**Role Profile: Minibus Driver**

**Purpose**

To provide high quality child centred mini bus driving in a safe and professional manner. Term time only morning and afternoon sessions.

**Key Accountabilities**

* Work in a safe and flexible manner.
* Observe at all times the current legislation and vehicle licensing laws.
* Ensure the safety of passengers at all times in compliance with Health and Safety Legislation.
* Ensure customers and students are treated with politeness and courtesy and be a good ambassador for the school at all times.
* Control numbers of passengers as directed by legislation / maximum occupancy numbers.
* Inform the Operations Manager immediately of any hazards, defects, non-compliance of Health and safety regulations, including any threat to the wellbeing of any students and staff.
* Ensure the school vehicle is kept securely at all times and perform regular safety checks as required.
* To undertake any training as may be required.

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Held a full British driving licence for a minimum of 24 months with a maximum of 3 points * Be 21 years of age or above for vehicle insurance purposes * Fulfil a satisfactory Enhanced DBS Check * Have the right to work in the UK * Fulfil Cognita driver approval criteria (to be discussed at interview) |  |
| **Skills** | * Good communicator with both adults and pupils | * Flexible to work when required |
| **Experience** | * Experience in passenger carrying vehicles | * Ability to adapt to change in situations. |

**Key Stakeholders:**

**Internal –** Senior Leadership Team, Teaching Staff, Non-Teaching Staff and Pupils

**External –** Parents, and other external agencies as required

**Signed: …………………………………………. Name (print): …………………………………..**

**Date: ……………………………………………..**