



THE WEST GRANTHAM CHURCH OF ENGLAND SECONDARY ACADEMY

JOB TITLE:

Minibus Driver

GRADE: 3

REPORTS TO:

Site Manager (or other designated member of staff).

PURPOSE OF JOB:

To provide a minibus service for students as required.

MAIN RESPONSIBILITIES, TASKS & DUTIES:

- Transport and supervise engineering students every Tuesday and Wednesday afternoon (12:00pm–3:00pm). This includes driving students to and from their off-site college placements and providing appropriate supervision while they are at the placement location;
- Ensure high standards of safety, behaviour and safeguarding at all times;
- Provide a safe, effective and efficient minibus service for sporting fixtures and educational visits, including occasional evening or weekend journeys as required;
- To act as vehicle co-ordinator for the minibus and administer bookings;
- To carry out operational procedures and vehicle maintenance in accordance with agreed guidelines and legal requirements;
- To ensure that fuel receipts are maintained;
- To ensure that the correct seating arrangements are met;
- To be responsible for supervising students during journeys between sites;

MANAGEMENT OF PEOPLE:

No management of staff.

SUPERVISION OF PEOPLE:

No supervision of staff.

CREATIVITY AND INNOVATION

To ensure suitability of travel arrangements.

CONTACTS AND RELATIONSHIPS:

Routine contact with staff and pupils within the school.



DECISIONS:

Working within clearly defined instructions/procedures.

a) Discretion:

Little or no freedom to act outside of defined role.

b) Consequences:

Issues would be quickly identified and quickly remedied.

RESOURCES:

Minibus.

WORK ENVIRONMENT:

a) Work Demands

Must be prepared to work flexible hours.

b) Physical Demands

Physical effort may be necessary to ensure students are secured on bus.
Maintaining the Minibus (washing/vacuuming etc.)

c) Working Conditions

Driving short and long distances as required. Some lone working may be necessary.

d) Work Context

Risks associated with driving.

KNOWLEDGE AND SKILLS

Must have held a full vehicle license for a minimum of 3 consecutive years.

Must hold a driving license appropriate for the class of vehicle being driven.

Midas certification would be advantageous.

Must satisfy the School that their health and driving record renders them a suitable person to drive school vehicles.

Must be medically fit to drive including eyesight requirements in accordance with current driver legislation.

Experience of driving passenger vehicles is desirable.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.