

Name:

Signature:

Date:

Post Title	Grade
Minibus Driver	Grade 2

Reporting Relationships

Responsible to: Headteacher

Responsible for: N/A

Statement of Purpose

Under the instruction and direction of senior staff to safely drive the school's minibus. The maintenance and cleaning of the minibus to keep it in good condition, complying with the regulations of TSSMAT for minibuses.

Support to Pupils and Staff

- To drive pupils to and collect from other establishments as required – mornings and afternoons.
- Taking registers of pupils who travel.
- To deliver or collect the mini bus from relevant premises when servicing and/or repairs are necessary.

Support to Vehicle

- To ensure the mini bus is not left empty of fuel.
- To keep the mini bus clean and tidy.

Support to School (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.

- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

**Person Specification
Minibus Driver
Level 1**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Good interpersonal skills. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • A full clean driving licence • Will need to pass a driving test as per Staffordshire County Council regulations • Undertake a medical as per Staffordshire County Council regulations. • Complete a clearance form for the Disclosure and Barring Service 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. 	AF/I

