



JOB DESCRIPTION

SCHOOL MINIBUS DRIVER – Morning Chauffeur Service

Responsible to: Head of Transport

Aims

To provide a secure and safe transportation service to Harroddian pupils and staff members as required, ensuring throughout that the school minibuses are cleaned and maintained to the approved specification.

Duties and Responsibilities

The main responsibilities for the position include, but are not limited to, the following:

Driving

- Transport pupils to the School via given pick-up points, as requested by the Head of Transport
- Take care of passengers, ensuring that they are all accounted for, seated correctly, have their bags stowed safely, and that their behaviour during journeys is managed according to the School's behaviour policy. Passengers must wear seat belts and a verbal instruction to that effect must be issued by the driver each time passengers get into the vehicle
- Ensure the health, safety and security of all passengers at all times
- Check the minibus after each journey for left items
- Drive the minibus safely, legally, and responsibly. Be familiar with and always abide by the Highway Code
- Carry a mobile phone for communication with parents when necessary, particularly regarding any changes to pick-ups and drop offs. Ensure it is charged and able to accept calls. Check for important text messages during stops. The mobile phone must never be used whilst the vehicle is in operation.

Maintenance

- Familiarity with the manufacturer's vehicle handbook and operating instructions
- Conduct routine vehicle checks before departure
- Daily visual inspection/checking of tyres, lights, oil, water, fuel
- Refuel the minibus as required or report low fuel to Head of Transport
- Report and log any faults in the vehicle defect forms
- Ensure any maintenance work required is communicated immediately to the Head of Transport
- Ensure signs inside the minibus are properly attached and in good condition
- Ensure the minibus is clean and tidy at the end of each shift

Whole School Responsibilities

- Adhere to all School policies and procedures, including those referred to in the Staff Handbook
- Support and contribute to the School's responsibility for safeguarding students
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors
- Work within the School's Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Co-operate and work effectively with colleagues, sharing advice to ensure good practice
- Always act as an ambassador for the School and do nothing to bring the School into disrepute during the performance of your duties
- Be committed to your own continued professional development, participating in training as required and keeping up to date with current procedures and practices
- Engage actively in the appraisal process
- Contribute to and support the wider life of the School, e.g., attending School functions and events
- Undertake such other reasonable duties related to the job purpose as reasonably required by the School and within the competence of the job holder.

Person Specification

- Be over 21 years old
- Have a clean, full driving licence with category D1 (with no 101 Restriction)
- Be conscientious, well-organised, reliable and punctual
- Be well-presented
- Understand customer needs and provide a high standard of customer service
- Be friendly, approachable, flexible and helpful
- Be able to communicate clearly and confidently in English
- Have a positive and resourceful approach to problem-solving
- Be calm under pressure
- Be capable of using initiative and have a "can-do" attitude
- Be able to work unsupervised
- Be physically fit and able to drive
- Be confident about driving in Central London
- Be able to easily learn routes and pick up points
- Have a willingness to undertake further driver training if required.
- Be willing to undergo a DBS police check and appropriate Safeguarding and Prevent training
- Have flexibility in working hours to meet the business needs of the School.