



**YATELEY MANOR SCHOOL LTD
JOB DESCRIPTION**

MINIBUS DRIVER

Title of Post: Minibus Driver

Purpose of Post: To drive the Yateley Manor vehicles in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and you at all times.

Status of Post: This is a permanent appointment, subject to a probationary period of six months during which suitability for the post will be monitored and performance will be assessed.

Hours: Part-time, term-time only 10 hours per week working 4pm to 6pm Monday to Friday.

Salary/Grade: £13.64 per hour

Responsible to: The Bursar and Maintenance Manager

1. Key Tasks

These tasks serve to indicate the range of duties and level of responsibilities involved. It is not exhaustive.

- Driving a Yateley Manor vehicles (usually a Minibus)
- Responsible for the safety, comfort and welfare of the pupils and staff.
- 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, and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- When required, cover for absent colleagues.
- Maintain and help to promote a good company 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
- Work within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions.
- To undertake any other associated duties as required by the Maintenance Manager or Bursar.
- Take responsibility for health and safety of the Yateley Manor vehicles and users.
- Attend relevant training courses as identified and agreed, this will include Minibus Driver Awareness Scheme.
- First Aid at work training

2. PERSON SPECIFICATION

2.1 Education and training: Essential:

- Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997).
- Be 25+ (for insurance purposes).

2.2 Experience: Essential:

- Clean driving licence
- Experience of driving a large vehicle, preferably an LGV/PSV
- Geographical knowledge of Hampshire and surrounding areas.

2.3 Abilities and skills: Essential:

Ability to relate in a friendly but firm way with a wide range of personalities, both parents and children. Have diplomacy, tact and a sense of humour.

2.4 Personality: Desirable: Outgoing personality. **Essential:** Enjoy working as part of a team. Supportive of colleagues. Patience.

2.5 Physical: Essential: Good stamina

3. GENERAL

- 3.1. To be committed to the ethos and values of Yateley Manor
- 3.2. To adhere to and promote school policies, including those on equal opportunities and race equality.
- 3.3. To comply with school policies and statutory regulations with regard to Health and Safety.
- 3.4. To comply with school policies and procedures with regard to conduct and dress.
- 3.5. To contribute to the identification of Departmental objectives for the short, medium and long-term.
- 3.6. To participate in the evaluation of job performance through the Performance Management/Staff Appraisal scheme.
- 3.7. To undertake such additional duties as may be consistent with the purpose of the post as defined in this job description.
- 3.8. To undertake training appropriate to the role.

4. REVIEW OF JOB DESCRIPTION

4.1 This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Head Master.

4.2 This job description will be reviewed at least once each year in the autumn term.

4.3 Person Responsible: Bursar.