

Grade:	C
Accountable to:	Site Manager
Place of Work:	Bishop Aldhelm's Primary School
Hours:	Casual – zero hours



Role Remit:

The School Minibus Driver transports children, staff and visitors to trips and activities. They are responsible for passengers arriving at their destinations safely and on time. School Minibus Drivers also make sure that children maintain excellent behaviour while riding on the bus. School Minibus Drivers are considered ambassadors for the school and should act as role models for the children. The post-holder is required to fully support the vision, ethos and policies of the school

Main Responsibilities:

- Transporting pupils, staff and visitors to school trips and activities.
- Informing school of any traffic hazards and other issues delaying arrival or departure times
- Assist passengers in boarding and alighting and to assist an escort where necessary.
- Ensure the vehicle is adequately fuelled and for long school trips, liaise with Site Manager for refuelling arrangements.
- Monitor pupil behaviour and report any issues to SLT promptly
- Be courteous and considerate to passengers, other road users and pedestrians.
- Have knowledge of local area, especially regular driving routes

Health, Safety and Vehicle Maintenance:

- Checking minibus has enough fuel for journeys
- Inspecting the minibus to ensure that the components are in good working condition and reporting potential problems/defects immediately to the site manager/headteacher
- Keep the minibus(es) clean and tidy
- Always have regard for the safety of passengers, ensuring seatbelts are worn where fitted and other equipment is applied correctly and appropriately.
- Carry out all prescribed vehicle safety checks as required.
- Report all accidents immediately to the police and Headteacher/Business Manager
- Any injury to self, passengers, pupils or the general public must be reported immediately using appropriate channels (depending on the severity of the injury)
- Drivers must not drink alcohol whilst on duty and must be within the legal limit to drive.
- Drivers must not allow any person to drive or travel on the vehicle without the permission of the Headteacher
- A strict no smoking policy will be adhered to at all times in and around all school sites and their property

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in HET are expected to:

- Support the vision, ethos and strategic aims of HET and participate to the one team approach, All About the Child and What About Sam?
- Attend and contribute to staff meetings and training days as required and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately.
- The post holder at all times, whether or not in the employ of our schools or HET and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or HET and its customers/stakeholders, products and product lists.
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy.
- To liaise with other staff, contractors and outside agencies/organisations as appropriate.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

Manager Signature:

Employee Signature:

Date:

