Job title: Minibus Driver

Main Function: To drive pupils to and from the school

Responsible to: School Business Manager

The driver needs to have the relevant requirements to be able to drive a minibus (D1), have a clean licence and ideally have experience of driving children

The hours of work: TERM-TIME ONLY (38 weeks)

Monday to Thursday 6:30am to 9am and from 2:30pm to 5pm

Friday 6:30am to 9am and from 1:30pm to 4pm

Total 25hrs per week

There may be an opportunity on some days of the year for the driver to assist with external events and sporting fixtures, this would attract additional pay.

The hourly rate of pay is currently £15.00 per hour (£11.08 per hour plus £3.92 per hour for working antisocial hours)

**Person Specification**

· It is a requirement that all drivers successfully complete the Kent County Council Minibus Theory and Practical Assessment Programme, therefore all applicants must be over 25 years of age. (This is arranged and paid for by the School however, if staff leave within six months of employment, the cost of the Minibus Theory and Practical Assessment Programme will be deducted from the final salary.)

· A full, clean driving licence with D1 classification is essential

· Hardworking, committed and interested in providing a quality service

· Be presentable and courteous

· Excellent time keeping

· A pleasant, courteous manner and good communication skills

· Able to work with a wide range of people and to remain calm under pressure

· Able to plan and prioritise work in consultation with Line Manager

**Job Description**

The driver will be advised of the routes to take to collect the pupils in the morning from and drop off in the evening to designated points. These will be advised by the school and should only be changed with agreement of the school.

The vehicles are the property of the School and must be looked after whilst under the driver’s supervision. It is the driver’s responsibility to ensure that the vehicle is roadworthy prior to driving it on each and every journey and ensure that there is sufficient fuel for the journey being taken. The log sheet needs to be completed for every journey and any defects reported immediately. Although the School will aim to keep the exterior of the vehicle clean, we would ask that the drivers ensure the interiors are kept clean and tidy and free from litter. The driver is responsible for refuelling the minibus which must be done when the pupils are not on the bus. Fuel cards will be available for the vehicle.

Each vehicle is fitted with a dashcam that records the movement of the vehicle including pictures from the front and the interior of the vehicle. The School minibuses are a major advert for the School and should be driven in a safe and suitable manner that is appropriate for the safe transportation of children. All necessary driving regulations must be followed at all times.

The driver is responsible for the safety of the pupils under their supervision. The rules of the minibus must be followed at all times including wearing seat belts. Any concerns over pupil safety or discipline must be reported to the School immediately.

From time to time additional driver training may be given including the need to have further assessments. These will be arranged by the School. All drivers will be DBS checked and undergo safeguarding training and any other suitable training as deemed appropriate.

The driver should comply with the school dress code, wear suitable footwear for driving a minibus and follow the School guidance in the staff handbook together with all School policies and procedures.

This job description is not an exhaustive list of duties or requirements and may be adjusted from time to time.

Benefits:

* Company pension
* On-site parking
* Sick pay

Schedule:

* Monday to Friday

Licence/Certification:

* Category D1 Licence (required)