JOB TITLE: Minibus Driver

Pay Grade: H3

Purpose of Role: To provide safe and reliable transport for pupils with special educational needs (SEN) and the staff supporting them on offsite visits and trips ensuring their safety and welfare at all times.

Responsibilities:

- To safely drive the school minibuses in accordance with road traffic legislation and school policies.
- Transport pupils to and from off-site activities and educational visits as required.
- Support pupils getting on and off the minibus, taking account of their individual needs and abilities.
- Ensure that all necessary safety procedures are followed including the use of seatbelts and any other equipment such as booster seats.
- Promote the safeguarding and welfare of pupils, maintaining a calm, patient and reassuring approach.
- Carry out routine vehicle safety checks and report any defects, accidents or concerns promptly.
- Keep the minibus clean, tidy and roadworthy.
- Work alongside school staff to ensure pupils' transport needs are met safely and effectively.
- Maintain confidentiality and follow school policies and procedures on safeguarding, behavior management, health and safety, confidentiality and data protection.
- Report concerns about pupils welfare, safety or behavior promptly to the appropriate member of staff.

Equalities

Be aware of and support differences and ensure that the school's equalities and diversity policies are followed.

Disclosure and Barring Service:

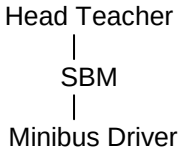
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service. If you are invited to an interview you will receive more information.

Additional Information

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

*** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary and be willing to undertake any other duties commensurate with the grade.**

Organisation Chart



Supervision

The post holder is line managed by the School Business Manager with overall responsibility of the Headteacher

Job Context

The jobholder is part of the school team responsible for providing safe and reliable transport for pupils and staff.

The post holder is managed by the designated member of the senior leadership team and will work alongside other school staff to support transport needs.

The principal focus of the role is to safely transport pupils on off-site learning activities, ensuring their safety and welfare throughout the journey.

Contacts

- Pupils
- Staff members
- Members of the public and other organisations

Knowledge, Experience and Training

- Full, valid driving licence with the entitlement and HCC permit to drive school minibus
- Patient, clam and understanding approach when working with pupils with a range of additional needs
- Good communication skills and ability to work effectively as part of a team
- Observant, adaptable and able to follow guidance
- Reliable, punctual and committed to the wellbeing of children with an understanding of safeguarding

Problems and Decisions

Making safe and responsible decisions whilst driving school minibuses
Identifying and reporting vehicle defects, accidents or safeguarding concerns to the appropriate member of staff

Dimensions

- The role involves driving school minibuses on local journeys.
- It may involve helping pupils when boarding and exiting the vehicle.
- Responsible for routine vehicle safety checks and ensuring minibuses are kept clean and tidy.
- Required to work flexibly as per the schools requirements.

PERSON SPECIFICATION
Minibus Driver

Essential requirements	Desirable requirements
• To hold a full valid driving licence with D1 permission to drive a school minibus • To hold a valid HCC permit and willingness to undergo renewal assessments • Good driving record and a responsible attitude towards road safety • Able to remain calm and respond appropriately to unexpected situations • A calm and sensitive approach • Able to establish positive relationships with both pupils and staff • Flexible approach to working hours (within the school day) • Reliable, punctual and flexible • A commitment to safeguarding and promoting the welfare of children and young people • Ability to follow instructions, school procedures and health and safety requirements • Understanding of the schools ethos, vision and values	• Experience of driving a minibus or similar vehicle • Experience of working with or caring for children with special educational needs • First aid training • Knowledge of safeguarding procedures • Knowledge of health and safety and welfare issues within a childcare environment