



## 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	<ul style="list-style-type: none"><li>• Held a full British driving licence for a minimum of 24 months</li><li>• Hold a current Driver CPC qualification and card</li><li>• Fulfil a satisfactory Enhanced DBS Check</li><li>• Hold a minimum D1 PCV manual classification with not more than 3 points</li></ul>	
Skills	<ul style="list-style-type: none"><li>• Good communicator with both adults and pupils</li></ul>	<ul style="list-style-type: none"><li>• Flexible to work when required</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience in passenger carrying vehicles</li></ul>	<ul style="list-style-type: none"><li>• Ability to adapt to change in situations.</li></ul>

## 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: .....