

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Mini Bus Driver & Pupil Support
<b>LOCATION:</b>	To work across all schools in the Golden Thread Alliance
<b>SALARY:</b>	Kent Range 3

### PURPOSE OF THE POST:

To drive Trust minibuses to transport children to and from school trips and events.  
Organise the use of Trust minibuses for visits.  
Supervise and support children during visits ensuring their safety and wellbeing.

### MAIN ROLES AND RESPONSIBILITIES

#### Key duties and responsibilities

- To drive the Trust minibuses in accordance with the provisions of the Highway Code and KCC's Minibus Drivers Code of Conduct
- To be responsible for the health and safety of all passengers throughout the duration of the journey – including ensuring seat belts are fastened / passengers remain seated and bags / equipment stowed safely
- To assist passengers with impaired mobility on / off the vehicle in accordance with agreed manual handling protocols and ensuring tail lift is operated safely / wheelchairs or mobility aids handled and secured appropriately
- To complete pre journey routine safety and maintenance checks in accordance with school procedures – reporting any defects / issues to the Headteacher
- Support children, including children with special educational needs, during the visit or event being attended.
- Assist students with boarding and exiting the bus as needed.

	<ul style="list-style-type: none"> <li>• Support with the organisation of the Trust minibuses and trip related paperwork.</li> <li>• To make the school's Headteacher aware of any incidents, accidents, vehicle or equipment defects or faults which occur during the journey as soon as in practically possible</li> <li>• To drive to an agreed route plan seeking prior agreement for any changes to ensure practical and cost-effective routes for journeys</li> <li>• To complete mileage / user records and associated administration in an accurate and timely manner as required</li> <li>• To park the minibus in designated parking areas ensuring passengers can disembark safely</li> <li>• To be responsible for ensuring the security of the mini bus whilst away from the school site including locking doors / windows and activating any alarms when the vehicle is left unattended</li> <li>• Be proactive in reviewing weather conditions that are likely to impact trips, e.g. high winds.</li> <li>• To ensure the necessary driver documentation is carried on all trips such as insurance documentation and risk assessments</li> <li>• Maintain a safe and tidy minibus including the reporting of any issues or concerns.</li> <li>• Other driving duties at times of the year when visits are not running.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.</li> <li>• Support the safeguarding and welfare of children and young people within the school.</li> <li>• Be aware of and support difference and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.</li> <li>• Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.</li> </ul>

	<ul style="list-style-type: none"> <li>• To fulfil any other duties as required by the Line Manager with the agreement of the post holder.</li> </ul>
<p><b>Data Protection</b></p>	<ul style="list-style-type: none"> <li>• Implementing data protection policies by handling student data with care and ensuring secure data storage.</li> <li>• Use school-approved platforms and tools for communication and data sharing.</li> <li>• Report any data protection concerns, breaches, or subject access requests (SARs) to the teacher, designated DPO and/or onsite data protection lead promptly.</li> <li>• Participate in data protection training as required.</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.*

Postholder's signature:

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Postholder's name:

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Date:

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CRITERIA	QUALITIES
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Essential – Experience of driving a large vehicle</li> <li>• Essential – 21yrs old + (for insurance purposes)</li> </ul>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Essential – Hold a current, clean and valid licence D1 unrestricted or D1 restricted (where the individual's car licence was obtained prior to 01/01/1997) OR</li> <li>• Essential – Successfully undertaken a Passenger Carrying Vehicle Assessment (PCV) via the Driving Standards Agency (where the individual's car licence was obtained after 1/1/1997)</li> <li>• Essential – Full UK or EU Licence for at least 12 months (for insurance purposes)</li> </ul> <p>The driving licence should not have:</p> <ul style="list-style-type: none"> <li>• More than 6 points</li> <li>• Have any drink/drive endorsements</li> <li>• Have a ban within the last 5 years</li> <li>• Have more than two current speeding endorsements</li> <li>• Essential – to have undertaken or be willing to undertake KCC Mini Bus Driving Training (1 day programme)</li> <li>• Willingness to undertake in post training / updates as required</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Essential – ability to adhere to agreed school policy and procedures with regards to minibus use</li> <li>• Essential – Undertake daily and weekly vehicle checks and carry out basic maintenance</li> <li>• Essential – Maintain accurate user records</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Essential - Understands and able to apply Health and Safety procedures relevant to the job.</li> <li>• Desirable – Geographical knowledge of locality</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• All offers of employment will be made subject to medical clearance specifically to consider fitness to undertake the driving duties of the post</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Postholders may be required to demonstrate their continuing fitness for the job by undertaking in post medical assessments or eye tests</li></ul> |
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Postholder's  
signature:\_\_\_\_\_

Postholder's \_\_\_\_\_ name:  
\_\_\_\_\_

Date:\_\_\_\_\_