

## Role Profile: Part Time School Minibus Driver – Term Time

### Purpose

To provide safe, timely and courteous transport for our pupils and staff. To be a good ambassador for the school at all times.

### Key Accountabilities

#### Relationships

The post holder is responsible to the Operations Manager and her delegate and will liaise with the Regional Transport Manager and any external contractors to provide support for the school's transport.

#### Main Duties

- To transport students in a safe and timely fashion, to and from school campus on a pre-determined route.
- To support the transport provision for home to school transport as and when required.
- To proactively manage workload and works as part of a team.
- To assist with the cleanliness and maintenance of the school vehicles.
- To observe at all times the current legislation and vehicle licensing law, including Drivers Hours, WTD and daily inspection of the school bus, prior to setting off on a journey, to ensure road worthiness, serviceability and duty of care.
- Be responsible for the safe operation of the school bus ensuring the safety of all passengers and comply with all legal requirements.
- Inform the H&S Coordinator and Operations Manager immediately of any hazards, defects, vehicle damage, non-compliance of H&S regulations, including undertaking training as required.

#### Health & Safety

The post holder is responsible for the safety of all colleagues, pupils and visitors and must ensure that:

- All accidents are reported to the H&S Coordinator via the schools Accident Report Form procedure.
- Staff carry out operations in accordance with school policy and departmental codes of safe working practice

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/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
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to work as part of a team and independently</li> <li>• Discretion and confidentiality</li> <li>• Flexible team member</li> <li>• Pro-active and self-motivated with a high-level initiative</li> <li>• A willingness to learn and adapt</li> </ul>	<ul style="list-style-type: none"> <li>• Confident working with pupils</li> <li>• Experience in passenger carrying vehicles</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Must have held a full British manual Driving Licence for a minimum of 24 months with no more than 3 penalty points, including the D1 category to drive minibus</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a PCV licence to drive a 16-seater minibus with passengers - or be willing to take and pass this.</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Previous experience of working with children would be an advantage</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Be flexible to work when required with reasonable notice</li> </ul>	

## Key Stakeholders:

**Internal – SLT, staff, pupils, parents**

**External – Cognita School Support Centre**

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....