

Job Title: Transport Manager/Driver
Department: People
Section: Sherbourne Fields School
Location:

Job Number:
Grade:4
Hours: 30

Job Purpose: To organise the day to day transport arrangements for all school vehicles, including organising route changes & liaise between drivers/escorts, Coventry City Council Transport Department and Senior School Leaders.

To book, manage and arrange transport for all school trips whilst liaising with the curriculum staff.

Duties and Responsibilities:

A) Driving Duties:

- 1) Transporting pupils to and from various locations, in particular to and from schools and their home or other locations. In the majority of cases this will be with one or more escorts. Where no escort is present or the escort has left the vehicle for any reason, have individual responsibility for the pupil(s). Drivers will also be expected to transport equipment, materials and other stock and if necessary rearrange the seating of the vehicle.
- 2) Assist pupils in entering and leaving the vehicle which may require lifting and the use of mechanical equipment e.g. tail lift) and in the absence of an escort ensuring that the pupils are safely harnessed in the vehicle, that appropriate regulations are followed and the vehicle is secure, (e.g.; doors properly closed) before moving off.

Date:

- 3) Driving of vehicles (including minibuses, vans, and ambulances), undertaking appropriate vehicle checks and required routine maintenance (e.g. Lights, oil, and water checks) and reporting defects.
- 4) Working out the best available route to get children to and from locations, to minimise the time spent on the vehicle by the pupils.
- 5) Cleaning of the vehicles both internal and external washing and cleaning of any spillages/vomit/excrement in the vehicle and disinfection.
- 6) Maintenance of any driving and vehicle records and logs.
- 7) Carrying messages as required between locations, school and parents, including giving any feedback to the Head teacher of any observations/information received relevant to the well being of pupils.
- 8) Administering basic first aid, e.g. nosebleeds and to be able to recognise and take the necessary action to deal with epileptic fits.
- 9) Reporting any matters relating to the vehicle e.g. accidents, difficulties in bad weather and completing associated paperwork.
- 10) Ensuring all travel risk assessments are up to date.
- 11) When not required to undertake driving duties, undertake tasks related to the physical needs of pupils and portering around the schools.

B) Organise the day to day transport arrangements for all school vehicles:

- 1) Arrange the transport aspects of school trips, by managing the trips portal, booking drivers and recording overtime.
- 2) Organise the provision of replacement vehicles when own vehicles are unavailable.
- 3) Communicate information about transport arrangements, equipment and pupil needs to other drivers and escorts.
- 4) Train new escorts and drivers in the use of clamps and straps and associated procedures.
- 5) Refer health and safety issues to the School Business Manager.
- 6) Deal with the day to day problems pertaining to school transport.
- 7) Prepare staff drivers for the MiDAS assessment.
- 8) Co-ordinate arrangements for servicing and maintenance of vehicles.
- 9) Manage and arrange regular meetings with drivers/external drivers.
- 10) Ensure pupil and transport Risk Assessments are undertaken and reviewed/updated annually

C) Liaise between drivers/escorts and the management of the school.

- 1) Liaise with the School Business Manger over health and safety matters.
- 2) Liaise with the School Business Manager and Deputy Headteacher over complaints and grievances relating to school transport.
- 3) Liaise with office staff and teachers over day-to-day transport arrangements.
- 4) Liaise with the Business Manager, Site Services Officer and Drivers over severe weather arrangements.

* "Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)"

Any other duties and responsibilities within the range of the salary grade.

Responsible for: School Drivers

Accountable to: Deputy Headteacher & School Business Manager

Date: March 2025