**JOB ROLE – Minibus Driver**

**The Bridgwater College Trust Culture reflects that of our sponsor.**

The success of the Bridgwater College Trust will be underpinned by two fundamental tenets:

**Students come first:** First and foremost, the role of the Academy is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Trust. It also drives the Trust’s recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Trust shares this philosophy.

**All staff employed at the Trust are team players:** Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Trust. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Trust in its wider community.

# PERSONAL PROFILE

The success of the Bridgwater College Trust rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of student centredness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy. This post is not about building empires. It is about espousing and promoting corporateness. Like any other post in the Trust, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

Crucially post holder must have a commitment to comprehensive all-through education and training. S/he will believe passionately in the entitlement of individuals of all ages to learning.

**Core Purpose**

* Driving a school minibus to pick up and drop off students on the school run
* Responsibility for the safe operation of a school minibus at all times when in use for driving staff and pupils.
* Undertaking daily and weekly safety checks of the minibus before driving.

**Main Responsibilities and Duties**

* The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. This job description is not a definitive list of tasks of the role.
* Collecting pupils from given pick-up points along a determined route and delivering them to school (mornings) and collecting them from school and dropping them back at the given points (afternoons); Monday – Saturday.
* Be responsible for the safety and supervision of pupils, including their good behaviour, on all journeys and to report any issues to the school
* Prepare and submit any required reports (including numbers of passengers on trips, hours worked, mileage and fuel consumption
* Drivers to have a full knowledge of and adherence to the Academy’s Minibus Policy, procedures and guidance
* Be responsible for the care and maintenance of the minibuses in consultation with the Estates department;
* Undertake all required checks and complete all necessary paperwork before and after each journey
* Ensure the minibus is tidy before and after use, removing any rubbish left behind
* Report any malfunctions on a minibus immediately to the Estates team to ensure that repairs can take place and the vehicle is safe for staff and pupils to use when being driven by you;
* Follow safety rules as students are boarding and exiting buses, and as they cross roads to do so;
* Drive in a safe and considerate manner by complying with all laws and Academy’s policies
* Declare to the school any driving sanctions or convictions that may affect the driving or insurance or operation of the school minibuses gained after the checks are made for initial employment. Annual check of driving licenses.

**Other Duties**

* To attend mandatory training courses, e.g., Child Protection, Prevent
* Responsible for the health, safety and welfare of themselves and others
* Responsible for the safeguarding and promotion of the welfare of children
* To be a team player, and contribute towards the Academy vision, within own capabilities
* The post-holder may, from time to time, be required to carry out other duties commensurate with the role.

**Person Specification**

* Licensed to drive a minibus by holding a clean driving license
* A full D1 (or D) PCV entitlement to drive minibuses for hire and reward
* A good knowledge of laws, regulations and safety procedures
* Knowledge of the local area
* Good interpersonal skills, with the ability to develop positive relationships with young people
* Fully appreciate the need to follow all Health and Safety procedures including vehicle checks before and after use
* A commitment to the highest standards of customer care
* Good organisational skills
* Excellent concentration
* Must be physically fit and able to push/ load passengers in wheelchairs and lift baggage, etc.
* Willingness and ability to be flexible
* Ability to relate to staff, students, parents/carers and governors.
* To be highly organised with good time keeping
* Honest, reliable and patient
* Commitment and flexible with the demands of the role
* Basic knowledge of maintaining a minibus

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| **Agreed that the Job Description is a fair and accurate statement of the requirements of the job:** | | |
| Job Holder: ..………………………………………………….. | Date: ……………………….. |
| Line Manager: ………………………………………………... | Date: ……………………….. |
| Designated Senior Manager: ..……………………………… | Date: ……………………….. |