



LION
ACADEMY
TRUST
YOUR CHILD, **OUR PRIORITY**

MINI BUS DRIVER

Pay Grade C - SCP 2-3

Term Time Only

10 hours per week - Monday-Friday

Core Purpose:

Under the direction of the Head of School/Senior Manager/Governing Body the minibus driver shall provide an efficient, effective, minibus service. This role includes responsibilities for driving the school minibus and ensuring appropriate and regular checks are undertaken for the minibus, ensuring it is legally roadworthy and compliant with current legislation.

CORE DUTIES

Key External Contacts

- Contractors and suppliers
- Parents
- General Public

Key Internal Contacts

- Head of School
- Governors
- Staff
- Pupils

General Responsibilities:

Major Tasks, Duties and Responsibilities

- To be responsible for the school minibus/buses
- To be responsible for the minibus bookings
- To be responsible for keeping the minibus calendar up to date
- To receive and respond to minibus booking requests
- Transport pupils and staff to and from school/school activities ensuring their comfort, safety and wellbeing at all times
- To hold a full clean driving license and be over the age of 25
- To ensure that the minibus/buses are used for official school purposes only
- To have and maintain a full and valid first aid qualification.
- To attend driver medicals as required by the school.
- Ensure and arrange for driver to be appropriately qualified to drive the bus/buses and fully compliant with the terms of the school's minibus insurance.
- A copy of driver's driving licence to be seen regularly and no less than once a half term to check for any driving offences or penalty notices.
- To report immediately to the designated senior manager any accidents or incidents for the purpose of making or reporting insurance claim. Such reports to include full details of third party involvement as well as the incident itself.
- To take part in all relevant induction, training and driver assessments. This will include Minibus Driver Awareness Scheme (MIDAS) training
- Organize and keep an accurate record of all users/usage. (times, person driving, licence details etc.) in case of parking or speeding fines.
- Keep record of mileage and diesel usage, and to ensure no misuse of vehicle
- To ensure that the 'pre-drive' daily vehicle check/s is carried out before and on return from every trip.
- To be responsible for ensuring the minibus is checked weekly including oil levels, water, screen wash, lights, windscreen wipers, tyres and seat belts.
- To ensure the vehicle/s is/are serviced regularly and in accordance with the manufacturer's warranty, have up to date MOT, RFT and breakdown cover.
- In conjunction with other accompanying staff to ensure the safety, behaviour and discipline of passengers and making sure that seat belts are worn at all times.
- Deliver and collect pupils, staff and relevant equipment as necessary to/from our satellite sites or academy chain schools
- Inform the appropriate senior manager of any problems with the minibus and any charges that may be passed on to students or drivers for damage or fines.
- 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.
- Conform to Health & Safety Policies of the school and the Lion Academy Trust
- To adhere to all legal requirements associated with the operation of school vehicles and the role of driver.
- Ensure that at all times, school vehicles are driven courteously, mindful of other road users and pedestrians, giving consideration to prevailing road conditions and in accordance with Highway Law.
- Be aware that at all times whilst the bus is in use you are representing Lion Academy Trust.

Key Activities - Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the designated person/s.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by the Senior Management Team

Other requirements:

To have an up-to-date Enhanced CRB Disclosure.

Disqualifying Factors

Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Lion Academy Trust Policy

This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Head of School within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION: Mini Bus Driver

Experience

- Must be over 25 and hold a valid UK clean drivers licence

Qualifications / Education / Training

- Must hold D1 category on driving licence
- Currently hold or successfully complete the minibus driving awareness scheme training (MIDAS)

Knowledge, Skills and Abilities

- Ability to communicate effectively with other school staff and teachers, senior leadership team, and pupils
- Literacy and numeracy skills - ability to read and write, put items in alphabetical order
- Good knowledge of vehicle and general maintenance. May have some formal qualifications relevant to the post eg. NVQ's, PCV/minibus licence.
- Able to establish a rapport with service users as necessary e.g. clients, members of the public etc
- Understands how to encourage and influence people to get the best from them
- Understands the needs of others and able to respond accordingly
- Understands and able to apply Health and Safety procedures relevant to the job such as:
 - manual handling;
 - safe use of machinery and/or equipment;
 - COSHH ;
 - First Aid and Hygiene Practice;
 - lone working procedures and responsibilities
- Able to recognise and to deal with emergency situations