

Westbourne School Minibus Driver Job Description

Job Title: Minibus Driver/Caretakers Assistant

Reports to: The Bursar

Job purpose: The provision of transport to and from school for pupils.

Salary: £10.96 per hour

Working Hours: 25 hours a week, Mon-Fri, during term time (from 6.45am to 8.45am and 3-00pm to 6-00pm.) 1pm - 6pm during School Holidays.

This job description forms an integral part of the Appraisal process carried out annually by the Bursar/SMT.

The key duties of the post are as follows:

1. To undertake a daily inspection of the school minibus, prior to set off on a journey, to ensure roadworthiness, service ability and duty of care;
2. Monitoring the cleanliness of the vehicle and the levels of petrol and fluid levels to ensure efficiency and safety;
3. Reporting any concerns with regard to the road worthiness of the vehicle to the Bursar;
4. To drive the school mini buses in an appropriate manner with due regard to safety and speed limits;
5. Supervision of pupils on the minibus to ensure safety (including checks to ensure seatbelts and headrests are being used appropriately) and that the students remain in their seats at all times;
6. Enforcement of the school behaviour policy and the reporting of any incidents or unsatisfactory behaviour to the Heads of school.
7. Communicating, when necessary, with parents of pupils on the bus to ensure efficient and safe practice;
8. Collecting and dropping off pupils at designated locations and times;
9. Dealing with accidents / incidents and reporting them to the Bursar as appropriate;
10. Any other relevant and appropriate occasional duties that may be required by the headmaster or the Bursar.
11. Be aware of policies and procedures relating to child protection; health and safety; confidentiality and data protection and report all concerns to an appropriate person;
12. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Westbourne School's pre- employment checks.
13. The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities.
14. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may be necessary from time to time.
15. Any other ad-hoc duties required of the position.