



# Cygnus Academies Trust

Job Description: Minibus Driver – KR3

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**School:** Cygnus Academies Trust

**Grade:** Kent Range 3

**Hours:** Zero hours contract (Average of 12-16 hours per week, term time only)

**Purpose of the Job:**

Drive the minibus to transport pupils in accordance with the Rules and Regulations of the Highway Code and in accordance with the minibus training provided, in order to maintain the safety of the passengers and public whilst on the highway.

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.

**Key duties and responsibilities:**

1. Drive the minibus to transport pupils in accordance with the Rules and Regulations of the Highway Code and in accordance with the minibus training provided, in order to maintain the safety of the passengers and public whilst on the highway.
2. Provide daily visual checks and basic maintenance for the vehicles eg. oil levels, cleaning of vehicles, etc and arrange when necessary the service and MOT of the vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle. Carry out a weekly, recorded check in accordance with the maintenance schedule.
3. At the commencement of the journey, liaise with the escort as appropriate to check that seat belts are fastened and bags and equipment is secured.
4. In conjunction with the escort, 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.
5. Assist pupils on and off the vehicle, using the steps or tail lift if necessary. If there is a wheelchair user, ensure wheelchair is clamped etc. in order to prevent accidents and meet good 'moving and handling' practice.
6. Complete records as required.
7. Drive an agreed daily route plan for journeys, seeking prior agreement to any route changes to achieve a practical and cost effective route.
8. From time to time, drive the minibus for school trips as agreed by the Trust.
9. The school is committed to safeguarding and promoting the welfare of the young people in its care and all posts are subject to an enhanced DBS.



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## Person Specification: Minibus Driver

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• D1 category on driving licence desirable.</li><li>• Current valid KCC approved minibus driver qualification – desirable but not essential as training can be provided.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Must be over 25 and have valid/clean driving licence.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively with other school staff and teachers, senior leadership team, and pupils.</li><li>• Literacy and numeracy skills – ability to read and write, put items in alphabetical order.</li><li>• Good knowledge of vehicle and general maintenance. May have some formal qualifications relevant to the post eg. NVQ's, PCV/minibus licence.</li><li>• Able to establish a rapport with service users as necessary e.g. clients, members of the public etc.</li><li>• Understands how to encourage and influence people to get the best from them.</li><li>• Understands the needs of others and able to respond accordingly.</li><li>• Understands and can apply Health and Safety procedures relevant to the job such as:<ul style="list-style-type: none"><li>- manual handling;</li><li>- safe use of machinery and/or equipment;</li><li>- COSHH;</li><li>- First Aid and Hygiene Practice;</li><li>- lone working procedures and responsibilities</li></ul></li><li>• Able to recognise and deal with emergency situations.</li></ul>