SHERBOURNE FIELDS SCHOOL, COVENTRY
JOB DESCRIPTION – CASUAL DRIVER

GRADE: 3 **DEPARTMENT:** Education Special Schools	**HOURS: CASUAL** **LOCATION:** Sherbourne Fields School

Job Purpose:

Under the general direction of the School Business Manager, to be responsible for the operation of vehicles, escort duties, and/or ancillary duties (as noted below) in relation to delivery of Special Needs Transport service.

Main Duties and Accountabilities

Knowledge

1. Undertake driving of home to school transport/school trips – term time only – as and when required.
2. Pick up students and transport them to their point of destination using the vehicle in a safe manner at all times.
3. Assist students to board on/off the vehicle and to ensure that they are seated securely using seat belts and/or harnesses.
4. Respect all students and treat them with sensitivity at all times.
5. Take all reasonable steps to prevent students from causing harm to themselves and/or others.
6. Receive items of clothing, equipment and medication and/or money and pass these on to parent/carer at students destination address.
7. Carry out vehicle checks before start of journey and report all defects to the School Business Manager for action.

8. Ensure the vehicle handbrake is applied, ignition key removed and doors locked when not in vehicle.

9. Operate 2-way radios with due care and attention to health and safety policy guidelines.

10. Complete all paperwork as requested.

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

All duties and responsibilities must be carried out with due regard to the schools Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Postholder reports to: Business Manager
Support to: N/A
Level of Supervision: N/A
Responsible for: N/A
Hours of work: Casual