Model Job Description: Mini Bus Driver

School: Wyvern School

Grade: Kent Range 3

Responsible to: Business Manager / Teacher in Charge of Off Site Activity

Job Purpose:

To drive the school mini bus in a responsible and competent manner ensuring the safety of passengers at all times.

Key duties and responsibilities:

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| 1. To drive the school minibus in accordance with the provisions of the Highway Code and KCC’s Minibus Drivers Code of Conduct / School Driver Policy (school to specify) 2. To be responsible for the health and safety of all passengers throughout the duration of the journey – including ensuring seat belts are fastened / passengers remain seated and bags / equipment stowed safely 3. To assist passengers with impaired mobility on / off the vehicle in accordance with agreed manual handling protocols and ensuring tail lift is operated safely / wheelchairs or mobility aids handled and secured appropriately 4. To complete pre journey routine safety and maintenance checks in accordance with school procedures – reporting any defects / issues to the Headteacher 5. To make the Headteacher aware of any incidents, accidents, vehicle or equipment defects or faults which occur during the journey as soon as in practically possible 6. To drive to an agreed route plan seeking prior agreement for any changes to ensure practical and cost effective routes for journeys 7. To complete mileage / user records and associated administration in an accurate and timely manner as required 8. To park the minibus in designated parking areas ensuring passengers can disembark safely 9. To be responsible for ensuring the security of the mini bus whilst away from the school site including locking doors / windows and activating any alarms when the vehicle is left unattended 10. To ensure the necessary driver documentation is carried on all trips including insurance documentation, blue badge parking permit, risk assessment (school to specify) 11. To assist the Premise Team with the cleaning and up keep of the minibuses, including booking servicing and maintenance. |
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| In additional all members of the school community are expected to:   * Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern. * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person |

*Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post*.

Person Specification: Mini Bus Driver

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | CRITERIA |
| QUALIFICATIONS | Essential – Hold a current, clean and valid licence D1 unrestricted or D1 restricted (where the individual’s car licence was obtained prior to 01/01/1997)  OR  Essential – Successfully undertaken a Passenger Carrying Vehicle Assessment (PCV) via the Driving Standards Agency (where the individual’s car licence was obtained after 1/1/1997)  Essential – Full UK or EU Licence for at least 12 months (for insurance purposes)  The driving licence should nothave:   * More than 6 points * Have any drink/drive endorsements * Have a ban within the last 5 years * Have more than two current speeding endorsements   Essential – to have undertaken or be willing to undertake KCC Mini Bus Driving Training (1 day programme)  Willingness to undertake in post training / updates as required |
| EXPERIENCE | Essential – Experience of driving a large vehicle  Essential – 21yrs old + (for insurance purposes) |
| SKILLS AND ABILITIES | Essential – ability to adhere to agreed school policy and procedures with regards to minibus use  Essential – Undertake daily and weekly vehicle checks and carry out basic maintenance  Essential – Maintain accurate user records |
| KNOWLEDGE | Essential - Understands and able to apply Health and Safety procedures relevant to the job.  Desirable – Geographical knowledge of locality |
| ADDITIONAL REQUIREMENTS | All offers of employment will be made subject to medical clearance specifically to consider fitness to undertake the driving duties of the post  Postholders may be required to demonstrate their continuing fitness for the job by undertaking in post medical assessments or eye tests |