

JOB DESCRIPTION

Post: Minibus Driver

Main Purpose of the Job:

To convey students safely to and from the school and other establishments, in accordance with agreed principles and guidelines, under the direct supervision of the line manager.

Main Responsibilities and Duties

Duties may include:

- To convey students safely to and from the school and other establishments, in accordance with agreed principles and guidelines, under the direct supervision of the line manager.
- To observe all Health and Safety Regulations and Local Authority procedures including seat belt requirements, traffic regulations, evacuation procedures, fire safety on the minibus, correct use of other equipment, first aid and to respond in accordance with school procedures in emergency situations.
- To liaise with school staff responsible for student behaviour with regard to incidents, occurrences and any other situations including the identification of the need for a risk assessment to be carried out.
- To check, service, issue and maintain stock levels of equipment.
- To alert the Site Team to any problems relating to the minibus.
- To conduct daily minibus checks to include oil, water, tyre pressures/condition and ensure correct levels are maintained. Fuel the minibus as necessary and keep the vehicle in a clean and tidy condition.
- To maintain minibus log sheets and report any accidents which occur both verbally and in writing.
- To ensure daily that equipment on the minibus matches the minibus inventory and is in good working order.
- Any other comparable or lesser duties as required relating to the needs of the school e.g. administration/clerical tasks, display work etc.

Knowledge & skills

- Ability to follow procedures and work on own initiative.
- Ability to work under pressure.
- Working with young people.
- Knowledge of road network in local area.
- Minibus driving experience.

Other Factors

- Full, clean driving licence with D1 category essential.
- Attainment of minibus driving assessment or willingness to complete.
- Medically fit to be able to drive.
- No serious motoring offences.

Supervision and Management

The post holder will often be required to work without direct supervision

Problem solving and creativity

The post holder will be required to work under direction of the Site Supervisor.

Key contacts and relationships

Contact with students and school staff.

Decision making

During times of lone working may need to take decisions to ensure the safety of the students within the post holder's care.

Resources

The post holder will have responsibility for a minibus and mobile phone.

Working Environment

Lone working in the majority of instances, with responsibility for up to 16 students at any time. Driving a large minibus during all weather conditions and when access to establishments may be limited.

Safeguarding Responsibilities

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It may have some contact with young people on a day-to day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties, tasks and responsibilities commensurate with the grade of their post. This will not substantially change the nature of the post.

Other duties

- To have due regard for safeguarding and to follow child protection policies and procedures adopted by SAST.
- Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
- Uphold and promote the values and ethos of the academy.
- Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
- Participate in workplace learning and development opportunities and work to continually improve own and team performance.