

Job Description **Minibus Driver**

Overall Purpose

- Driving and operation of school minibus vehicle as instructed, and as required
- To transport passengers to and from School and/or other establishments with, or without an escort

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Responsibilities and Duties

- To convey pupils (passengers) as instructed.
- To assist pupils (passengers) as instructed.
- To observe all Health and Safety Regulations and working procedures.
- To inform and liaise with the Head Teacher or School Operations Manager with regard to any incidents or accidents involving passengers, or the vehicle.
- To attend training sessions and meeting outside of normal working hours as required.
- To maintain the vehicle and equipment in a clean and tidy condition.
- To carry out all prescribed vehicle safety checks as required.
- To provide information to the School office with regard to keeping passenger lists updated and accurate with all relevant detail.
- To undertake such other duties as may be required from time to time commensurate with the level of the post.
- To comply with all decisions, policies and standing orders of the Partnership and any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and Data Protection Act.

PLEASE NOTE

As a result of changes to the drivers licence regime, if you have passed your driving test since January 1997, you must hold category D and D1, or a PSV license.

Whilst every effort has been made to explain the main duties and responsibilities of the Minibus Driver role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.

Person Specification **Minibus Driver**

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ 5 GCSEs at grade A-C (must include English Language and Mathematics) or equivalent ▪ Driving Licence (Category D1 or higher) held for more than 2 years, which has no more than three penalty points on it 	<ul style="list-style-type: none"> ▪ MIDAS or equivalent trained or willing to undertake this training
Experience	<ul style="list-style-type: none"> ▪ Experience of driving groups in a vehicle for up to 16 passengers ▪ Significant experience of working with children and young people in either a voluntary or work based capacity 	<ul style="list-style-type: none"> ▪ Appropriate knowledge of first aid or willingness to train ▪ Experience of dealing with queries
Professional knowledge:	<ul style="list-style-type: none"> ▪ Knowledge of Health & Safety and Safe System of Work requirements ▪ Knowledge of the geography of the Borough ▪ Knowledge of the principles of Safeguarding and how this may apply to the role 	
Professional skills & abilities:	<ul style="list-style-type: none"> ▪ Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) 	

Whilst originally based at a particular CLP school, the post holder may be required to travel to other local sites, including other CLP schools.