



Future Schools Trust

Job Description

Job Title:	Transport Supervisor
Salary:	Future Schools Trust Scheme D
Responsible to:	ICT and Facilities Manager

1. Main Purpose of Job

To be responsible for and to drive the school minibus, transporting Sixth Form Students between Trust sites. The role also includes transportation of staff/students to and from school events e.g. sporting fixtures. Also, to make sure the buses are clean and any problems to be fixed.

2. Job Description

- Operating the minibus route between Trust sites in accordance to procedure
- Operating the minibus for events
- Manage bookings for all the buses in the Trust using the booking system
- Follow assigned route and adhere to set schedules
- Ensuring the minibus is kept clean/tidy inside and out
- Carry out regular inspection/checking of the tyres, lights, oil, water and petrol/diesel.
- Keeping the minibuses locked and secure when not in use
- Arranging of MOTs/service appointments
- Ensuring any additional work required to maintain the minibus to a safe and high standard is reported immediately to the ICT and Facilities Manager.
- Adhering to health and safety guidance at all times
- Securing the welfare, discipline and appropriate behaviour of young people
- Responsibility of mini bus log books.
- Log all accidents with the insurance company and complete all paperwork with the driver at the time

3. Person Specification

Knowledge & Skills

- Driving Licence: D1 category, no history of DUI offences and maximum 3 points on driving licence
- Previous employment in a driving environment is desirable experience
- Experience of working with young people/children is desirable
- Strong communication skills are essential, with young people would be an advantage
- Basic understanding of First Aid would be an advantage although training will be provided
- Awareness of child safeguarding procedures is desirable, but training will be provided

Personal Qualities

- Ability to work on own initiative
- Ability to remain calm and confident during a stressful or emergency environment
- Self-motivated

Health and Safety

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.