



CLAYESMORE

Job Title **Casual/Relief Minibus Driver**

Responsible to **Transport Manager**

Role Overview

To drive our minibuses to transport pupils to and from school at the start and end of the school day during term time, incorporating general care of the bus before and after each school run. In addition, the role may involve driving pupils to fixtures and any other reasonable driving requests.

Responsibilities and Duties

- To carry out pre-drive safety checks, using the Vectare Driver's App, to ensure that there are no faults
- To drive to pick up points as indicated by the Transport Manager ensuring that the pupils are picked up on time and arrive at school at 8.15am (traffic and weather permitting)
- To record the pupils boarding / leaving the minibus, using the Vectare Driver's App
- Ensure the side passenger door is used by the pupils to enter and leave the minibus
- To return the minibus to the Astro car park, remove rubbish from the vehicle and ensure that it is left clean and tidy
- To check the minibus and report any faults or damage to the Transport Manager at the earliest opportunity
- To ensure that the minibus is left locked with all doors and windows closed
- To be responsible for ensuring that the minibus is not left completely or nearly empty of fuel
- To report all complaints and incidents with pupils, parents or the public to the Transport Manager on return to the School
- To not enter into any agreement with parents for picking up and dropping off children at any points not agreed at the time of booking with the Transport Manager
- To take all reasonable steps to ensure the safety and well-being of pupils under your care and supervision as Casual/Relief Minibus Driver. This includes, ensuring that pupils within your care remain well behaved
- Drivers are expected to drive cautiously with consideration to other road users at all times and adhere to speed limits and other regulations set out in the Highway Code
- Adhere to the Code of Practice as set out by the Transport Manager

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Clean driving licence with D1 or PCV D1 category

- Ability to communicate well with pupils, parents and colleagues
- Good organisational skills
- Excellent timekeeping
- Experience of working effectively in a team
- Well presented
- Hard working and possesses a good ethic towards customer care

Desirable

- Previous experience of driving large vehicles
- Previous experience of working in an educational establishment

All drivers must undertake the minibus driver training course and assessment prior to carrying out this role.

Willingness to undertake first aid training as available is desirable

Date reviewed : **July 2023**

Reviewed by : **Head of Compliance & Business Support/ Head of HR**

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.