

P65
(12/94)

Date of issue January 2019

JOB DESCRIPTION

Job Title Minibus Driver		Service area Education and Lifelong Learning	
Salary Band B / 9-13	SASS 3	Section	Location The Orchard School
Responsible to:- Head Teacher Site Manager Offsite Educational Leader	Contacts Teaching and Non- teaching staff, pupils and parents	Persons responsible for:- (may be presented in the form of an organisation chart) Attach separate sheet	
Working hours Minimum of 3 hours per week for regular educational visits Flexible hours this may vary on a weekly basis depending on one off visits		Special conditions	
This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.			

1. Duties and responsibilities are: -

- To drive the children and staff for educational visits. Ensuring each passenger is comfortably and securely seated including securing wheelchairs if necessary and ensuring that all accesses are clear
- To be aware of and respond to the needs of the children (physical and emotional) whilst in transit
- To liaise closely with class staff to ensure the right combination of seats are available for impending trips and follow the seating plan
- To undertake basic routine maintenance on both school buses e.g. checking water, tyre pressures, oil and ensuring the buses have sufficient fuel.
- To ensure the safety and welfare of staff and service users by complying with the appropriate Health and Safety Regulations and the employment of safe working practices
- To ensure that the buses are sent for routine inspections, MOT's, servicing in line with the relevant legislation
- Such other duties as may be allocated from time to time
- To comply with the relevant policies of the Orchard school
- To undertake training appropriate to the post as required
- To provide support with children during educational visits under the supervision of classroom staff, when not involved in driving or maintenance of the vehicle

2. Medical

Appointments will be subject to an occupational medical

Other Duties

- To participate in the operation of the School's Personal Performance Development Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the School in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Schools policy, organisation and arrangements for Health and Safety at Work
- This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak

fluent and spoken English is an essential requirement for this role.

- The school is committed to the safeguarding of children and all posts are subject to an enhanced DBS clearance.

CRE statement

To carry out your duties in line with Council Policies on Equality (please refer to the Policy Statement), harassment, racial equality and the CRE Action Plan. To be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. To personally act as an exemplar on these issues. To identify and monitor training in line with these policies and the CRE standards for yourself and any employees you are responsible for.

Signed..... Signed.....
Head Teacher Employee

Date..... Date.....