



JOB DESCRIPTION

School Minibus Driver

Term Time – 38 weeks per year

Hours: 15 per week, with possible additional hours to support school events and maintenance

Main Purpose of the Post

As part of our proactive attendance strategy, Oldershaw School is seeking a minibus driver to safely operate one of the school's minibuses (15 seater) supporting the ad-hoc transport of students in the morning and afternoons to and from the school or to community education sites.

This daily shift work is based on 2 hours in the morning and 1 hour in the afternoon.

Specific Responsibilities of the post Include:

- Collect pupils from designated points in the morning and return them to drop off points in the evening according to schedules prepared by the school
- Liaise with parents for last minute changes
- Liaise with and report to the Pastoral team pertaining to the well-being of pupils
- Safeguard the well-being of the pupils in their charge
- Be familiar with the contents of all relevant School policies, especially safeguarding policies
- Maintenance including daily walk round checks, sweeping out vehicle after runs, washing vehicle regularly
- Checking oil and fluid levels, fuel filling, changing light bulbs, checking tyre pressures and other checks specified by the Site Manager
- Take all reasonable measures to protect themselves, the passengers and other road users from all foreseeable accident injury risks
- Complete the logbook for each journey
- Ensure that any vehicle faults are logged in with the Site Manager
- Adhere to all regulations with regard to driving a minibus including driver hours, alcohol and drugs, Highway Code and speed limits

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to team work within all aspects of the school
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this
- Support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all School policies are implemented as appropriate

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder) **Date**

Signed (Line Manager) **Date**.....