



### Job Description - School Minibus Driver

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Designated Line Manager
<b>Grade</b>	1 £5,832 - £5,948 per annum pay award pending
<b>Hours</b>	14 hours per week 39 weeks per year; 2.5 hours per day 11am – 1:30pm plus additional 1.5 hours per week for weekly in- depth routine maintenance checks. Additional hours may be required for school trips and sporting events. Must be flexible.
<b>Location</b>	Based at President Kennedy School

#### Job Purpose

To oversee the maintenance of and operate the school minibuses in a safe and professional manner, ensuring the safety of passengers and other road users at all times.

#### Duties and responsibilities

- Daily inspection of the fleet of 3 school minibuses, prior to setting off on a journey to ensure roadworthiness, serviceability and safety.
- Monitor the cleanliness of the vehicles and the levels of petrol and fluid levels, to ensure efficiency, safety and that the minibus is able to complete each journey.
- Purchase fuel using fuel card and obtain receipts.
- Assist the designated Line Manager with daily route planning and familiarize yourself with the local area in case of roadworks, diversions and additional pick-ups/drop offs.
- Complete the driver’s log prior to and on completion of each journey.
- Report any concerns with regard to the roadworthiness of the vehicle to the designated Line Manager, or in their absence the Operations Manager.
- Drive the school minibuses in an appropriate manner with due regard to safety and speed limits and the Highway Code.
- Supervise students on the school minibuses, to ensure safety, including checks to ensure seatbelts and head rests are being used appropriately and that the students remain in their seats at all times.
- Enforce the school Behaviour Policy and report of incidents of unsatisfactory behaviour to the designated Line Manager, or in their absence the Operations Manager.



- Collect and drop off students at designated locations and times (before, during and after school hours).
- Advise the designated Line Manager, or in their absence the Operations Manager, of any medical issue that would prevent the driver being able to drive.
- Clean the vehicles, including internal and external washing, ensuring that spillages (of any kind) in the vehicle are removed and disinfected as appropriate.
- COVID-19 Pandemic Health and Safety Procedures:-
  - Before anyone boards the minibuses, check that all passengers do not have any symptoms of Coronavirus, have not tested positive for Coronavirus or have been in contact with anyone who has or is waiting for a Coronavirus test result.
  - Remove plastic sheeting from the minibus seats after each use and store for 72 hours according to COVID-19 risk assessment/public health guidelines.
  - Ensure that hand sanitizer is available for students and staff to use before entering the minibuses and also after exiting the minibuses.
  - Clean down all door handles and hard touch point surfaces with antibacterial wipes before and after the minibuses have been used, then disposing the wipes appropriately according to COVID-19 risk assessment/public health guidelines.
  - Ensure and enforce that all students and staff wear suitable face coverings whilst travelling on the minibuses and social distance where possible. This applies to the drivers as well.
- Administer first aid when required.
- Any other relevant and appropriate occasional duties that may be required by the designated Line Manager or the Leader of Communications Services.

### **Line Management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of School Minibus Driver are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

## Special conditions of employment

### **Rehabilitation of Offenders Act 1974**

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

### **Safeguarding and Promoting the Welfare of Children and Young People**

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

### **Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.



### **Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by: Amanda McDonnell, Operations Manager**

**Date: July 2021**