

**Viking Academy Trust**

**Job Description**

**Position: Minibus Driver**

**Name of Member of Staff:**

**Member of Staff: Date:**

**Executive Headteacher:**  **Date:**

**Viking Academy Trust**

**JOB DESCRIPTION: Minibus Driver**

**“Empower children through education: One Childhood One Chance”**

**PREAMBLE**

**All staff and members of governance** make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

**All staff and members of governance** act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

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| **Viking Academy Trust Base School:** | **Upton Junior School** |
| **Responsible to:** | **Central Liaison Officer** |
| **Job Title:** | **Minibus Driver** |
| **Pay Grade:** | **Kent Range 3** |

SUMMARY OF JOB

The postholder will be a flexible, friendly and courtesous person who will drive our school minibus, transporting Viking Academy Trust pupils to school in the morning.

There will also be other opportunities for additional hours driving pupils and staff to various curricular events happening externally across the academic year.

**KEY ACCOUNTABILITIES**

* To ensure all children are escorted and delivered safely to school on time in line with all Health & Safety and Safeguarding policies and procedures.
* To drive the school mini-bus with utmost care and attention at all times in line with the requirements of the Highway Code.
* To ensure all children are secured safely and seated in line with the law before the vehicle moves.
* To understand your responsibility for safeguarding the well-being of the children who are passengers on the service.
* To be thoroughly reliable and punctual at all times and to use initiative and communicate clearly with the school if traffic problems prevent punctuality
* To ensure a daily safety inspection is made of the vehicle before use

**ESSENTIAL REQUIREMENTS FOR THE ROLE:**

* Current holder of a valid clean driving licence with D1 entitlement
* At least 2 years’ driving experience due to insurance requirements
* Able to demonstrate the ability to interact appropriately with young children and able to adjust communication style
* ‘Outstanding Customer service’ skills – pleasant and co-operative at all times
* Be able to uphold all health and safety and safeguarding procedures at all times
* Be courteous, caring and cheerful with our young passengers

The postholder will operate within the general policies of the school. Specifically, polices relating to Health & Safety and Risk Assessment.

**JOB CONTEXT**

This post operates within the Viking Academy Trust, employed as a Minibus Driver working within the Viking Premises Team.

**MAIN DUTIES**

* To drive the school minibus and be responsible for the allocated vehicle and pupils.
* To ensure the pupils are safely transported to school each morning.
* To conduct a safety check of the vehicle before each journey.
* To ensure the vehicle is in good working condition by maintaining paperwork and completing daily log records, including reporting any defects to the Caretaker/CLO
* To ensure a high standard of cleanliness and hygiene throughout the vehicle.
* To participate in any relevant training required for the role.
* To liaise with the CLO to discuss the running of the service, ensuring that  
  the pick-up times and points remain suitable.

# HEALTH AND SAFETY

* To report any H & S issue directly to the Caretaker / CLO
* To attend H & S training when available.
* Comply with the requirements of Health and Safety at Work regulations.
* Take reasonable care for the Health and Safety of yourself and others, including adherence to ‘lone working’ guidelines.
* Cooperate with the school to ensure that Health and Safety responsibilities are carried out.
* Perform duties in line with health and Safety and take action where hazards are identified, reporting serious hazards immediately to the Central Liaison Officer or other senior person.

**KEY CONTACTS AND RELATIONSHIPS**

* Build positive relationships with school staff, responding willingly to reasonable requests for assistance.
* Be prepared to be flexible, on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu e.g. Open Evenings, Concerts.

Some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

**OTHER RESPONSIBILITIES**

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times\*.

Follow the Safeguarding policies and procedures set out by the Viking Academy Trust.

Any other task – as requested by a member of the Trust’s Leadership Team which shall be deemed to fall within the general boundaries of the post\*\*

**PERFORMANCE APPRAISAL**

To attend regular staff meetings and to participate in the school’s annual performance review procedure.

*\*NB Under no circumstances should staff members discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to a member of the Leadership Team.*

*\*\*This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.*

Reviewed and amended November 2021