



## Minibus Driver

### Job Description

**Post Summary:** The general professional duties expected of all Minibus Drivers are detailed below. In addition, the Minibus Driver will undertake any duties which may reasonably be required by the Bursar according to the normal practice of an independent school. The Minibus Driver is expected to be loyal to the stated aims and objectives of the School

**Post Holder:**

**Responsible to:** The Bursar of Longacre School, but delegated to the Estates and Facilities Manager for day to day management.

**Purpose of job:** To assist in the provision of an effective and efficient transport service for the pupils of the school.

**Specific Duties and Responsibilities:**

1. To undertake the safe transportation of passengers and/or equipment to various locations in the school Minibus(es)
2. Availability for working from the School site between 7am and 9am during term time, and on an ad hoc basis to be agreed (as much advance notice as possible would of course be given).
3. To be responsible for carrying out regular vehicle checks, fuelling and cleaning duties to specific standards
4. To undertake a log book/driving records for each journey
5. To report any vehicle defects or accidents immediately to the Estate and Facilities Manager
6. To ensure the vehicle is checked as necessary and safety checks are carried out
7. To ensure compliance with Health and Safety regulations and codes of practice in the provision of a safe and healthy working environment.
8. To comply with all school policies
9. To be willing to undertake training and professional development as required of the post

**General Responsibilities:**

1. To be aware of and support diversity, ensuring equal opportunities for all
2. To contribute to the ethos of the School
3. To participate in meetings, training and performance development as necessary
4. To undertake any other duties and responsibilities, which do not change the character and purpose of the post, as may be determined by the Head.

The post-holder will be expected to maintain the professional standards of Longacre School and the standards of behaviour, attitude and conduct as outlined in the staff handbook.

***This is not an exhaustive list and there may from time to time be other matters that will be involved in the fulfilment of this role.***

Signed: .....  
Minibus Driver

Date: .....

Signed: .....  
Bursar

Date: .....

***Longacre School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## **PERSON SPECIFICATION – Minibus Driver**

Longacre School is looking for someone to:

- Be enthusiastic, reliable and committed to the school
- Communicate effectively and in adequate time
- Be flexible and adapt to change
- Have the ability to work closely with a wide range of other professionals in a supportive and constructive way
- Be able to demonstrate a record of personal time management
- Operate calmly and effectively within an environment which makes variable demands
- At all times operate in a professional and tactful manner, ensuring that any security requirements as required by Safeguarding (Child Protection) and Data Protection are adhered to
- Have the ability to independently show initiative and self-motivation
- Show commitment to staff development opportunities in order to improve performance and meet agreed objectives
- Be aware of Health and Safety issues and implement these at all times

Experience:

Essential

- Full clean driving license (including D1)
- Good verbal and written communication skills
- Excellent organisational skills
- Resilience, energy and the commitment
- The ability to take a proactive approach to set deadlines and work on own initiative to ensure deadlines are met
- Good interpersonal skills
- Good organisational skills and initiative to develop opportunities
- Ability to effectively manage time and own workload
- A willingness to work flexibly to meet the demands of the post
- Commitment to personal training and development
- Commitment to equal opportunities

Desirable

- Experience of working with pupils or young people
- Experience and qualification to drive a Minibus