



Job Description

Job Title:	Minibus Driver
Department:	Transport
Responsible to:	Transport Coordinator
Last reviewed:	April 2021

Job Outline and Purpose:

The primary objectives of this role are driving the minibus to take pupils to and from school at the start and end of the school day Monday to Friday and Saturday mornings during term time, incorporating general care of the bus before and after each school run. In addition, the role will involve any other reasonable driving requests.

To carry out duties as specified within the Transport Department Policy and Procedures, Emergency Action Plans, Health and Safety Policy and Working Instructions.

The nature of a 24 hour, seven-day-week boarding school means flexibility is vital. We must ensure essential services are running and the site is safe, secure and fit for purpose. As a result, in addition to these core working hours, the job holder will be required to work reasonable additional hours as are necessary. This will include working early mornings, evenings and at weekends, especially on special event days.

Duties:

The post-holder will:

- check the minibus prior to driving to ensure that there are no faults
- complete a mileage record sheet, found in each vehicle, for each bus run
- drive to pick up points as indicated by the Transport Manager ensuring that the pupils are picked up on time and to arrive at school at 8.15am (traffic and weather permitting)
- drop pupils off at School Houses or drop off points. Ensure the side passenger door is used by the pupils to enter and leave the minibus
- return the minibus to the parking area, remove rubbish from the vehicle and ensure that it is left clean and tidy, including clicking the seatbelts together and making sure they are in good working order
- check the minibus and report any faults or damage to the Transport Manager at the earliest opportunity
- ensure that the minibus is left locked with all doors and windows closed
- be responsible for ensuring that the minibus is not left completely or nearly empty of fuel
- report all complaints and incidences with pupils, parents or the public to the Transport Manager on return to the School
- not enter into any agreement with parents for picking up and dropping off children at any points not agreed at the time of booking with the Transport Manager
- take all reasonable steps to ensure the safety and well-being of pupils under your care and supervision as Minibus Driver; this includes ensuring that pupils within your care remain well behaved
- establish and maintain effective communication channels and efficient/effective working relationships with other members of the Transport team, College personnel, College customers and College suppliers;
- keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame
- undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role

- be aware of and report any security risks posed within the School
- undertake your responsibilities at Haileybury in respect of Child Protection

This job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification

Essential Skills, Experience & Qualifications

- Hold a current driving licence with categories D, D1 or D1(101)
- Ability to ensure that children within your care are well behaved
- Ability to drive minibuses in both built up areas and on country roads
- Excellent communication skills with all relevant client groups, both internally and externally
- Ability to understand and operate within a school environment
- Well organised with the ability to prioritise work to deadlines and under pressure
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Ability to maintain confidentiality with tact, diplomacy and discretion
- Ability to work in a team and individually, using own initiative
- Flexible with the ability to adapt to changes to work schedules
- Good numeracy and literacy skills
- Honest, polite, reliable, resourceful, flexible, punctual and committed

Desirable Skills, Experience & Qualifications

- Previous experience of either driving a coach or minibus
- Previous experience of driving for young people
- Working in a school or other educational environment

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.