

Job Description

Job title: Minibus Driver
Reports to: Estates Manager
Location: Cherry Orchard Primary Academy

Job purpose

- The minibus driver role is part of a small team of part time drivers who deliver two or more regular term time daily runs and occasional away school trips for our pupils.
- Between trips the driver will be expected to carry out basic maintenance to the minibuses including cleaning, daily maintenance and recording safety checks etc. in the vehicle logbook.

General responsibilities

- To ensure the school minibus is maintained to a safe, clean and tidy condition.
- Ensure daily vehicle checks are carried out and recorded prior each day.
- Ensure the vehicle usage record log is maintained.
- Only refuel the vehicles when there are no passengers on the minibus.
- Report any vehicle defects to the EstatesManager.
- The driver is to ensure that all passengers are wearing seat belts before and during the journey.
- In the event of a breakdown or accident, the driver is responsible for the safety of the passengers at all times.
- Using the mobile phone; the driver is to inform parents and the school office if the journey is going to be delayed.
- Report to the Receptionist any disruptive behaviour of passengers.
- Be aware of any medical needs of children and report medical incidents to the Receptionist.
- Demonstrate a professional, courteous and friendly attitude towards pupils, staff and work colleagues.
- Receive any training as is necessary to maintain standards in the driving department.

Requirements

- Hold a valid driving licence with Category D1 and acceptable driving record with no more than 6 points on driver's licence
- Undertake periodic Certificate of Professional Competence MIDAS training as required
- Have the ability to react calmly in emergency situations and be considerate
- Be at least 21 years of age
- Have or be prepared to take a suitable First Aid qualification

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.