

JOB DESCRIPTION

Job title:	Transport Driver
Responsible to:	Exams Officer/Data Manager
Job purpose:	Drive the minibus to transport students and staff in accordance with the Rules and Regulations of the Highway Code and in accordance with good practice provided by the County Council's Minibus Drivers Awareness guideline to maintain client, staff and public safety whilst on the highway. To transport children and young people in a timely manner to and from their centres daily, ensuring high standards of behaviour and safety and maintaining professional relationships with parents / carers and staff. Establishing positive and consistent boundaries with children and young people to allow them to arrive in a settled and calm state for school at the start of each day. To maintain regular health and safety vehicle checks and drive the minibus safely on a set route each day.
Key internal contacts:	SLT Business Manager Attendance Team Students Teachers
Key external contacts:	Vehicle Maintenance Partners
Special consideration:	Hold a clear Enhanced DBS check

Key Duties and Responsibilities:

1. Provide basic maintenance of the minibus e.g. oil levels, cleaning of vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle.
2. Drive the minibus in accordance with the Rules and Regulations of the Highway Code, the County Council's Code of Practice for minibus drivers and training provided by the Road Safety Unit of the County Council to maintain client, staff and public safety whilst on the highway.
3. At the commencement of the journey, liaise with the Escort (if applicable) as appropriate to check that seat belts are fastened and bags and equipment is secured. Throughout the journey ensure that clients remain seated, stopping when necessary to ensure that the safety of clients and staff is maintained at all times.
4. Complete records as required.
5. Drive an agreed daily route plan for journeys, seeking prior agreement to any route changes to achieve a practical and cost-effective route.
6. Attend training courses as required and assist in the training of escort staff as directed.
7. Comply with Health & Safety, Fire Regulations and other County policies.
8. To abide by the school's policies, including those relating to safeguarding, health and safety and equal opportunities.
9. To consistently follow and promote the high expectations of behaviour and interaction valued by EAN.
10. To communicate with parents / carers daily and only collect / drop off at the agreed, registered address.
11. To highlight any concerns or issues in a timely manner with the office first thing each morning or prior to collection at the end of each day.

Person Specification

1. Possession of full, clean driving licence.
2. Completion of KCC approved minibus driving course enabling transportation of students on 17 seater minibuses.
3. Knowledge and experience of basic car maintenance checks.
4. Professional appearance and manner in dealing with members of the public.
5. Ability to engage with young people and promote a positive role model in relation to behaviours and social interaction.

6. Able to demonstrate a consistent approach to rules and boundaries.
7. Sound knowledge of health and safety.
8. Ability to remain calm and patient in challenging situations.
9. Ability to manage conflict situations and make safety assessments in a timely and responsive manner.
10. Knows how to organise own work load.
11. Knows how to prioritise work and deliver on time.
12. Contributes to day-to-day smooth running of the unit or process.
13. Able to maintain accurate and timely records as required by the role
14. Identifies and knows how to solve everyday job-based problems in liaison with supervisor.

Trust

1. Promote the Trust's core themes of working with vulnerable young people and helping them to flourish;
2. Promote the safeguarding and welfare of children and young people; Complying with the Trust's policies and procedures (e.g. equal opportunities and health and safety);
3. Ensure high standards of behaviour and dress are maintained.
4. Attend Trust/Academy briefings, meetings and events as required by the Executive Head Teacher or Head of School.

Additional duties

You may be required to carry out additional duties, as the Executive Headteacher or Head of School may reasonably request, which are commensurate with the post.