



CASUAL MINIBUS DRIVER

JOB DESCRIPTION

Job Title: Casual Minibus Driver	Grade: B £9.62 per hour
Reports To: Site Manager	Leads & Manages: N/A
Role Profile: Minibus Driver	Role Profile Number: 02035
Hours: 5 – 10 hours per week, 4.30pm – 5.30pm/6pm term time only. Additional hours for school trips.	

Aim and Main Purpose of the Job:

- To safely and professionally transport pupils home following after-school sessions, you may also be required to do school trips and school PE fixtures.

Key Tasks and Accountabilities:

- To drive the vehicle safely and within the law and Highway Code.
- To adhere to the School Minibus Policy, Hampshire County Council Health & Safety Corporate Transport Procedure, ROPSA Minibus Driver's Handbook and MiDas Driving Standards.
- To have regard at all times for the safety of passengers, ensuring seatbelts are worn where fitted and other equipment is applied correctly and appropriately.
- To be courteous at all times to passengers, other road users and pedestrians.
- Where necessary, to assist passengers in boarding and alighting.
- To plan routes with due regard to safety, time and economy as required, ensuring the route is the quickest and most effective.
- To ensure the vehicle is adequately fuelled, and for long school trips, make fuel stops regularly so that the minibus never runs out of fuel.
- To report any defects immediately to the Site Manager so that they are rectified.
- To complete all forms relating to mileage and vehicle checks before and after each journey.
- Carry out minor maintenance as needed.
- Carry out daily vehicle checks before each trip.

GENERAL INFORMATION	
Equality of Opportunity	<ul style="list-style-type: none"> • To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To Contribute as an Effective and Collaborative Member of the School Team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school. • Participating in the ongoing development, implementation and monitoring of the business plans. • Attend meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
General Policies & Procedures	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures and in particular health & safety, reporting all concerns to an appropriate person. • Awareness of responsibilities of the governing bodies.

Signature _____

Date _____

CASUAL MINIBUS DRIVER PERSONAL SPECIFICATION

Qualifications	Essential	Desirable
GCSE English & Mathematics (or equivalent qualification)		✓

Knowledge, Skills and Abilities	Essential	Desirable
Hold a full clean driving licence with a category B and D1 entitlement	✓	
MiDas minibus training certificate or willing to complete MiDas training	✓	
Good knowledge of local routes		✓

Personal Qualities	Essential	Desirable
Planned and organized approach to workload.	✓	
Ability to use initiative and prioritise work.	✓	
Maintain absolute confidentiality and integrity.	✓	
Keep calm in challenging situations.	✓	
Committed to personal development.		✓
Professional in attitude and appearance.	✓	
Excellent record of attendance and punctuality.	✓	
Must be over the age of 21 (for insurance purposes)	✓	