

THORNHILL PRIMARY SCHOOL

School Minibus Driver Job Description

This job description may be amended at any time following discussion between the School Leader and the member of staff and will be reviewed annually as part of the performance management process.

Name of Post Holder	
Post Title:	School Minibus Driver
Grade of Post:	3
Accountable to:	Site Manager
Responsible to:	Business Manager & Headteacher
Working time:	Casual contract
Main Job Purpose	
<p>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.</p>	
Relationships	
<p>The post-holder is accountable to their line manager in all matters.</p> <p>Within the Performance Management process, all staff in the school are accountable to the School Leader through their respective teams and leaders.</p>	
Minibus Driver Duties and Responsibilities	
<ul style="list-style-type: none"> • Transporting children, staff and visitors to trips and activities • Informing school of any traffic hazards and other issues delaying arrival or departure times • Informing the site manager of any vehicle defects, faults, incidents and accidents • Checking buses have enough fuel for journeys • Refuelling vehicles as required • Maintaining accurate records of vehicle usage • Inspecting the minibus to ensure that the components are in good working condition and reporting potential problems to the site manager • Keeping the minibus(es) clean and tidy • Monitoring pupil behaviour and reporting any issues to SLT promptly 	

Skills and Qualifications

- Hold a current, full clean and valid manual UK driving licence for at least 2 years with D1 category or car licence obtained prior to 01/01/1997, be aged 21 or over with no driving bans in the last 10 years and no penalty points on the driving licence
- Completion of Minibus driving training – MiDAS (provided by the school)
- Completion of first aid training (provided by the school)
- Excellent driving ability
- Understanding and respect for UK traffic laws and the highway code
- To always have regard for the safety of passengers, ensuring seatbelts are worn where fitted and other equipment is applied correctly and appropriately
- To always be courteous to passengers, other road users and pedestrians
- To assist passengers in boarding and alighting and to assist an escort where necessary
- Knowledge of local area, especially regular driving routes
- Good verbal communication skills for interacting with children, staff and all other stakeholders
- Conflict resolution for managing children's behaviour when not driving, when required
- Vehicle safety knowledge for performing bus inspections
- To ensure the vehicle is adequately fueled and for long school trips, make fuel stops regularly so that the minibus never runs out of fuel
- To report any defects immediately to the headteacher so that they are rectified
- To take the vehicle to be serviced and have its MOT as required, meeting legal and LEA requirements
- Carry out minor maintenance and daily vehicle checks including:
 - o External damage to vehicle
 - o Tyre conditions and pressures
 - o Oil, water, brake fluid and fuel levels
 - o Lights and indicators are clean and in working order
 - o Washers and wipers are working
 - o Horn is working
 - o Mirrors are intact, clean and correctly positioned
 - o Seat belts, where fitted are working properly
 - o Fire extinguisher is intact, and first aid kit is complete
- A strict policy of no smoking will be adhered to at all times
- Drivers must not drink alcohol whilst on duty and are to 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
- All accidents must be reported immediately to the police and Headteacher
- Any injury to self, passengers, pupils or the general public must be reported immediately using appropriate channels (depending on the severity of the injury)

Person Specification

Job Title	School Minibus Driver
Job Reference	N/A
School	Thornhill Primary School

Attributes	Essential	Desirable	Method of Assessment
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Experience	<ul style="list-style-type: none"> • Previous minibus driving experience 	<ul style="list-style-type: none"> • Previous experience of working in a school environment 	Application Form Interview References
Qualifications and training	<ul style="list-style-type: none"> • Hold a current, clean and valid manual UK driving licence for at least 2 years, be aged 21 or over with no driving bans in the last 10 years and no penalty points on the driving licence • D1 restricted (or car licence obtained prior to 01/01/1997) 	<ul style="list-style-type: none"> • MiDAS trained • 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience 	Application Form Interview References
Aptitudes & Abilities	<ul style="list-style-type: none"> • Excellent driving ability • Good communication skills • Understanding and respect for UK traffic laws and highway code • Ability to use own initiative to resolve situations during transport, eg traffic problems • Ability to work well with staff, parents, children and other agencies • Ability to handle confidential information with discretion 		Application Form Interview References Practical testing
Knowledge	<ul style="list-style-type: none"> • Vehicle safety knowledge for performing bus inspections • Knowledge of local area, especially regular driving routes • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of child safeguarding procedures 		Application Form Interview References Practical testing
Attitude/Motivation	<ul style="list-style-type: none"> • Self-motivated • Team player • Good interpersonal skills 		Application Form Interview References
Other Factors	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Enhanced DBS check • MiDAS training • First Aid training 		Application Form Interview References