

MINIBUS DRIVER JOB DESCRIPTION

Grade: Grade D
Responsible to: School Business Manager
Responsible for: Minibus Transport & Basic Maintenance

KEY TASKS

- Transportation of students
- Responsibility for daily and weekly checks on minibus e.g. oil level, fuel, water, tyre pressures etc
- Regular cleaning of the minibus, inside of minibus and taking to car wash.
- Maintaining the minibus log i.e. mileage records, recording defects and users.
- Maintaining good relations with other contacts
- Ensuring good discipline on the bus and that all Health & Safety regulations are met including the wearing of seatbelts and the storage of bags.
- Ensuring the maintenance schedule for the minibus is adhered to.
- Ensuring that the School Minibus Procedures are followed.
- Ensuring minibus conforms to statutory regulations.

SUPPORT TASKS

- General support as & when required
- Administration of basic first aid

OTHER DUTIES

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required

Hours of work: Hours flexible - term time only,

Salary: Scale D Points 4 - 6
£23,114 - £23,893 pro rata per annum
£11.98 - £12.38 per hour