



<b>Job Title:</b>	<b>Minibus Driver</b>
<b>Grade:</b>	<b>Scale 2</b>
<b>Hours:</b>	<b>7.30am to 10.00am, Monday to Friday, term time only Option to participate in ad hoc driving to assist school trips at other times in the day</b>
<b>Salary:</b>	<b>£12.85 per hour</b>

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Due to the nature of the hours, this role would suit an individual who is happy to work for a few hours in the morning. The role involves picking up students in the Worcestershire area.

### **Responsibilities**

- Drive a school vehicle in a responsible and competent manner
- Ensure the safety, comfort, and welfare of the pupils and staff onboard, ensuring seatbelts are worn
- Plan the most effective route for the students, taking account of traffic conditions
- Collect/ drop students at the agreed stops
- Perform vehicle checks before and after each journey and report any vehicle defects, faults, incidents and accidents promptly
- Keep the vehicles clean and in roadworthy condition
- Refuel vehicles as required
- Maintain a professional and presentable appearance at all times
- Adhere to health and safety guidelines and other relevant instructions
- Take responsibility for the health and safety of the vehicle and users

**Required skills and qualifications:**

- Minimum of 2 years clean driving licence
- Possession of a current and clean D1 driving licence
- First Aid Certificate (can be arranged if needed)
- Ability to maintain accurate vehicle and user records
- Friendly and approachable demeanour
- Excellent communication skills with students, staff and parents

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Signed: .....

Date: .....