

**Job Description: School Transport Driver**

Reporting to: Area Operations Manager

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The School Transport Driver will provide a safe and reliable transportation for our pupils to and from school driving the School minibuses.

Your first pick up will be around 7:00am (dependent on route) with further pick up points of pupils along a dedicated route, arriving at school by 8:10am. At the end of the school day the pupils will be driven from school at 4.45pm taking the reverse route back.

There may be a possibility of additional driving during term time and holidays.

**Main Duties and Responsibilities**

**Driver**

* To transport pupils to and from the school using the dedicated route
* To ensure the minibus has sufficient fuel
* To inspect the minibus before and after each journey
* To ensure the minibus is clean and tidy on a daily basis and thoroughly clean it on a regular basis
* Ensure that the pupils behave in an appropriate and safe manner during transport
* Report any incidents on the minibus to the Area Operations Manager as soon as possible.

**Driver Requirements**

* Hold a clean valid UK driving licence – qualified PCV Minibus Licence desirable, or be prepared to take the D1 and CPC training course and test.
* Over 21 and have 2 years driving experience is essential
* Possibility of keeping the provided vehicle secure and safe at a convenient location at home
* Enhanced DBS clearance – we will apply for this
* Have the right to work in the UK
* Good Communication skills
* Punctuality and a sense of responsibility

**General responsibilities:**

* Maintain a smart appearance at all times in keeping with the School’s image and wear the appropriate uniform in line with the schools image.
* Set a good example in terms of punctuality and attendance.
* Participate in training, other learning activities and performance development as required.
* Attend and participate in team, departmental and School meetings as required.
* Undertake and document a performance review with the line manager in accordance with the School’s performance management review process.
* Be aware of and comply with policies and procedures relating to behaviour management, child protection, equal opportunities, health and safety, confidentiality and data protection reporting all concerns to an appropriate person.
* Maintain appropriate confidentiality according to the School and legal requirements.
* Contribute to the overall ethos, work and aims of the School.
* Appreciate and support the roles of others.
* To have an awareness of the day- to- day issues within the School and ensure communication systems are effective between all relevant departments within the School.
* Promote equality as an integral part of the role and treat everyone with fairness and dignity.
* Carry out any other duties as may be reasonably required appropriate to the post.

Employees must be aware of the responsibility placed on them under the Health & Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors.

***This list is not exhaustive and is subject to change. The School Transport Driver will be expected to fulfil any reasonable request made by the Head and Area Operations Manage.***