



RAINHILL HIGH SCHOOL

Job Description

<u>Post:</u>	Mini Bus Driver
<u>Grade:</u>	NJC 3
<u>Contract:</u>	Zero hours based contract
<u>Responsible to;</u>	Academy Business Manager

Purpose of the Post

To transport students to and from pre-planned locations as and when required.

Specific Responsibilities:

- Drive the School's minibus as and when required including daytime, evenings and occasional weekends
- Undertake route planning, taking into consideration passenger needs and traffic conditions
- Provide a safe and quality service
- Complete paperwork and fill in log sheets as required
- Responsible for safety checks of the vehicles. These include the checking of oil, water and exterior bodywork before the commencement of any journey. All defects must be reported immediately
- Report to the Business Manager any accidents and vehicle damage and possible offences under the Road Traffic Acts as well as all matters affecting the efficiency of the service
- Responsible for payment of any penalty charge incurred as a result of contravening the Highway Code regulation in the course of their duties
- Conform to Health and Safety requirements in respect of Health and Safety at Work Act and other relevant legislation at all times. To adhere to safe working practices, Health and Safety policies and other procedures
- Responsible for day to day health and safety issues, wear appropriate PPE and to ensure that a duty of care is maintained to him/herself, their passengers and other colleagues
- Attend training courses as required

Additional Duties

- To be willing to be trained as, and to be one of the school's many, First Aid Officers
- Any other duties deemed reasonable, as directed by the Chief Operating Officer.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

Generic responsibilities:

- To work consistently to uphold School's aims.
- To work in a co-operative and polite manner with all stakeholders.
- To work with Students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of Staff, and their annual review procedures.
- To uphold all School policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the School in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the School's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all Staff should at all times be supportive of School policies for the Students;
e.g. 1 professional, and appropriate, appearance at all times including when out of School, e.g. trips, CPD etc.

The post is subject to a satisfactory Disclosure & Barring Service check and satisfactory references.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Signed: _____

Date: _____

Signed: _____

Date: _____