

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>Job Title</b>            | <b>Mini Bus Driver</b>            |
| <b>Reporting to</b>         | Estates Manager or Head of School |
| <b>Effective date of JD</b> | September 2025                    |
| <b>Salary Range</b>         | Range 3                           |

### Job Purpose

Drive the minibus to transport pupils 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 pupil, staff and public safety whilst on the highway.

To transport children in a timely manner to and from school, ensuring high standards of behaviour and safety and maintaining professional relationships with children and staff.

Establishing positive and consistent boundaries with children to allow them to arrive in a settled and calm state.

To maintain regular health and safety vehicle checks and drive the minibus safely.

Work across the 4 schools in the Trust, which includes a special school, which are located within a close geographical area.

### Key Personal Behaviours as a Team Member

- To promote the school & Trust aims and ethos
- To promote and use school policies, systems and administration efficiently
- Act to ensure safeguarding for pupils, staff and visitors to ensure Health & Safety expectations are met
- To work collaboratively and effectively with colleagues
- To be a team player and have a flexible approach as occasional changes to hours may be needed, or additional hours may be offered depending on the needs of the schools

### Key responsibilities

The key purpose of this role

- Driving children between schools and to events
- Being responsible for the safety of pupils under their supervision (along with school staff accompanying them) and reporting any concerns over pupil safety or discipline;
- Informing schools' leadership teams of any issues delaying arrival or departure times;
- Checking the mini bus contains enough fuel for journey before collecting children and staff;
- Informing Estates Manager of any issues relating to the mini bus; advising them if the components are not in good working condition and reporting potential problems to the Trust leadership team;
- Keeping minibuses clean and tidy
- 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.
- Leading on checking the minibuses, booking MOTs, services etc
- Liaising with school staff to drive for school trips and visits
- 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, to maintain pupil, staff and public safety whilst on the highway.
- At the commencement of the journey, liaise with school staff as appropriate to check that seat belts are fastened and bags and equipment is secured. Throughout the journey ensure that pupils remain seated,

stopping when necessary to ensure that the safety of pupils and staff is maintained at all times.

- Complete records as required.
- Attend training courses as required and assist in the training of escort staff as directed.
- To abide by the school's policies, including those relating to safeguarding, health and safety and equal opportunities.
- To consistently follow and promote the high expectations of behaviour.
- To highlight any concerns or issues in a timely manner with the Estates Manager
- To ensure all duties are carried out according to the relevant policies and risk assessments, undertaking dynamic risk assessments where appropriate
- Demonstrate positive attitude towards safeguarding and act on any concerns, in line with safeguarding training
- Contribute to the writing/updating of risk assessments and policies/procedures to ensure these are under continual improvement
- To successfully complete all relevant training
- Attend meetings with the school teams as requested

### Supporting flexible working

- All staff in the Trust will be expected to accept reasonable flexibility in working arrangements in pursuance of supporting pupils and staff, Health & Safety (including safeguarding) and effective team working.
- There is potential for additional overtime working
- All school staff are asked to attend the first staff development day to undertake annual safeguarding, cyber security, GDPR and H&S training. The length of time requested varies on the schedule for the morning/early afternoon. If this day does not fall on a normal working day or is outside usual working hours, this will be paid as overtime.
- Flexibly working on any school site in the Trust to add capacity where needed

### General

- To undertake other work of an appropriate nature and in the interests of the school as directed by the Estates Manager or Heads.
- To take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported to the Head for investigation
- Participate in site team meetings, training and other activities that contribute to the Trust as a whole
- Read and follow the Staff Handbook incorporating the Code of Conduct
- Use the IT systems to access and use Every, email & SharePoint to be able to communicate and view relevant documents including minibuss diary, policies and risk assessments

As an employee of Bourne Alliance MAT, you will be committed to the safeguarding and wellbeing of all pupils, and the Health & Safety of all staff, pupils, parents, visitors and contractors to the school sites. It is your duty to adhere to all policies and risk assessments and you will share relevant safeguarding information with the School/Trust Designated Safeguarding teams.

This job description may vary from time to time, as required by the Trust/Estates Team or Heads, without changing the general character or level of responsibility.

### Equal Opportunities and Racial Equality

All our schools have pro-active policies to ensure all children and adults are treated with respect and courtesy at all times whilst on our schools' premises. We do not tolerate any behaviour that demeans, insults or causes harm or hurt to individuals or groups of people.

All employees are expected to be positive role models for the children in their attitudes and behaviours.

## Person specification

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

|                             | CRITERIA – essential   | Desirable   |
|-----------------------------|--|---|
| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"> <li>• Proficient practical and technical skills relevant to the job)</li> <li>• Possession of full, clean driving licence.</li> <li>• MIDAS training</li> </ul>   |   |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"> <li>• Previous relevant experience</li> <li>• Knowledge and experience of basic car / minibus maintenance checks</li> </ul>   |   |
| <b>PERSONAL QUALITIES</b>   | <ul style="list-style-type: none"> <li>• Display a positive attitude and a willingness to learn</li> <li>• Demonstrate collaborative working with colleagues and be prepared to support members of the team</li> <li>• Desire to continue to improve practise</li> <li>• Respect for others</li> <li>• Initiative and ability to feedback to others</li> <li>• Demonstrate a flexible approach</li> <li>• Professional appearance and manner</li> <li>• Ability to remain calm and patient in challenging situations</li> <li>• Ability to manage conflict situations and make safety assessments in a timely and responsive manner.</li> <li>• Knows how to organise own workload.</li> <li>• Knows how to prioritise work and deliver on time.</li> <li>• Supportive of the aims of the organisation you work for</li> </ul> | <ul style="list-style-type: none"> <li>• Effective communication with a range of staff and roles</li> <li>• Be reflective on own practise in order to improve</li> <li>• Self confidence</li> </ul> |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"> <li>• Ability to engage with young people and promote a positive role model in relation to behaviours and social interaction.</li> <li>• Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</li> <li>• Has written and numeric skills in order to complete more detailed records and reports</li> <li>• Able to maintain accurate and timely records as required by the role</li> <li>• Able to understand information, advise and liaise with others accordingly</li> <li>• Able to communicate using information technology as required for the job</li> </ul>   | <ul style="list-style-type: none"> <li>•</li> </ul>   |
| <b>KNOWLEDGE</b>            | <ul style="list-style-type: none"> <li>• Able to recognise and to deal with emergency situations</li> </ul>  | <ul style="list-style-type: none"> <li>• Requires knowledge of policies, procedures in relation to minibus driving</li> </ul>   |

|  | CRITERIA – essential  | Desirable  |
|--|---|--|
|  | <ul style="list-style-type: none"> <li>• Recognise how to keep self safe and where to seek support</li> <li>• Understanding of dynamically assessing risks before starting a job</li> </ul> | <ul style="list-style-type: none"> <li>• Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> <li>• Manual handling;</li> <li>• First Aid and Hygiene Practice;</li> <li>• lone working procedures and responsibilities</li> </ul> </li> </ul> |