



Job Description

Job Title:		Mini Bus Driver			
School:		Benfield School			
JE Code:	AA688	Evaluation:	282 Points	Grade:	N2
Date:	January 2007		Status:	Final	
Job purpose:		Provide a mini bus driving, collection and dropping off service for user. Assisting with the overseeing of pupils using the mini bus in conjunction with the bus escort.			

Main responsibilities

1. To provide a mini bus driving service for school users, making collections and drop offs following prescribed routes, as required by the school.
2. To ensure all passengers are wearing seatbelts before the vehicle is moving. Where appropriate, assist the bus escort in ensuring the good behaviour of pupils.
3. To help pupils on and off the mini bus, as required. To take and collect children to and from the mini bus to the dining hall with the bus escort, as required.
4. To carry out routine checks of the mini bus on a daily basis for health and safety purposes and report any action required immediately to management.
5. In the case of any accidents report them immediately to management.
6. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.
7. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
8. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

Trust responsibilities:

9. Work to fulfil the vision and values of the trust.

10. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
11. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
12. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
13. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
14. Participate in appraisal, training and development and other activities that contribute to performance management.
15. Attend and participate in regular team and 1:1 meetings.