



Job Description	
<b>Job title</b>	<b>MINIBUS DRIVER</b>
<b>Hours of work</b>	In accordance with the respective contract
<b>Safer recruiting</b>	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential
<b>Main purpose of the job</b>	The main role of the Minibus Driver will be to transport pupils in a safe, proper and timely manner to and from school or, in support of organised school trips. Ensuring pupil welfare and ensuring the maintenance of the School vehicles in a roadworthy condition for every journey is paramount at all times.
<b>Reporting to</b>	Estates Manager
<b>Main responsibilities and duties</b>	<p>The duties and responsibilities listed below are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the College transport service.</p> <ul style="list-style-type: none"> <li>• Conduct and record a daily walk-round check of the minibus prior to every trip. Report any faults immediately when identified.</li> <li>• 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 via the supplied minibus mobile phone.</li> <li>• Record accurate passenger registers for all journeys.</li> <li>• To be aware and comply with the protocols and procedures in the event of an emergency/breakdown.</li> <li>• Keep the vehicles clean and tidy at all times.</li> <li>• Ensure that there is enough fuel left in the tank after every trip in support of other journeys.</li> <li>• Fully comply with all School transport policies and procedures as well as external legislation, road traffic regulations and the Highway Code.</li> <li>• Being presentable in appearance and professional, polite and courteous at all time. Uniform and safety wear is provided.</li> <li>• Ensuring pupils adhere to all School regulations throughout the journey, including remaining seated and wearing seat belts.</li> </ul>

- Operating the opening and closing of all doors and luggage compartments and ensuring compliance with all rules and regulations relating to luggage.
- 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 to ensure pupils cross roads safely. A duty of care towards our pupils is paramount.
- If the bus is anticipated to be late, on either inward and/or return journey, both the College, via the security control room and parents must be immediately informed.
- Fully comply with all vehicle security regulations, School and DVLA rules and regulations relating to licences, including updating the School as appropriate and allowing licence checks to be conducted every twelve months.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.***

### Person Specification

#### Qualities, Knowledge, Skills & Attributes

##### Essential:

- Ability to conduct daily vehicle safety checks (training will be provided)
- Aged 21 or over to comply with insurance requirements
- Minimum of two years' driving experience
- Excellent communicator, able to communicate at all levels
- Numerate
- Organised and able to prioritise workload
- Ability to work alone
- Problem-solving ability,
- Stays calm under pressure
- Physically fit & active as the role includes conducting physical vehicle checks
- Willing to work independently and as part of a team when required
- Be adaptable and flexible with working patterns when required
- Reliable and punctual
- A drivers 'fit to drive' medical declaration will be required
- Discreet and able to maintain confidentiality.
- Reliable, honest and trustworthy
- A self-starter with the ability to be proactively responsible on every journey, with or without passengers

##### Qualifications and Experience:

Good standard of general Secondary education

Minibus Drivers Assessment (MiDAS) training will be provided

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