

**JOB TITLE:** **Casual Minibus Driver**

**ACCOUNTABLE TO: Business Manager**

**JOB PURPOSE:**

Operation of school mini bus route, transferring students between schools and driving and assisting on school visits

**KEY RESPONSIBILITIES**

* Unsupervised collecting of students from one school and delivering them to another within the Malling Holmesdale Federation.
* Driving the school minibus on supervised school trips and assisting with supervision of the students whilst on the trip.
* Daily inspection of the school mini bus prior to setting off on a journey to ensure roadworthiness, serviceability and duty of care.
* Monitoring the cleanliness of the vehicle and fluid levels to ensure efficiency and safety and reporting any concerns to the Business Manager.
* Driving the school mini bus in the appropriate manner with due regard to safety and speed limits.
* Supervision of the students on the mini bus to ensure their safety and that all students remain in their seats at all times.
* Dropping students off at designated locations and times.
* Enforcement of the school’s behaviour policy and the reporting of any incidents.
* Other relevant and appropriate occasional duties that may be required by the Business Manager.

**Safeguarding**

The Malling School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Malling School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed…………………………………………………………….. date……………………….

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