



Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Post Title: Minibus Driver

Reporting to: Trust Facilities Manager

Purpose

Responsible for a range of duties and responsibilities connected with driving of the academy's minibuses. Ensuring the security and safety of passengers and vehicles in line with legal requirements.

Main Duties and Responsibilities

- Drive vehicles in a safe and appropriate manner, complying with road traffic law.
- Ensure the general welfare and safety of passengers, assisting passengers on and off.
- Assist staff to load, unload, secure and deliver goods and equipment.
- Maintain vehicles in a clean and tidy condition inside and out at all times and in line with instructions given.
- Before every trip, ensure the vehicle is in a fit and serviceable condition by carrying out legal and prescribed routine checks and report any defects found.
- Report all accidents, difficulties or problems as soon as possible.
- Ensure the security of the vehicle (including passengers or goods) is maintained at all times, and in particular when leaving the vehicle at the end of the any trip.
- Support efficient route planning and vehicle scheduling with practical information and experience of the routes as requested.
- Respect the confidential nature of passenger's personal information at all times.
- Complete driver training as required.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the CEO in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

**Minibus Driver
Person Specification**

	Essential	Desirable
Full driving licence and D1 entitlement (without 101 restriction)	*	
At least 4 years driving experience	*	
A clean driving licence	*	
Own transport to be able to collect minibuses from either Walderslade or Gravesend	*	