



# CITY of SHEFFIELD

## JOB DESCRIPTION

**CHILDREN AND  
YOUNG PEOPLE'S  
DIRECTORATE**

**This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

**SCHOOL**

**Watercliffe Meadow and Pye Bank Primary Schools**

**POST TITLE**

**CASUAL MINIBUS DRIVER**

**ROLE PROFILE**

**EO2A**

**JOB NUMBER**

**GRADE**

**2**

**RESPONSIBLE TO**

**SCHOOL MANAGER**

**RESPONSIBLE FOR**

**N/A**

**HOLIDAY AND  
SICKNESS COVER**

**OTHER DRIVERS**

**PURPOSE OF JOB**

**TO ASSIST IN THE PROVISION OF AN EFFECTIVE AND EFFICIENT TRANSPORT SERVICE FOR STAFF AND STUDENTS OF THE SCHOOL.**

**RELEVANT  
QUALIFICATIONS**

**PCV licence category D1**

## **JOB DESCRIPTION FOR POST OF:- MINIBUS DRIVER**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

The provision of the School's minibus service is fundamental to its future effectiveness and success.

#### **Specific duties and responsibilities**

- The post holder must at all times carry out his/her Driver duties in compliance with Sheffield City Council Driving Policies
- To undertake the safe carriage of passengers and goods
- To assist passengers with their mobility aids into and out of vehicles if necessary
- To undertake loading and unloading duties related to goods being delivered
- Have responsibility for carrying out vehicle checks prior to each journey, fuelling and cleaning duties to specific standards
- To undertake a log book/driving records for each journey
- To report any vehicle defects or accidents immediately to the School Manager
- To ensure compliance with Health and Safety regulations and codes of practice in the provision of a safe and healthy working environment.
- To comply with all school policies
- To be willing to undertake training and professional development as required of the post

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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