

## Job Description

### Minibus Driver / Chaperone

**Responsible to:** Line Manager  
**Salary Grade:** Scale 3, Point 5-6  
**Full time/Part time:** Part time/full time/Casual

#### Job Purpose

*To transport pupils to and from school as required. To chaperone pupils as required.*

#### Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

#### Special Features

To be eligible for this role you must hold a current clean and valid driving license D1 unrestricted or a PSV license, D1 restricted (car license obtained prior to 01/01/1997) considered.

#### Key Responsibilities

- Responsible for the safety, comfort and welfare of the children.
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of the children using the service each day.
- Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- To undertake any other associated duties as required by the Headmaster.
- Plan alternative road routes to and from school when necessary and keeping parents informed of any changes

#### Training

- Attend relevant training courses as identified and agreed, this will include Minibus Driver Awareness Scheme (MiDAS) training
- First Aid at work

## General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**