



SCHEDULE A

Job Description - Minibus Driver

1. Job description

1.1 Job purpose

This role is intended to enable the school to offer a comprehensive travel to school service to meet the needs of the pupils and their parents during term time. Pupils will be able to travel safely and on time from agreed pick-up points to school. At all times, the safety of the children is paramount.

You will be accountable to the Bursar and will be a member of the maintenance team. You will hold a full, clean and current driving licence which enables you to drive a seventeen seat minibus. You will be required to operate in line with all relevant school policies including those relating to child safeguarding, health and safety and security.

1.2 Minibus Driver

1.2.1 Driving

- Driving a range of Twyford School vehicles including 17 seat minibuses
- Responsible for the safety, comfort and welfare of pupils and staff
- Assisting pupils to board the bus by opening the doors for them to enter and exit safely in line with COVID-19 recommendation for safe travel
- Refuelling the vehicles as required
- Covering for absent colleagues
- Maintaining the School's image by ensuring appropriate behaviour is displayed and clothing is clean and tidy
- Adhering to road traffic laws

1.2.2 Vehicle Safety

- Carrying out daily, weekly and periodical vehicle checks including basic maintenance
- Promptly reporting any vehicle defects, faults, incidents and accidents
- Ensuring the vehicle is clean and in a roadworthy condition both before and after use
- Carrying out careful cleaning of the vehicle to ensure a COVID 019 secure environment
- Adhering to the School's relevant policies including but not exclusively those relating to child safeguarding and health and safety
- Undertake any such duties which may be reasonably required
- Taking part in all relevant training courses including those associated with child safeguarding

1.2.3 Parking

- Assist with safety in the car park during busy times by directing and guiding traffic in to and out of car parking spaces
- Ensuring pedestrian safety in the car parking and road areas.

Person Specification

- Must hold a clean current driving licence with the relevant permissions to drive a 17 seat minibus. D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 1/1/97)
- Experience of driving a large vehicle
- Pleasant, patient and helpful personality with excellent communication skills
- Ability to work as part of a team
- Reliable and trustworthy
- Smart appearance
- Flexible approach to working arrangements
- Sensitive to users' needs
- Willing to undertake relevant training as appropriate
- Ability to maintain accurate vehicle and user records
- Competent to undertake daily, weekly and periodic vehicle checks and carry out basic maintenance

Twyford School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Barring Service. Please note that employment will not commence until a satisfactory DBS clearance has been received. Twyford School is an equal opportunities employer.