

Job Description: Minibus Driver



<u>Job Title</u>	Minibus Driver
<u>Reports to</u>	Bursar
<u>Responsible for</u>	Daily transport of school pupils to and from school in minibuses and/ or MPVs.
<u>Main Responsibilities</u>	1. Daily transport of pupils to and from school as directed from time to time by the Bursar. 2. Daily maintenance checks of vehicle prior to departure. 3. Use of transport App Vectare to record pupils alighting and disembarking from trip. 4. Maintenance of good order on the vehicle and reporting of any defects via the App. 5. Application of the school's Minibus Policy.
<u>General staff responsibilities</u>	1. To carry out all duties in a manner which complies with: • Current Health and Safety legislation. • The school's Child Protection policies. 2. To implement all school policies and procedures that fall within your responsibilities. 3. To maintain absolute confidence in relation to all business and personal information relating to the school, except as provided for in the school's child protection procedures. 4. To perform any other driving duties that may reasonably be asked of you by the Bursar or Headmaster.
<u>Qualifications & Experience</u>	1. You will hold a current clean UK driving licence with D or D1 permission. 2. The post holder will be aged 21 or older and have held a full UK driving licence for at least two years. 3. You will have undertaken a MiDAS training course (or higher) or undertake to do so as soon as this can be arranged. 4. New drivers will undertake a vehicle familiarisation and assessment drive with an existing experienced driver.