Role Profile: Minibus Driver

Purpose

To provide high quality child centred mini bus driving in a safe and professional manner. Liaising with parents and children on a routine basis to co-ordinate pick-ups etc.

Key Accountabilities

- To observe at all times the current legislation and vehicle licensing law, including E.U Drivers Hours, W.T.D and daily default reports.

- Ensure the safety of passengers at all times in compliance with Health and Safety Legislation.

- Ensure customers and students are treated with politeness and courtesy and be a good ambassador for the school at all times.

- Control numbers of passengers as directed by legislation / maximum occupancy numbers.

- Inform the Transport Co-ordinator or Bursar immediately of any hazards, defects, non-compliance of Health and safety regulations or PCV Compliance regulations including any threat to the wellbeing of any students and staff.

- To undertake any training as maybe required.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	• Held a full British driving licence for a minimum of 24 months • Hold a current Driver CPC qualification and card • Fulfil a satisfactory Enhanced DBS Check • Hold a minimum D1 PCV manual classification with not more than 3 points	
Skills	• Good communicator with both adults and pupils	• Flexible to work when required
Experience	• Experience in passenger carrying vehicles	• Ability to adapt to change in situations.

Key Stakeholders:

Internal – Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils

External – Parents, and other external agencies as required

Signed: …………………………………………… **Name (print):** …………………………………..

Date: …………………………………………..