



## Job Description

<b>Job Title:</b>	<b>Minibus Driver</b>
<b>Department:</b>	<b>Transport</b>
<b>Responsible to:</b>	<b>Operations Manager</b>
<b>Last reviewed:</b>	<b>May 2024</b>

### Job Outline

The primary objective is to safely transport pupils to and from the School, ensuring they arrive in time for the commencement of the school day and are collected punctually after school, during term time. Being responsible for the safety, comfort and welfare of the pupils, the post-holder must handle general care of the vehicle before and after each school run. In addition, the role will involve any other reasonable driving requests.

The post-holder is required to carry out duties as specified within the Transport Department Policy and Procedures, Emergency Action Plans, Health and Safety Policy and Working Instructions.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

- Check the minibus prior to driving to ensure that there are no faults.
- Complete a mileage record sheet, found in each vehicle, for each bus run.
- Drive to pick up points as indicated by the Operations Manager ensuring that the pupils are picked up on time and to arrive at their destination in a timely manner (traffic and weather permitting).
- Ensure the side passenger door is used by the pupils to enter and leave the minibus.
- Return the minibus to the parking area, remove rubbish from the vehicle and ensure that it is left clean and tidy, including clicking the seatbelts together and making sure they are in good working order.
- Check the minibus and report any faults or damage to the Operations Manager at the earliest opportunity.
- Ensure that the minibus is left locked with all doors and windows closed.
- Be responsible for ensuring that the minibus is not left completely or nearly empty of fuel.
- Report all complaints and incidences with pupils, parents or the public to the Operations Manager on return to the School.
- Not enter into any agreement with parents for picking up and dropping off pupils at any points not agreed at the time of booking with the Operations Manager.

- Take all reasonable steps to ensure the safety and well-being of pupils under your care and supervision as Minibus Driver; this includes ensuring that pupils within your care remain well behaved.
- Establish and maintain effective communication channels and efficient/effective working relationships with other members of the Transport team, colleagues and third parties.
- Keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality and Diversity*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally

## Minibus Driver Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Full UK driving licence with categories D or D1	✓	
Good general level of education (to GCSE level or equivalent)	✓	
<b>Knowledge, Skills and Experience</b>		
Experience of driving a coach or minibus		✓
Ability to drive a minibus in built up areas and country roads	✓	
Ability to understand and operate within a school environment	✓	
Good literacy and numeracy skills	✓	
Excellent communication skills	✓	
Excellent customer service skills	✓	
<b>Personal Attributes</b>		
Ability to work in a that promotes the safety and wellbeing of children and young people	✓	
Ability to communicate effectively with people at all levels both internally and externally; ability to relate to young people	✓	
Well organised with the ability to work under pressure	✓	
Ability to work unsupervised and use own initiative	✓	
Willingness to work flexibly when required, and the ability to adapt to the needs of the role	✓	
Discretion, tact and diplomacy, and the ability to maintain strict confidentiality	✓	
Conscientious, punctual, trustworthy and reliable	✓	