



CLAYESMORE



## POSITION: Minibus Driver

### JOB OVERVIEW

#### Summary of role

The role of the Minibus Driver required driving the minibus for morning and evening school runs.

The successful applicant must be a good timekeeper, have a DI category and a clean driving licence.

Term Time only -

Mornings: 06:15am/06:30am to 9.00am

Evenings: 17.00pm to 19.20pm.

Reports to: Transport Manager

Reports in: None

| KEY TASKS | Driving                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           | <ul style="list-style-type: none"><li>To undertake minibus driving each school day for the routes assigned to you by the Transport Manager.</li><li>To carry out daily vehicle checks to ensure that the vehicle is roadworthy, with appropriate checks on oil, fuel, brakes and tyre pressures and that the vehicle is clean and presentable, ensuring that the vehicle to school ready for the next journey after each use, reporting any issues to the Transport Manager.</li><li>To ensure prompt departure from school or external collection points in accordance with the minibus schedule to ensure all pupils arrive and depart on time for all trips. Communicate with parents or guardians where appropriate.</li><li>Comply with all school policies and procedures as well as external legislation, such as road traffic regulations and the Highway Code</li><li>To fully comply with all vehicle security regulations, school and DVSA rules and regulations relating to licences, including updating the school as appropriate and allowing licence checks to be conducted every twelve months</li></ul> |
|           | Parents and Pupils                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|           | <ul style="list-style-type: none"><li>To be responsible for the Health and Safety, comfort and welfare of pupils while in the minibus, ensure pupils adhere to all School regulations throughout the journey, including remaining seated and wearing seat belts</li><li>To ensure that pupils are met by adults when dropping off at scheduled parent collection points. Drivers must disembark the vehicle to ensure safe delivery and are responsible for ensuring pupils crossroads safely. A duty of care towards our pupils is paramount.</li><li>If the bus is anticipated to be late, on either inward and/or return journey, both the school, and parents must be immediately informed</li><li>To be aware and comply with the protocols and procedures in the event of an emergency/breakdown</li></ul>                                                                                                                                                                                                                                                                                                         |

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|  | Additional                                                                                                                                                                                                    |
|  | Flexibility <ul style="list-style-type: none"> <li>To be prepared to cover for absent colleagues and to be available for other minibus driving requirements outside the normal hours for this role</li> </ul> |
|  | Other <ul style="list-style-type: none"> <li>To contribute to the life of the school through participation in meetings and after school activities such as sports, culture or arts events</li> </ul>          |
|  | Training <ul style="list-style-type: none"> <li>To attend relevant training courses as required</li> </ul>                                                                                                    |
|  |                                                                                                                                                                                                               |

| Person Specification                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                                           | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable |
| Qualifications                            | <ul style="list-style-type: none"> <li>A clean driving licence, including D1, which is the ability to drive a minibus of up to 16 seats (standard licence)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                | ✦         |
| Experience & Knowledge                    | <ul style="list-style-type: none"> <li>experience and knowledge of the roads and hazards around the area.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                 | ✦         |
| Skills and Attributes                     | <ul style="list-style-type: none"> <li>a flexible approach to work and a 'can do' attitude.</li> <li>you have an attention to detail and take pride in your work</li> <li>you have good verbal communication skill with parents, pupils and colleagues.</li> <li>you are punctual and well presented.</li> </ul>                                                                                                                                                                                                                     | ✦         |
| Personal Qualities                        | ✦ Be an effective team player that works collaboratively and effectively with others<br>✦ Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences<br>✦ Support, motivate and inspire both colleagues and pupils by leading through example<br>✦ Suitability to work with children<br>✦ Confidence, warmth, sensitivity, reliability and enthusiasm                                                                                                                          |           |
| <b>Equal Opportunities and Commitment</b> | Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin<br><br><b>Demonstrate a commitment to:</b> <ul style="list-style-type: none"> <li>safeguarding and child protection equalities</li> <li>promoting the school's vision, values and ethos</li> <li>high quality, stimulating learning environment</li> <li>relating positively to and showing respect for all members of the school and wider community</li> <li>ongoing relevant professional self-development</li> </ul> |           |

I have read and understood the responsibilities for the position of Minibus Driver. I am aware that the Job Description is subject to change accordance with the needs of the business.

**Name:**

**Signed:**

**Date:**

Date prepared: July 2025

Prepared by: DFO and ILG

Inspired Learning Group is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).