

Role Profile

Minibus Driver

Location: Breaside Preparatory School

Function/Department: Operations / Facilities

Reporting To: Operations Manager



What you'll be doing

Role purpose

The core purpose of the School Minibus Driver role is to provide a reliable shuttle service between the two school sites. The Minibus Driver will be required to be available each weekday during term time, covering morning or afternoon shifts, or both. The post holder should be flexible and able to work when required, with reasonable notice.

The post holder will report to the Operations Manager and have a joint dotted-line reporting responsibility to the Cognita Regional Transport Manager. The role also involves working closely with all staff and pupils.

Key responsibilities

- Manage the day-to-day running of the shuttle service between the two school sites at the start and end of the school day, including collecting and dropping off pupils at designated points and returning the minibus to the school grounds.
- Observe, at all times, current legislation and vehicle licensing laws, including Drivers' Hours regulations and the Working Time Directive.
- Inform the Transport Coordinator and Operations Manager immediately of any hazards, defects, vehicle damage, or non-compliance with Health & Safety regulations.
- Ensure compliance with HSE and accident reporting procedures.
- Attend meetings and training courses as required to update knowledge and skills in line with modern professional practice.
- Be familiar with, and adhere to, the school's policies and procedures.
- Undertake any other duties commensurate with the post.

What you will be doing

- Ensure that children take the necessary safety precautions before and during journeys, including wearing seat belts and behaving appropriately.
- Carry out daily inspections of the school minibus prior to journeys to ensure roadworthiness, serviceability, and duty of care.
- Support driving pupils to routine extra-curricular activities and school trips.
- Ensure good standards of behaviour management are maintained at all times.
- Assist with the cleanliness and general maintenance of school vehicles.
- Ensure minibuses undergo regular servicing at the approved garage, and that MOTs and vehicle tax are arranged.
- Ensure appropriate fuel levels are maintained in all minibuses.
- Maintain First Aid boxes on all minibuses.
- Support the Facilities Manager with carrying out risk assessments.

The key accountabilities listed above are not exhaustive and may be varied from time to time to meet the changing needs of Cognita. Any significant changes will be discussed with the post holder prior to implementation.

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.

What you'll bring

Essential	Desirable
Skills • Excellent interpersonal and communication skills. • Ability to work effectively both independently and as part of a team. • Discretion and respect for confidentiality. • A flexible and proactive approach to work. • Self-motivated, with a high level of initiative. • Willingness to learn and adapt.	Skills • Confident working with pupils. • Experience driving passenger-carrying vehicles.
Qualifications • Full British manual driving licence held for a minimum of 24 months, with no more than three penalty points.	Qualifications • PCV licence to drive a 16-seater minibus with passengers. • First Aid qualification.
	Experience • Experience of working in a school setting would be advantageous

Key Stakeholders you'll be working with

- **Internal** - SLT, staff, pupils, parents.
- **External** - Cognita School Support Centre.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA