Job Description

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| Job Title: | Minibus Driver |
| Terms and Conditions: | Casual Contract |
| Location: | The Ladder School |
| Salary: | Grade 2 Scale Point 4 (£14 per hour including holiday pay) |
| Reports to: | Headteacher |

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| **Job Summary**   * To safely transport students to and from school, educational visits and sporting activities and collecting them punctually. Act as an ambassador for the school, ensuring at all times that you promote and act in accordance with the school’s values and ethos. |
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| **Additional duties and responsibilities** |
| * To provide a reliable safe service to children and staff for educational visits, sporting activities and extended school visits. Ensure each passenger is comfortably and securely seated including securing wheelchairs if necessary and ensuring that all accesses are clear. * To undertake routine maintenance on minibus, eg checking water, tyre pressures, oil, mirror and window cleaning. * To ensure that the minibus is left clean and tidy after each use. * To ensure the minibus is adequately fuelled for each journey. * Collect and drop off students, in particular students with SEN, at designated locations and times. * To record and monitor mileage and any faults before and after every trip. * Report any accidents / incidents to the Senior Leadership Team and complete appropriate paperwork and also produce written reports. * To ensure the safety and welfare of staff and service users by complying with the appropriate Health and Safety Regulations and the employment of safe working practices. * Ensure the first aid box is checked, the contents are in date & replenished regularly. * Ensuring signs inside the bus are properly attached and in good condition. * Such other duties as may be allocated from time to time. * To comply with the relevant policies and procedures of the school. * To undertake training appropriate to the post as required.  **Special conditions:** * Medical – appointments will be subject to an occupational medical. * Any other duties as may be appropriate to achieve the objective of the post to assist the Department in the fulfilment of its objectives, commensurate with the potholder’s grade, abilities and aptitude. * To participate in the operation of the Council’s Personal Performance Development Scheme. * It is your responsibility to carry out your duties in line with the Council’s policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010. * Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder’s salary grade, abilities and aptitudes. * The post holder must at all times carry out his/her responsibilities with due regard to the Council’s policy, organisation and arrangements for Health and Safety at Work. |