

JOB DESCRIPTION - MINIBUS DRIVER

REPORTS TO: BURSAR

HOURS OF WORK: TERM TIME ONLY, MONDAY - FRIDAY, 06:45 - 08:30 AND 17:00 - 18:30

MAIN PURPOSE:

1. To drive the school vehicles in a responsible and competent manner.
2. To transport children safely to and from school in a high quality, customer focused service.
3. To carry out basic daily vehicle checks and report any defects, faults, incidents and accidents to the Bursar.
4. To ensure the vehicle is in a clean and roadworthy condition at all times and refuel as required.

THE ROLE:

	Essential	Desirable
Skills, Knowledge & Abilities	<ul style="list-style-type: none"> • Clean driving licence (held for at least 2 years) • Age 25+ (for insurance purposes) • Basic IT skills, confident to use the School's transport app 	<ul style="list-style-type: none"> • Cat D1 driving licence • Minibus Drivers Assessment (MiDAS)(This will need to be passed if not done previously) • Basic vehicle maintenance
Experience	<ul style="list-style-type: none"> • Some relevant inter-personal experience, particularly of working with young children • Ability to drive a minibus in a safe, legal, comfortable and courteous manner 	<ul style="list-style-type: none"> • Experience of driving a minibus, bus or coach • Experience of driving in busy traffic
Disposition	<ul style="list-style-type: none"> • An understanding of the importance of promoting and safeguarding the welfare of children • A pleasant, patient and helpful personality who can liaise effectively with school staff and parents/guardians • Excellent reliability, timekeeping and punctuality • Excellent communication and organisational skills with good attention to detail • Willingness to attend relevant training courses • A flexible, can-do attitude, with the ability to adjust to change (sometimes at short notice) 	<ul style="list-style-type: none"> • Ability to work independently and as part of a team when required • Punctual and able to keep to a tight schedule

RESPONSIBILITIES:

1. Conduct and record a daily “first user” walk around check of the minibus, report any faults immediately (training will be given).
2. Prompt departure from the School or external collection points in accordance with the minibus schedule to ensure all pupils arrive and depart on time.
3. Use the transport app to log pupils embarking and disembarking from the vehicle.
4. To be aware of and comply with the protocols and procedures in the event of an emergency or breakdown.
5. Keep the vehicle clean and tidy.
6. Ensure that there is enough fuel left in the tank after every trip in support of other journeys.
7. Fully comply with all Gayhurst School policies and procedures as well as external legislation, road traffic regulations and the Highway Code.
8. Being presentable in appearance and professional, polite and courteous at all times. Logoed polo shirt and fleece provided.
9. Work alongside the minibus chaperone to ensure all pupils adhere to School regulations throughout the journey, including remaining seated and wearing seat belts.
10. Promptly report any operational problems (eg traffic delays) to the transport management company so that parents can be kept up to date.
11. Communicating with parents effectively and professionally.
12. Attending staff meetings, training (including inset) and briefings as and when required.
13. Undertake any other reasonable duties required, as directed by your line manager.
14. Comply with the GB Domestic Drivers’ hours rules
15. Some flexibility will be required at the start/end of terms when the school day may start later/finish earlier necessitating changes to the timetables of the minibus services.

SUCCESS CRITERIA:

1. Parents feel confident that their children will be safe and will arrive at school and return home on schedule as far as possible.
2. Conduct themselves in a professional manner and as part of the Gayhurst community.
3. Maintain productive working relationships with stakeholders.
4. Represent the school in a positive way whilst driving our school branded minibus

All staff are expected to adhere to the school’s code of conduct at all times and be committed to the school’s policy for safeguarding the wellbeing of pupils at Gayhurst.

This is not an exhaustive list, staff will be expected to show initiative and flexibility in supporting the Head, colleagues, pupils and parents.