



Casual Minibus Driver

Casual | As Required | Term Time and School Activities

The Role

An opportunity has arisen for a reliable, safety-conscious, and professional Casual Minibus Driver to support school trips, sports fixtures, training sessions, and other authorised journeys.

The successful candidate will transport pupils, staff, and authorised passengers safely and punctually. A key part of the role will include taking teams to Sale Sharks training, alongside travel to fixtures, educational visits, events, and other school activities. Work will be offered on a casual, as-needed basis and may include early mornings, daytime journeys, evenings, and weekends.

The role requires a calm and responsible approach, excellent timekeeping, courteous communication, and a strong commitment to safeguarding. Drivers must carry out required vehicle checks, follow approved routes and school procedures, and ensure that the minibus is used safely and left clean and secure after every journey.

Key Responsibilities

Safe Passenger Transport

- Drive the school minibus safely, legally, and responsibly on authorised journeys.
- Transport pupils, staff, teams, and authorised passengers to trips, sports fixtures, Sale Sharks training, events, and other approved destinations.
- Plan journeys in advance, allowing sufficient time for traffic, parking, passenger collection, and arrival requirements.
- Follow agreed routes, schedules, collection points, and instructions provided by the school.
- Ensure passengers enter and leave the vehicle safely and use seat belts throughout the journey.
- Maintain appropriate standards of conduct and professionalism while pupils are travelling.
- Never exceed the vehicle capacity or carry unauthorised passengers or items.

Vehicle Checks and Care

- Complete and record the required pre-use and post-use vehicle checks, including tyres, lights, mirrors, fuel or charge level, seat belts, doors, fluid levels, and visible damage.
- Report defects, damage, warning lights, incidents, or concerns immediately and do not drive a vehicle that is unsafe or has been taken out of service.
- Keep the vehicle clean, presentable, and free from litter, and ensure that aisles and emergency exits remain clear.
- Ensure keys, fuel cards, permits, documents, and any equipment are stored securely and returned in accordance with school procedures.
- Support routine refuelling or charging and other reasonable arrangements needed to keep the vehicle ready for use.

Journey Administration and Communication

- Maintain accurate journey, mileage, vehicle-check, and incident records as required.
- Confirm journey details with the relevant member of staff and communicate promptly if delays, cancellations, road closures, or other issues arise.
- Check that the appropriate passenger list, emergency contact information, and journey instructions are available before departure.
- Protect confidential information and return all passenger information and paperwork securely after the journey.
- Follow school procedures in the event of a breakdown, accident, medical issue, missing passenger, or other emergency.

Safeguarding and Professional Conduct

- Promote and safeguard the welfare of pupils in accordance with school policies and procedures.
- Maintain appropriate professional boundaries and treat all passengers with dignity, patience, and respect.
- Report safeguarding concerns promptly through the appropriate school procedures.
- Follow all relevant school policies, including health and safety, behaviour, confidentiality, data protection, equality, and lone-working arrangements.
- Refrain from using a handheld mobile phone or other distracting device while driving and comply with all road traffic requirements.
- Undertake required training, licence checks, driving assessments, and refresher training.

General Duties

- Work cooperatively with teaching, sports, pastoral, facilities, and administrative colleagues.

- Provide courteous assistance to passengers, including reasonable help with luggage and equipment where safe to do so.
- Respond calmly and professionally to changing arrangements, delays, and unforeseen circumstances.
- Undertake other duties consistent with the nature and level of the role, as directed by the designated line manager.

Reports to

Facilities Manager

Person Specification

Essential

- A full, valid driving licence with the appropriate entitlement to drive the school minibus and carry passengers for the journeys assigned.
- A safe driving record and willingness to complete all required licence, medical, identity, and driving-competence checks.
- Experience of driving a minibus, larger passenger vehicle, or comparable vehicle safely and confidently.
- A responsible, patient, and safety-conscious approach, with sound judgement and the ability to remain calm under pressure.
- Excellent reliability, punctuality, and organisational skills.
- Clear and courteous communication skills and the ability to work professionally with pupils, colleagues, parents, and external contacts.
- Ability to carry out routine vehicle checks accurately and report defects promptly.
- Flexibility to work on a casual basis, including some early mornings, evenings, and weekends.
- Commitment to safeguarding, inclusion, and the values and ethos of the school.

Desirable

- A current recognised minibus driver assessment or training qualification.
- Previous experience of transporting children or young people in a school, sports, community, or similar setting.
- Experience of driving to sports venues, training grounds, and unfamiliar destinations.
- Current first-aid training.
- Knowledge of the local area and routes commonly used for school and sports travel.

Personal Attributes

- Dependable, trustworthy, and professional.
- Calm, alert, and considerate towards passengers and other road users.
- Flexible and willing to respond positively to changing journey requirements.
- Able to work independently while following instructions and school procedures.
- Committed to maintaining high standards of safety, service, and care.

Further Information

Hours of Work: Casual, as required. There are no guaranteed hours. Work may include early mornings, daytime journeys, evenings, weekends, school holidays, and occasional waiting time between outward and return journeys.

Typical duties will include supporting school trips and sports fixtures and taking teams to Sale Sharks training. Journey frequency and duration will vary according to the school calendar and operational need.

Hourly Rate: £15

All employees at Kirkham Grammar School are expected to:

- Embody and promote the school's values and ethos.
- Make effective use of technology in carrying out their responsibilities.
- Commit to ongoing professional learning and reflection.
- Prioritise pupil wellbeing, inclusion, and safeguarding in all aspects of school life.
- Make a positive contribution to the wider life and community of the school.

Closing date for applications: Ongoing

Proposed interview date: October

Applications

By application form to:

Mrs A Roberts
HR Manager
Kirkham Grammar School
Ribby Road, Kirkham, PR4 2BH

Email: a.roberts@kirkhamgrammar.co.uk

The post is subject to completion of the school's application form, two satisfactory references, an enhanced DBS check, appropriate barred-list checks where required, verification of identity and right to work, verification of driving licence and entitlements, and any other relevant pre-employment checks.

Kirkham Grammar is committed to safeguarding and promoting the welfare of children and young people.

Kirkham Grammar School reserves the right to close this vacancy early should we receive a sufficient number of suitable applications. Early applications are therefore encouraged.