

<b>POST TITLE:</b>	<b>Minibus Driver</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher</b>
<b>GRADE:</b>	<b>NJC Band 1 SCP 3</b>
<b>WEEKS:</b>	<b>38 working weeks (term time only), 46 paid weeks including holiday</b>
<b>PURPOSE OF POST:</b>	<b>To operate the school minibus on a regular daily schedule, ensuring the safe transport for pupils to and from school.</b>

## **Main duties/responsibilities**

1. To pick up and deliver pupils as per the set schedule
2. To plan efficient collection and drop off routes
3. To obey all speed limits and traffic laws and drive in a safe and considerate manner
4. To operate the school bus in a safe and efficient way according to all relevant legislation, policies and procedures
5. To perform daily safety and maintenance checks, including performing minor maintenance duties such as checking the oil/water/tyre pressure and filling with fuel
6. To clean up spillages and rubbish inside the bus in between journeys to ensure a safe and tidy environment
7. To clean the bus internally and externally as required
8. To ensure the bus is safely and securely stored
9. To comply with, support and promote all school policies and procedures and ensure any concerns are reported to the appropriate and responsible person
10. To support the behaviour policy of the School by reinforcing acceptable behaviours in non-structured situations
11. To report all injuries to the appropriate school officer/first aider and ensure that pupils receive appropriate care and attention when sick or injured
12. To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
13. To report any problems regarding pupil behaviour to the Senior Leadership Team
14. To safeguard and promote the welfare of pupils for whom you have responsibility and come into contact with, to include adhering to all specified procedures
15. To carry out all duties with full regard to the School equal opportunities and racial equality policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner
16. To comply with health and safety policy and systems, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourself and others

17. To undertake any other duties of a similar nature related to the post, which may be required from time to time and as directed
18. To attend relevant staff meetings and training as required

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties detailed above should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.

Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: May 2025

## PERSON SPECIFICATION MINIBUS DRIVER

### Key

<b>AF</b>	<b>Application form including personal statement</b>
<b>S</b>	<b>Selection Process including interview</b>
<b>R</b>	<b>Employment References</b>
<b>C</b>	<b>Certificates</b>
<b>D</b>	<b>Enhanced Disclosure and Barring Services Criminal Check</b>
<b>M</b>	<b>Pre-employment medical screening</b>

	<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
	<b>Qualifications &amp; Education</b>		
1.	Clean, Full driving licence including D1 category	E	A, C
2.	Current First Aid Certificate (or willingness to undertake)	D	A, C
	<b>Experience &amp; Knowledge</b>		
	At least 2 years' driving experience and knowledge of the surrounding area	E	A, S
	Knowledge of highway code and school bus regulations	E	A, S, C
	Ability to supervise and communicate with young children	E	A, S, R
	<b>Skills</b>		
	Ability to work efficiently and to a schedule	E	A, S, R
	Ability to operate school bus in a safe and responsible manner	E	A, S, R
	Effective verbal and listening skills	E	A, S, R
	Experience of working with a range of people	E	A, S, R
	Decision making skills	E	A, S, R
	Ability to read and write to record pickups and maintenance daily records	E	A, S, R
	<b>Personal Attributes</b>		
	Flexible approach to working arrangements in line with the requirements and duties of the post	E	S
	Ability to work co-operatively as part of a team	E	S, R
	Willingness to attend meetings, undertake training and apply learning	E	A, S

	<b>Criteria</b>	<b>Essential/ Desirable</b>	<b>Stage Identified</b>
	<b>Special Requirements</b>		
	Ability to form and maintain appropriate relationships and personal boundaries with children	E	A, S, R
	Suitability to work with children/young people	E	S, R
	The ability to communicate at ease and provide advice in accurate spoken English	E	S, R
	Flexibility to work additional hours if required	E	S
	Willingness to attend meetings, undertake training and apply learning	E	M

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: June 2025