



Coventry City Council

## Job Description

**Vacancy Reference No:**

<b>Job Title:</b>	Casual Mini Bus Driver	<b>Job Number:</b>	
<b>Directorate:</b>	Children, Learning and Young People	<b>Post Number:</b>	L3017D
<b>Service:</b>	Services for Schools	<b>Grade:</b>	Grade 2
<b>Location:</b>	Grangehurst Primary School		

**Job Purpose:**

To work as part of the Premises Support Team, to be responsible for the operation of the minibus and escort duties for school trips and sports events; including routine safety checks on the vehicle.

**Main Duties and Responsibilities:**

1. Operating one of the school's shared buses, collecting the mini bus from the pick-up point and delivering it to school.
2. Returning the mini bus to appropriate drop-off point in a good clean condition.
3. Ensuring that the minibus is kept clean and in good condition at all times including, but not restricted to:
  - Cleaning of the bus, both inside and out;
  - Ensuring signs inside the bus are properly attached and in good condition;
  - Visual inspection/checking of tyres, lights, oil, water, fuel before each journey;
  - Ensuring that any additional work required is communicated immediately to the Premises Manager and/or Business Manager.
4. To drive the mini bus with pupils and staff on board in a safe and responsible manner at all times
5. Assist students to board on/off the vehicle and to ensure that they are seated securely using seat belts and/or harnesses.
6. Ensure the vehicle handbrake is applied, ignition key removed and doors locked when not in the vehicle.
7. Complete all paperwork as required
8. Adhere to all school policies including Health and Safety guidelines/risk assessments for minibus drivers
9. To liaise directly with teachers and children when necessary
10. Whilst on a school trip to assist teachers and pupils where necessary. To be responsible for small groups of children where necessary.
11. Drive the school's mini bus as and when required including undertaking the appropriate enhanced driver training
12. Undertake an enhanced DBS check.
13. Undertake all necessary training required by the school.

14. Treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values.
15. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's child protection procedures and policy.
16. To present high standards of personal appearance in accordance with the school's ethos and values.
17. To promote a favourable image of Grangehurst Primary School to all building users in all aspect of the role.
18. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
19. Any other duties and responsibilities within the range of the salary grade.
20. The Mini Bus Driver is directly responsible to the Head Teacher and must be willing to be flexible with their working hours to meet the needs of the school.
21. All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.
22. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
23. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Head Teacher.

**Responsible to:** The School Business Manager

**Reviewed:** Sept 2025

**Updated:**



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## Person Specification

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	Job Requirements	Essential/Desirable
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Practical knowledge of Highway Code</li><li>• Basic Knowledge of Health and Safety</li><li>• A basic understanding of car mechanics</li></ul>	<ul style="list-style-type: none"><li>• Essential</li><li>• Essential</li><li>• Essential</li></ul>
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Flexible and reliable approach to work</li><li>• Ability to work as part of a team</li><li>• Ability to respect children and colleagues</li><li>• Ability to maintain excellent time keeping</li><li>• Ability to work on own initiative</li><li>• Good communication skills</li><li>• Willingness to learn</li></ul>	<ul style="list-style-type: none"><li>• Essential</li><li>• Essential</li><li>• Essential</li><li>• Essential</li><li>• Essential</li><li>• Essential</li><li>• Essential</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Dealing with people</li><li>• Dealing with Children</li><li>• Driving a passenger vehicle</li></ul>	<ul style="list-style-type: none"><li>• Essential</li><li>• Desirable</li><li>• Desirable</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>• Hold a CLEAN full driving license.</li><li>• MiDAS Driving Qualification</li></ul>	<ul style="list-style-type: none"><li>• Essential</li><li>• Desirable</li></ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A criminal disclosure will be required prior to appointment and an Enhanced DBS check will be taken.</li><li>• Any job offer is based upon successfully completing the defensive driving course via the Coventry Council.</li></ul>	

**Reviewed:**

**Updated:**