



ST LAWRENCE  
COLLEGE

**Job Description – Minibus Driver (part time, term time)**

**REPORTING**

**Reports to:** Transport Co-ordinator

**Responsible to:** Bursar

**Key Contacts:** College employees, pupils, governors, parents/guardians, contractors

**PURPOSE OF ROLE**

To work as part of the team and be the primary minibus driver for the College's home-school transport provision which will include carrying out routine safety checks on the vehicle. Vehicles must be driven in a responsible and competent manner.

**KEY ROLES & RESPONSIBILITIES**

- Operating one of the school's bus routes, collecting children from given pick-up points along the route and delivering them to school (mornings); collecting them from school and dropping them back at the given points (afternoons).
- Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:
  - Weekly cleaning of the bus, both inside and out
  - Ensuring signs inside the bus are properly attached and in good condition
  - Regular visual inspection/checking of tyres, lights, oil, water, fuel
  - Ensuring that any additional work required is communicated immediately to the Transport Coordinator
- Maintaining the College image; working attire (uniform and identification badge) should be worn at all times and kept in a clean and tidy condition
- Adhere to all school policies including Health and Safety guidelines for minibus Drivers
- To liaise directly with parents when necessary
- To report any inappropriate behaviour to the Transport Co-ordinator
- Undertake any associated duties as required by the Transport Co-ordinator

## **Person Specification**

### **Essential:**

- Hold a current, clean and valid UK driving licence which enables you to drive a passenger carrying vehicle with more than 9 seats but not more than 17 seats (D1 of Group 2 Category). Alternatively, you must hold an HGV Licence.
- Ability to maintain accurate vehicle and user records
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.
- Experience of driving a large vehicle.
- Pleasant, patient and helpful personality.
- Ability to work on own initiative and as part of a team.
- Reliable and trustworthy.
- Flexible approach to working arrangements.
- Sensitivity to user needs.
- Willing to undertake training as appropriate.

### **Desirable:**

- Geographical knowledge of East Kent area.

## **WORKING FOR ST LAWRENCE COLLEGE**

All employees are required to:

- Comply with the College's Child Protection & Safeguarding Policy at all times.
- Promote and safeguard the welfare of children and young persons they come into contact with.
- Immediately report child protection concerns to the College's Designated member of staff.
- Treat all sensitive information relating to students, fellow employees and the business of the College as confidential.
- Behave appropriately and professionally at all times with students, parents, peers and staff.
- Support the College's policies on Equal Opportunities.
- Uphold their personal responsibilities relating to Health, Safety, and the Environment.
- Follow all other College policies and procedures as appropriate and relevant to their post, as detailed in the College Non-teaching Staff Handbook.

Drivers are required to:

- Undergo a medical examination on appointment and at regular intervals during their employment.