

Five Acre Wood Minibus Driver

Hours: 32.5 hours per week, 8.45am-3:45pm, Monday to Friday, term time only including INSET days.

Reports to: Headteacher (Satellite Provisions)

Pay grade: KR3 + FAW allowance

Job Description

Purpose of Job:

To drive the minibus vehicles for the school to enable them to participate fully in a wide variety of activities. To also support with transport co-ordination at the beginning and end of the school day.

Principal Accountabilities:

To be responsible for carrying out driving /escort duties.

- Driving school vehicles
- To be responsible for ensuring that all passengers and yourself wear a seat belt at all times.
- Responsible for the safety, comfort and welfare of the pupils and staff members and to offer assistance where appropriate. This includes but is not limited to ensuring that the required number of seats are in place and secure, and that the necessary wheelchair restraints are available for the planned journey.
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents to the Assistant Facilities Manager
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of the pupils using the service each day.
- Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the school handbook.
- To undertake any other associated duties as required by the Principal.
- Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.
- To work co-operatively with all disciplines of staff.
- To be responsible for returning vehicle keys at the school office or to leave them as advised if outside office hours.
- To be responsible for the correct use of safety and security equipment in accordance with the instructions given, and the wearing of safety clothing.
- To undertake appropriate training when necessary, in consultation with the other staff, e.g. Safeguarding, MIDAS, Manual Handling
- Not to drive any vehicle or use any equipment unless fully trained and confident.
- To supply a copy of your driving licence every 6 months on request, and to immediately advise Five Acre Wood School of any changes or endorsements to your licence.

- Ensure that Drivers, escorts and carers collecting children are properly vetted and ID badges are displayed and checked. To challenge unknown adults and ask them to provide identification as necessary.
- Co-ordinate & manage transport pick up and drop offs at the start and end of each day in line with the agreed school system and protocols
- To undertake any other duty that may from time to time be reasonably required.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING	<ul style="list-style-type: none"> • Hold a current, clean and valid driving licence D1 Unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered. 	<ul style="list-style-type: none"> • GCSE level or above in English and Maths • MiDAS trained • PCV licence holder
EXPERIENCE	<ul style="list-style-type: none"> • Clean driving licence • Experience of driving minibuses 	<ul style="list-style-type: none"> • Experience appropriate to working with children in an educational setting • Experience of working in a class-based environment with SEN pupils • Experience of working effectively with children with challenging behaviour
KNOWLEDGE	<ul style="list-style-type: none"> • Capability to maintain accurate vehicle and user records. • Competent to undertake daily and weekly vehicle checks and carry out basic maintenance. 	
SKILLS/ABILITIES	<ul style="list-style-type: none"> • An ability to communicate with a range of people • Ability to work on own initiative and as part of a team. 	<ul style="list-style-type: none"> • Good written and verbal communication skills with a range of staff, children and their families
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Being sympathetic, patient and sensitive to the needs of individual students • Being discrete, professional, respectful and friendly • Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations • Ability to work successfully as part of a team • Confidentiality • Reliable and trustworthy • Honest, sense of responsibility and confidentiality • Flexible approach to working arrangements • Sensitivity to user needs • Pleasant approachable personality • Willing to undertake training as appropriate • Willing to undertake additional training to enhance the services delivered by school 	

EFFORT/ENVIRONMENT	<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with pupils and young people• Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline	
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