



BRIDEWELL ROYAL HOSPITAL FOUNDATION

Job Description – School Minibus Driver

Overall Purpose

To work as part of the team as directed, responsible for the School Minibus Service to and from designated drop-off and collection points, with the possibility of extra driving duties for events, sports fixtures and trips. The postholder will also be responsible for the appearance and upkeep of the vehicles.

Candidates may be considered for one or both minibus runs.

Reporting to: School Office Administrator

Location: King Edward's School

Direct reports: None

Hours of work: Monday-Friday, 7.00am-10.00am and/or 5.15pm – 6.45pm, term time only.

Main duties and Key responsibilities:

- Operating the School's bus routes, collecting children from given pick-up points and delivering them to school
- Ensuring that the minibuses are kept clean and in good condition, including, but not restricted to:
 - weekly cleaning of the bus, both inside and out
 - ensuring signs inside the bus are properly attached and in good condition
 - daily and weekly visual inspection/checking of tyres, lights, oil, water, fuel
 - refueling vehicles as required
 - working within the guidelines and constraints as set out in the Minibus Drivers' Operating Instructions
 - responsible for the health and safety, comfort and welfare of pupils and Staff

- ensuring that all work is carried out safely in accordance with regulations and best practice
- reporting any health and safety concerns identified during the course of work
- maintaining school image; working attire should be worn at all times and kept in a clean and tidy condition
- Other duties as reasonably determined

Training

- Participate in relevant staff meetings and training courses as identified and agreed

Other

- To know, understand and apply the school's policy on Safeguarding Children/Child Protection Policy and to ensure compliance for all areas of responsibility
- To support the spiritual life and ethos of the school.

Person Specification

Essential

- Current, clean and valid driving licence with category D1
- Experience of driving a minibus or coach
- Punctual, reliable & trustworthy
- Capability to maintain accurate vehicle and user records
- Competence to undertake daily and weekly vehicle checks & carry out basic maintenance
- Ability to work both alone and within a team to achieve specified standards
- Enthusiasm to undertake training as appropriate
- Aptitude to understand and follow instructions
- Willingness to carry out general cleaning duties as detailed in the Job Description
- Ability to manage time effectively & complete tasks to a high level
- Excellent communication skills

Desirable

- Understanding & experience of an educational environment involving young people
- Geographical knowledge of area

The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined. This job description will be reviewed as appropriate in consultation with the post holder.