

Job Description



thrive
co-operative learning trust

Post Title	Mini Bus Driver
Grade	4
Location	Kelvin Hall School
Reporting to	Trust Finance Manager

Purpose of Role

To help transport students to and from school. This could also include transporting students to school trips and sporting fixtures during the school day.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Driving school vehicle including responsibility for the safety, comfort and welfare of the students.
3. Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
4. Report any vehicle defects, faults, incidents and accidents.
5. Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
6. Refuel vehicles as required.
7. Maintain accurate records of vehicle usage.
8. Maintain accurate records of the students using the service each day.
9. Liaise with the Attendance Department when necessary to arrange student pick ups.
10. Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition.
11. Work within health and safety guidelines and other guidelines that may be issued from the School
12. Plan alternative road routes to and from school when necessary, keeping the school informed.
13. Any other duties of a similar nature and level of responsibility as requested by the School.
14. Attend relevant training courses as identified and agreed, including the Hull City Council Driving Permit and First Aid at Work training.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	Report any vehicle faults, incidents and accidents. Responsibility for the cleanliness of the vehicle, inside and out and ensuring the vehicle is in a road worthy condition before and after use.

		E	D	How Identified
Qualifications	Health & Safety Training		✓	AF, I
	First Aid Training (training will be given)		✓	AF, I
	Hold a current, clean and valid driving licence	✓		AF, I
	Hull City Council Drivers Permit (full training will be given)		✓	AF, I
Relevant Experience	Be aged 25 or over to comply with vehicle insurance	✓		AF
	experience of driving a minibus, ensuring the safety of passengers, other road users, members of the public and yourself at all time	✓		
Skills & Abilities	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Able to work on own initiative and as part of a team	✓		
	A flexible approach to working arrangements	✓		
	Understanding the importance of confidentiality at all times	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Capability to maintain accurate vehicle and user records	✓		
	Be able to undertake daily and weekly vehicle checks		✓	
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)