

Job Description

Job title: Minibus Driver

Reports to: Bursar

Main Tasks

1. Route organisation & liaison
2. Safe driving of pupils to and from school
3. Care of minibus
4. Cover

Responsibilities

Route Organisation

- 1.1 Liaise daily with the Headmaster's secretary about any ad-hoc changes to pupil pick-up and drop-off arrangements
- 1.2 Liaise with parents to arrange safe pick-up and drop-off for pupils
- 1.3 Maintain up-to-date route documentation and advise Headmaster's secretary of any changes
- 1.4 A copy of route details and contact numbers is kept at Reception

Driving

- 2.1 Drive safely, courteously and within the law at all times – the minibuses are an advert for the school!
- 2.2 Maintain discipline and safe conduct within the minibus. Any behaviour problems should be promptly reported to the Headmaster
- 2.3 Any incident involving the minibus should be promptly reported to the Bursar
- 2.4 Any driving incident that may affect your license must be reported to the Bursar promptly

Care of Minibus

- 3.1 Perform basic visual checks before taking the minibus out
- 3.2 Minibuses should be kept clean and tidy
- 3.3 Notify the Caretaker or Bursar promptly of any mechanical problems or concerns
- 3.4 Ensure the fuel tank is at least one quarter full at all times, and ideally full before Wednesday afternoon sports fixtures

Cover

- 4.1 If you know in advance that you will be unable to do your run on a particular day, a "swap" may be arranged with another driver. You must advise the Headmaster's Secretary of any such arrangement.
- 4.2 If you are unable to do your run at short notice, you should initially try to contact another driver. If in an emergency cover cannot be organised, then you should telephone the Caretaker or (as a last resort) the Bursar.

Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none">▪ Full, clean driving licence with D1 entitlement	<ul style="list-style-type: none">▪ Current MiDAS certificate
Experience	At least 5 years regular driving experience	<ul style="list-style-type: none">▪ Prior experience of driving minibuses▪ Supervision of children aged 7 – 13 years
Health	<ul style="list-style-type: none">▪ Good general state of health▪ Not taking any medication that may affect driving ability	
Personal qualities	<ul style="list-style-type: none">▪ Friendly▪ Courteous and polite to all▪ Conscientious▪ Good timekeeping▪ Desire to achieve highest standards in safety and quality of work▪ Team player▪ Willingness and aptitude to learn new skills	