



Walhampton

INDEPENDENT PREPARATORY SCHOOL

JOB DESCRIPTION

Minibus Driver

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Organisational Information:	Reporting to:	Facilities Manager
Summary of the role:	Minibus driver required on a zero hours basis Monday to Friday, during term time (normally 07:00–08:30 and 18:00–19:30). These may be varied at the school’s discretion, particularly during the first and last week of term. Some flexibility with respect to hours is required.	
Main duties and responsibilities:	<p>Required Skills & Competencies</p> <ul style="list-style-type: none">• Full UK driving licence with B or D1 entitlement.• No accidents, claims or motor convictions for at least 5 years• No driving ban for at least 10 years• Experience of driving minibuses or larger vehicles in urban and rural areas <p>Duties</p> <ul style="list-style-type: none">• Comply with the school’s rules and procedures for the safe use of minibuses, including:<ul style="list-style-type: none">- Daily and weekly safety checks- Ensuring that seatbelts are worn by all passengers when the vehicle is moving- Parking the vehicle so that passengers can board and alight safely- Conforming to all H&S requirements and any other legal/statutory requirements• Take sole charge of the minibus and passengers, dealing sensitively with the needs of pupils whilst maintaining appropriate discipline within the vehicle• Drive an allocated minibus along a route detailed by the Facilities Manager, collecting and delivering nominated children• Keep the vehicle clean and tidy and fuelling as required	

	<ul style="list-style-type: none"> ● Maintain records of passengers carried, defects, accidents or near misses as required ● Any other duties which may reasonably be asked by the Facilities Manager or Estates Bursar. <p>Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.</p>
Safeguarding	The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment
Person Specification: Qualities, Knowledge, Skills & Attributes	<ul style="list-style-type: none"> ● Full UK driving licence with B or D1 entitlement ● No accidents, claims or motor convictions for at least 5 years ● No driving ban for at least 10 years ● Experience of driving minibuses or larger vehicles in urban and rural areas
Terms & Conditions	All other terms and conditions are those as referred to in your letter of appointment and contract.