



Job Description and Person Specification
Minibus driver

Role and Context	
Job Title	Mini bus driver
Salary Grade	C4 – £9.44 per hour
Job Type	15 hours per week Term time Fixed Term initially for Spring and Summer Term
Reports to	Headteacher
Effective Date	
Team	
Job Purpose	To drive HET minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.
Other Information	
Principal Accountabilities	
<ol style="list-style-type: none"> 1. Driving school vehicle 2. Responsible for the safety, comfort and welfare of the children. 3. Carry out driver’s daily and weekly vehicle checks, and to carry out basic maintenance. 4. Report any vehicle defects, faults, incidents and accidents 5. Be responsible for the cleanliness of vehicles, inside and out and 6. ensuring the vehicle is in a clean and roadworthy condition before and after use. 7. Refuel vehicles as required. 8. Maintain accurate records of vehicle usage. 9. Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition. 10. Work within health and safety guidelines and other guidelines that may be issued from time-to-time 11. To undertake any other associated duties as required by the Headteacher. 12. Plan alternative road routes to and from school when necessary 13. Supporting with the boarding and alighting of passengers with disabilities. 14. Take the lead during emergency situations to ensure all passengers are safe. 	



Personal Development

- Undertake appropriate and regular training and development to maintain knowledge and improve practice;
- Participate in regular performance management;
- Complete all required training.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Clean driving licence • Pleasant approachable personality. • Ability to keep control of children • An ability to communicate with a range of people • Ability to work on own initiative and as part of a team. • Reliable and trustworthy. • Honest, sense of responsibility and confidentiality. • Flexible approach to working arrangements. • Sensitivity to user needs • Willing to undertake training as appropriate. 	<ul style="list-style-type: none"> • Willing to undertake additional training to enhance the services delivered by school. • Experience of working with children with SEND
Experience Skills/Knowledge	<ul style="list-style-type: none"> • Hold a current, clean and valid driving licence • Capability to maintain accurate vehicle and user records. • Competent to undertake daily and weekly vehicle checks and carry out basic maintenance. 	<ul style="list-style-type: none"> • MiDAS trained • PCV licence holder.



General Information		
<p>All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.</p> <p>Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.</p> <p>Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you. This job description does not form part of your contract of employment. You may be required by the Trust to undertake any duties within your skills and capabilities that the Trust reasonably considers necessary to meet business needs.</p>		