

GRADE 1 MINIBUS DRIVER – JOB DESCRIPTION

Hours of work: 10 hours per week, with flexibility to support operational needs, TTO (39 weeks)

Mon 07:00 – 09:30 and 15:45 – 18:15

Tue 15:45 – 18:15

Thu 15:45 – 18:15

Salary FTE: £25,614 pro rata (actual salary: £6,135.73)

Allowances: £1,779 SEN allowance pro rata

MIAN PURPOSE

The Minibus Driver is responsible for safely transporting young adults with Special Educational Needs and Disabilities to and from the Hive College. The role requires a calm, patient and safety focused individual who can ensure high-quality, reliable transport provision and support the welfare of learners throughout their journey.

DUTIES AND RESPONSIBILITIES

Transport Operations:

- Safely drive the college minibus on designated routes for morning pick-up and afternoon drop-off.
- Ensure students are collected and transported in a timely, respectful and supportive manner.
- Assist students when boarding and exiting the vehicle, ensuring correct use of seatbelts, wheelchair restraints and other safety equipment.
- Follow established transport routes and adjust when required due to road conditions or operational needs.

Vehicle Maintenance and Safety:

- Conduct daily vehicle checks before and after each journey (fuel, tyres, lights, accessibility equipment).
- Report the defects immediately to the Transport Manager.
- Keep the vehicle clean and presentable at all times.
- Adhere to college legal and safety requirements, including Section 19 permit regulations and safe-loading practices.

Safeguarding and Student Welfare:

- Provide a supportive, reassuring presence for the students.
- Maintain professional boundaries and safeguard students at all times.
- Report any concerns following the college's safeguarding procedures.

Communication and Administration:

- Communicate effectively with parents/carers regarding delays, incidents or changes as directed.
- Keep accurate records as required for mileage and incident forms.
- Work collaboratively with passenger guides and college staff to ensure smooth transition to/from college.

Operational Flexibility:

- Provide additional driving cover for absences, where possible.
- Support occasional ad-hoc journeys such as educational visits and events.

- Adapt to changes in student intake, transport routes or operational requirements.

SUPERVISION RECEIVED

- **Supervising Officer's Job Title:** Assistant Principal / Executive Principal
- **Level of Supervision:** Left to work within established guidelines subject to scrutiny by supervisor

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

GRADE 1 MINIBUS DRIVER – PERSON SPECIFICATION

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or Exercise

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	- Experience of supporting young adults with Special Educational Needs and disabilities (or willingness to learn) - Hold a full, clean UK driving licence with D1 entitlement	AF/I AF/I
SKILLS AND ABILITIES (E.g., Written communication skills, dealing with the public)	- Ability to safely and confidently drive a minibus - Strong communication skills and a calm, patient approach - Reliable, punctual and committed to student safety - Commitment to safeguarding young adults - Ability to speak fluent English (Immigration Act 2016 requirement) - Understanding of Health and Safety, safeguarding responsibilities and behaviour management - Familiarity with digital systems such as Microsoft Teams and spreadsheets - Excellent organisational and administrative skills - Strong communication skills with staff, students, parents and suppliers - Ability to build positive relationships with students - Effective problem-solving skills	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	- Competency based training for the role will be provided with regular reviews and updates - Willingness to participate in further training and developmental opportunities offered by the college to further knowledge	AF/I AF/I
OTHER	- Willingness to maintain confidentiality on all college matters - A flexible and positive attitude - Competent and organised - Patient - Reliable and punctual - Enjoy working with young adults	AF/I AF/I AF/I AF/I AF/I
CRITERIA	DISERABLE	M.O.A
PERSONAL QUALITIES AND QUALIFICATIONS	- MIDAS qualification or willingness to undertake it - Experience driving minibuses in a school / college setting - Understanding of basic vehicle safety and compliance requirements	AF/I AF/I AF/I

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