



JOB DESCRIPTION FOR

SCHOOL MINIBUS DRIVER

Professional Duties

The minibus driver is responsible to the Head of Maintenance in the first instance and the Bursar in the absence of the Head of Maintenance. The following duties shall be deemed to be included in the professional duties which the minibus driver shall be required to perform:

1. Professional duties

- Driving school vehicle
- 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 always worn and kept in a clean and tidy condition.
- Work within health and safety guidelines and any other guidelines that may be issued from time-to-time.
- Work within the constraints and guidelines as set out in the school handbook.
- To undertake any other associated duties as required by the Headmistress.
- Plan alternative road routes to and from school when necessary and keep parents informed of any changes.
- Support the boarding and alighting of passengers with disabilities
- Take the lead in emergency situations to ensure all passengers are safe.

2. Training

- Attend relevant training courses as identified and agreed, including Minibus Driver Awareness Scheme (MIDAS) training.
- First aid training.