MINIBUS DRIVER – JOB DESCRIPSION

Hours of work: 15 hours per week, term time only (with flexibility to support operational needs)
Salary FTE: Grade 1 £24,796 plus £1,722 SEN allowance pro rata
Actual salary: Grade 1 £8,909.68 plus £618.75 SEN allowance

JOB PURPOSE

The Minibus Driver is responsible for safely transporting young adults with Special Educational Needs and Disabilities to and from the Hive College. The role requires a calm, patient and safety focused individual who can ensure high-quality, reliable transport provision and support the welfare of learners throughout their journey.

DUTIES AND RESPONSIBILITIES

Transport Operations:

- Safely drive the college minibus on designated routes for morning pick-up and afternoon drop-off.
- Ensure students are collected and transported in a timely, respectful and supportive manner.
- Assist students when boarding and exiting the vehicle, ensuring correct use of seatbelts, wheelchair restraints and other safety equipment.
- Follow established transport routes and adjust when required due to road conditions or operational needs.

Vehicle Maintenance and Safety:

- Conduct daily vehicle checks before and after each journey (fuel, tyres, lights, accessibility equipment).
- Report the defects immediately to the Transport Manager.
- Keep the vehicle clean and presentable at all times.
- Adhere to college legal and safety requirements, including Section 19 permit regulations and safe-loading practices.

Safeguarding and Student Welfare:

- Provide a supportive, reassuring presence for the students.
- Maintain professional boundaries and safeguard students at all times.
- Report any concerns following the college's safeguarding procedures.

Communication and Administration:

- Communicate effectively with parents/carers regarding delays, incidents or changes as directed.
- Keep accurate records as required for mileage and incident forms.
- Work collaboratively with passenger guides and college staff to ensure smooth transition to/from college.

Operational Flexibility:

- Provide additional driving cover for absences, where possible.
- Support occasional ad-hoc journeys such as educational visits and events.
- Adapt to changes in student intake, transport routes or operational requirements.

SUPERVISION RECEIVED

- **Supervising Officer's Job Title:** Assistant Principal / Executive Principal
- **Level of Supervision:** Left to work within established guidelines subject to scrutiny by supervisor

Notes:

This job description may be amended at any time in consultation with the postholder.

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE ACADEMY'S EQUAL OPPORTUNITIES POLICY

MINIBUS DRIVER – PERSON SPECIFICATION

Method of Assessment (MOA)

AF = Application Form I = Interview T = Test or Exercise P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	• Experience of supporting young adults with Special Educational Needs and disabilities (or willingness to learn) • Hold a full, clean UK driving licence with D1 entitlement	AF/I AF/I
SKILLS AND ABILITIES (E.g., Written communication skills, dealing with the public)	• Ability to safely and confidently drive a minibus • Strong communication skills and a calm, patient approach • Reliable, punctual and committed to student safety • Commitment to safeguarding young adults • Ability to speak fluent English (Immigration Act 2016 requirement) • Understanding of Health and Safety, safeguarding responsibilities and behaviour management • Familiarity with digital systems such as Microsoft Teams and spreadsheets • Excellent organisational and administrative skills • Strong communication skills with staff, students, parents and suppliers • Ability to build positive relationships with students • Effective problem-solving skills	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
TRAINING	• Willingness to participate in further training and developmental opportunities offered by the college to further knowledge	AF/I
OTHER	• A flexible and positive attitude • Competent and organised • Patient • Reliable and punctual • Enjoy working with young adults	AF/I AF/I AF/I AF/I AF/I
CRITERIA	**DISERABLE**	**M.O.A**
PERSONAL QUALITIES AND QUALIFICATIONS	• MIDAS qualification or willingness to undertake it • Experience driving minibuses in a school / college setting • Understanding of basic vehicle safety and compliance requirements	AF/I AF/I AF/I

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