

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Minibus Driver</b>
<b>RESPONSIBLE TO:</b>	<b>Estates Manager</b>
<b>SALARY:</b>	<b>Pt. 5, £25,159 pro rata Actual salary £12,207 per annum</b>
<b>WORKING WEEKS:</b>	<b>Term time only</b>
<b>PURPOSE OF POST:</b>	<b>To operate the College minibus on a regular daily schedule, ensuring the safe transport for students to and from College.</b>

### **Main Duties & Responsibilities**

1. To pick up and deliver students as per the set schedule
2. To plan efficient collection and drop off routes
3. To obey all speed limits and traffic laws and drive in a safe and considerate manner
4. To operate the College minibus in a safe and efficient way according to all relevant legislation, policies and procedures
5. To perform daily safety and maintenance checks, including performing minor maintenance duties such as checking the oil/water/tyre pressure and filling with fuel
6. To clean up spillages and rubbish inside the bus in between journeys to ensure a safe and tidy environment
7. To clean the minibus internally and externally as required
8. To ensure the minibus is safely and securely stored
9. To comply with, support and promote all College and Trust policies and procedures and ensure any concerns are reported to the appropriate and responsible person
10. To support the behaviour policy of the College by reinforcing acceptable behaviours in non-structured situations
11. To report all injuries to the appropriate College officer/first aider and ensure that students receive appropriate care and attention when sick or injured
12. To promote the positive ethos and culture of the College to other staff, governors, parents, children and members of the wider community
13. To report any problems regarding student behaviour to the Senior Leadership Team

14. To safeguard and promote the welfare of students for whom you have responsibility and come into contact with, to include adhering to all specified procedures
15. To carry out all duties with full regard to the College Equality, Diversity and Inclusion Policy in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner
16. To comply with health and safety policy and systems, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
17. To undertake any other duties of a similar nature related to the post, which may be required from time to time and as directed
18. To attend relevant staff meetings and training as required

#### **General**

- All staff have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.
- The post holder's duties must at all times be carried out in compliance with the College's Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's and College's responsibilities under the Health and Safety Act.
- All staff are expected to support the achievement of the Trust's vision and values and to demonstrate these values through their behaviour.

*This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.*

## PERSON SPECIFICATION

### MINIBUS DRIVER

#### Key

- AF** Application form including personal statement  
**S** Selection Process including interview  
**R** Employment References  
**C** Certificates  
**D** Enhanced Disclosure and Barring Services Criminal Check  
**M** Pre-employment medical screening

	Criteria	Essential/ Desirable	Stage Identified
	<b>Qualifications &amp; Education</b>		
1.	Clean, Full driving licence	E	A, C
2.	Current First Aid Certificate (or willingness to undertake)	D	A, C
	<b>Experience &amp; Knowledge</b>		
	At least 2 years' driving experience and knowledge of the surrounding area	E	A, S
	Knowledge of highway code and school bus regulations	E	A, S, C
	Ability to supervise and communicate with young people	E	A, S, R
	<b>Skills</b>		
	Ability to work efficiently and to a schedule	E	A, S, R
	Ability to operate College bus in a safe and responsible manner	E	A, S, R
	Effective verbal and listening skills	E	A, S, R
	Experience of working with a range of people	E	A, S, R
	Decision making skills	E	A, S, R
	Ability to read and write to record pickups and maintenance daily records	E	A, S, R
	<b>Personal Attributes</b>		
	Flexible approach to working arrangements in line with the requirements and duties of the post	E	S
	Ability to work co-operatively as part of a team	E	S, R
	Willingness to attend meetings, undertake training and apply learning	E	A, S

	Criteria	Essential/ Desirable	Stage Identified
	<b>Special Requirements</b>		
	Ability to form and maintain appropriate relationships and personal boundaries with children/young people	E	A, S, R
	Suitability to work with children/young people	E	S, R
	The ability to communicate at ease and provide advice in accurate spoken English	E	S, R
	Flexibility to work additional hours if required	E	S
	Willingness to attend meetings, undertake training and apply learning	E	M

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.

### **Salary and Conditions of Service**

This is a permanent post, working part time 20 hours per week, term time only (although some evening and weekend work may be required).

The standard working hours are 7.30am -9.30am and 3.45 – 5.45 pm. The usual working days will be Monday to Friday, term time only. Salary will be based at point 5 on the SFCA Support Staff Pay Scale, £25,159 per annum pro rata. Actual salary is therefore £12,207 per annum. The contract will be based on a model for support staff produced by the National Joint Council of the Sixth Form Colleges' Association.

For further information please contact [people@nalp.org.uk](mailto:people@nalp.org.uk)

Last Reviewed: January 2026