



## **Casual Mini Bus Driver**

### **JOB DESCRIPTION**

<b>Post:</b>	<b>Casual Mini Bus Driver</b>
<b>Supervised by:</b>	<b>Premises Manager</b>
<b>Hours of duties:</b>	<b>Casual</b>
<b>Grade/Salary:</b>	<b>Grade 2, Point 1 (18,332 Pro Rata)</b>

### **Introduction**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

### **Job Purpose:**

To be a minibus driver for the school primarily operating the after school late bus routes, collecting students from school and delivering them safely back to given points at the end of school.

### **Key Tasks & Responsibilities:**

- a) Operate the school's minibus routes as specified, ensuring that students are collected from school (allowing for changes in traffic conditions) and delivered to their prescribed stops safely.
  
- b) Transport students / staff to and from school events i.e. activity days, sports fixtures, trips and visits.

- c) Ensure that the minibus is kept clean, tidy and in good condition, including but not restricted to:
  - Ensuring signs inside the bus are properly attached and in good condition;
  - Daily visual inspection/checking of tyres, lights, oil, water, fuel;
  - Removing rubbish at the end of each trip;
  - Ensuring that any additional work required is reported without delay to the Premises Manager;
  
- d) Adhere to all relevant school policies, including Health and Safety guidelines for Minibus Drivers i.e.
  - Abide by the law and ensure that safety of passengers is paramount;
  - Liaise directly with parents when necessary;
  - Check the first aid box regularly, ensuring all contents are in-date;
  
- e) Perform any other related duties as required by the Premises Manager or any other member of the Senior Leadership Team.

### **Safeguarding**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **General**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership Team.

**PERSON SPECIFICATION:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<p>Licensed to drive a minibus by holding a clean driving licence</p> <p>A full D1 (or D) PCV entitlement to drive minibuses for hire and reward</p> <p>Good basic education up to GCSE level English and Maths</p>	<p>Previous experience as a school minibus driver</p>
<b>Knowledge and Experience</b>	<p>A good knowledge of laws, regulations and safety procedures</p> <p>Knowledge of the local area</p> <p>Experience of working with children and young people</p>	
<b>Skills</b>	<p>Good interpersonal skills with the ability to develop positive working relationships with young people</p>	

	<p>Fully appreciate the need to follow all Health and safety procedures including vehicle checks before and after use</p> <p>A commitment to the highest standards of care for young people</p> <p>Good organisational skills</p> <p>Excellent concentration</p> <p>Must be physically fit and be able to push/load passengers in wheelchairs and lift baggage etc</p>	
<b>Personal Qualities</b>	<p>Willingness and ability to be flexible</p> <p>Ability to relate to staff, students, parents/carers and governors</p> <p>To be highly organised and good time keeping</p> <p>Honest, reliable and patient</p> <p>Commitment and flexible with the demands of the role</p>	
<b>Research</b>	<p>Evidence of a commitment to promoting the health, welfare and safeguarding of children</p>	