



## Job Description

### Minibus Driver

<b>Purpose of Job</b>	To drive school vehicles in a responsible and competent manner.
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Driving a minibus.</li> <li>• Responsible for the health and safety, comfort and welfare of pupils and staff.</li> <li>• Carrying out daily and weekly vehicle checks.</li> <li>• Reporting any vehicle defects, faults, incidents and accidents</li> <li>• Keeping a log of travel details.</li> <li>• Ensuring the vehicle is in a clean and roadworthy condition before and after use.</li> <li>• Refuelling vehicles as required.</li> <li>• Covering for absent colleagues.</li> <li>• Working within health and safety guidelines and other guidelines that may be issued from time-to-time</li> </ul>
<b>Person Specification</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Clean driving licence</li> <li>• Experience of driving a large vehicle</li> <li>• Pleasant, patient and helpful personality.</li> <li>• An ability to communicate with a range of people</li> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Reliable and trustworthy.</li> <li>• Flexible approach to working arrangements.</li> <li>• Sensitivity to user needs.</li> </ul>
<b>Experience, Skills and Knowledge</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence</li> <li>• Age 21+ and not over the age of 70 (for insurance purposes).</li> <li>• Ability to maintain accurate vehicle and user records.</li> <li>• Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• PCV licence holder.</li> <li>• First Aid qualification</li> </ul>

This post will be subject to an enhanced DBS Disclosure.