

Job Description

Directorate: Children's Services

Post Title Mini Bus Driver AA688

Evaluation 282 Points

Grade: N2

Responsible to Head Teacher

Responsible for N/A

Job Purpose Provide a mini bus driving, collection and dropping off service for user. Assisting with the overseeing of pupils using the mini bus in conjunction with the bus escort.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To provide a mini bus driving service for school users, making collections and drop offs following prescribed routes, as required by the school.
- 2 To ensure all passengers are wearing seatbelts before the vehicle is moving. Where appropriate, assist the bus escort in ensuring the good behaviour of pupils.
- 3 To help pupils on and off the mini bus, as required. To take and collect children to and from the mini bus to the dining hall with the bus escort, as required.
- 4 To carry out routine checks of the mini bus on a daily basis for health and safety purposes and report any action required immediately to management.
- 5 In the case of any accidents report them immediately to management.
- 6 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.
- 7 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 8 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

January 2007