Resources Department as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT	
Category	**Details**
Contract Type	Part - Time (until 31 August 2027)
Working Hours	**Term time hours:** 12 Hours Per Week **School holidays:** Occasional driving for educational visits where required/agreed
Holiday Entitlement	Term time only role
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day and all relevant staff InSET days.

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