

Driver (Mini-bus) and General Assistant JOB DESCRIPTION

Job Title	Driver (Mini-bus) and General Assistant
Grade	Grade 2.4
Hours	24 hours Per Week, Term Time Only
Status	12-month fixed term contract

Purpose

Responsible to the Site Manager for the transportation of pupils to and from various locations, with escorts where appropriate.

Main Duties and Responsibilities:

- Transport pupils to and from locations, in particular to and from schools within the MAT and their homes or other locations. Drivers will also be expected to transport equipment, materials and other stock and if necessary rearrange the seating of the vehicle.
- Assist pupils in entering and leaving the vehicle which may require lifting and use of mechanical equipment (eg. tail-lift) and, in the absence of an escort, ensure the pupils are safely harnessed in the vehicle, that appropriate regulations are followed and the vehicle is secure (eg. doors properly closed) before moving off.
- Drive school vehicles, undertaking appropriate vehicle checks and required routine maintenance (eg. lights, oils and water checks) and report defects.
- Work out the best available route to get children to and from locations to minimise time spent on the vehicle by pupils.
- Clean the vehicles, including internal and external washing, and clean any spillages/vomit/excrement in the vehicle and disinfect.
- Maintain any driving, vehicle and record logs.

- Carry messages, as required, between locations, school and parents, including giving feedback to the Headteacher of any observations/information received relevant to the well-being of the pupils.
- Have a knowledge of basic first aid and be able to recognise and take necessary action to deal with a medical emergency on the vehicle.
- Take whatever steps are necessary in obtaining assistance or alternative transport in the event of an accident or a vehicle breakdown.
- Report any matters relating to the vehicle, eg. accidents, difficulties in bad weather and completed associated paperwork.
- Be sensitive and considerate to service users being transported and have regard to any disabilities and needs.
- General duties to support the onsite team.
- 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 School's Health and Safety Policy.

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

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