

JOB DESCRIPTION FOR MINIBUS DRIVER

Name

Job Title **Minibus Driver**

Line Manager

Date:

Purpose of the Job:

To safely transport pupils to and from school and on school-related trips and activities in accordance with school policies, current road traffic legislation, and child safeguarding practices. The driver will be expected to ensure the minibus is safe, clean, and roadworthy.

Key duties and general responsibilities:

Driving and Safety

- Safely operate a school minibus with D1 category entitlement, complying with all UK road traffic laws.
- Transport pupils and staff to and from designated pick-up/drop-off points or to school-organised activities.
- Carry out vehicle checks in accordance with school and legal requirements (fuel, oil, tyres, lights, etc.).
- Report any vehicle defects or safety concerns promptly to the appropriate school staff.
- Ensure the minibus is clean, tidy, and properly fuelled at all times.

Pupil Supervision and Welfare

- Maintain a safe, calm and positive environment during journeys.
- Ensure pupils wear seatbelts and follow safety guidelines.
- Report any concerns regarding student behaviour or safeguarding to the staff in charge or designated safeguarding lead (DSL).
- Assist pupils with getting on and off the bus safely, including those with mobility needs (if required).

Compliance and Record Keeping

- Maintain accurate records of daily checks, mileage logs, and any incidents or delays.
- Follow school procedures for logging vehicle usage and maintenance needs.
- Adhere to school safeguarding, health & safety, and behaviour policies at all times.

Additional Duties

- Be available for occasional driving outside of normal school hours (e.g. school trips, sporting events etc).

Signed(Post Holder)

Signed(Headteacher)