



# MINI-BUS DRIVER

## Job Description & Person Specification

350 Pupils · Co-educational Independent Preparatory School · Boarding · 3 - 13 years

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### OVERVIEW

As part of the Mini-Bus team, you will be required to drive the School's Mini-Bus for a variety of different bus routes across Shropshire between the hours of 06:30 and 08:30 and 16:30 and 18:30 Monday to Thursday and 06:30 to 08:30 and 15:30 to 17:30 on Friday (20 hours per week) during term-time only (35 weeks) with some flexibility to cover sporting fixtures and other ad hoc occasions. The Mini-Bus Driver will be responsible for collecting and dropping-off children from their designated collection / drop-off points ensuring that they arrive at School safely and on time.

The post-holder may also be required to drive the Mini-Bus at other times throughout the working day. On a day-to-day basis, the Mini-Bus Driver will report to the Mini-Bus Manager, but overall line management will be from the Estate Manager and the Bursar.

### PRINCIPAL ACCOUNTABILITIES

- To drive Prestfelde's School vehicles in a responsible and competent manner with full responsibility for the safety of the children.
- To drive a variety of different bus routes across Shropshire; the main routes comprising of Market Drayton, Telford, Bridgnorth and Shifnal.
- To be responsible for carrying out routine safety checks on the minibuses every time they are used and completing check sheets where required.
- Completing bus registers for the children.
- To complete monthly timesheets for any overtime.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Driving the School minibus (normally 16+1) on the route allocated by the Mini-Bus Manager ensuring the children are picked up and taken to School in a safe way.
- Responsible for safeguarding pupils and the health and safety, comfort and welfare of pupils and staff in your care.
- To attend first aid and defibrillator courses for the safety of the children in your care.
- To be responsible for carrying out daily and weekly routine safety checks on the Mini-Buses.
- To carry out basic maintenance on the vehicles.
- Reporting any vehicle defects, faults, incidents and accidents.
- Ensuring the vehicles are clean and roadworthy condition before and after use.
- Refuelling vehicles as required.

- Covering for absent colleagues.
- Maintaining School image; working attire should be worn at all times and kept in a clean and tidy condition.
- Working within safeguarding and health and safety guidelines and any other guidelines that may be issued from time-to-time.
- Working within the constraints and guidelines as set out in the Mini-Bus Drivers' Operating Instructions.
- To undertake any associated duties as required by the Mini-Bus Manager, Estate Manager or the Bursar.
- To provide support for School events detailed on the School's calendar, which may include working additional hours and some weekend work when necessary.
- Extra support may be required on occasions to assist with safeguarding and site security duties such as manning home sporting fixtures and any other School events where additional support is needed.

## **GENERAL**

- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Attending relevant training courses as identified and agreed.
- To work towards and support the School's vision and objectives outlined in the School Development Plan.
- To work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors.
- To work within the School's Diversity Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality and appearance and to conduct positive, professional and courteous relations with pupils, parents and colleagues.
- Where required, to represent the School at internal and external events.
- You will be expected to fulfil any reasonable request made by the Mini-Bus Manager, Estate Manager or Bursar.
- To undertake any other reasonable duties relevant to the role as and when required.
- All staff are required to adhere to the School's Safeguarding Policy at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the School, these concerns must be reported to the School's designated Safeguarding Lead.
- This job description is not exhaustive and will be subject to regular review. Any significant changes to the role will be subject to consultation with the post holder.

## **ADDITIONAL INFORMATION**

This is a part-time position working 20 hours per week during term-time only. Flexibility is desirable for this post to meet the needs of the School. The hourly rate for this position is £11.90. Holidays are only to be taken during the school holiday periods.

## PERSON SPECIFICATION

### Experience, Skills & Knowledge

- Clean driving licence
- Experience of driving a large vehicle
- Pleasant, patient and helpful personality
- An ability to communicate with a range of people
- Ability to work on own initiative and as part of a team
- Reliable and trustworthy
- Flexible approach to working arrangements
- Sensitivity to user needs
- Willing to undertake training as appropriate
- Fit to drive.

### 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)
- Age 25+ (for insurance purposes)
- Ability to maintain accurate vehicle and user records
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.

### Desirable

- PCV licence holder
- Geographical knowledge of Shropshire.

## AGREEMENT

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

<b>POST HOLDER'S NAME:</b>	
<b>POST HOLDER'S SIGNATURE:</b>	
<b>DATE:</b>	

<b>MANAGER'S NAME:</b>	
<b>MANAGER'S SIGNATURE:</b>	
<b>DATE:</b>	