

JOB DESCRIPTION



BREDON
SCHOOL

Job Title: Driver

The Role:

Summary of main purpose of the job:

The role of the driver is to pick up students at stops along established routes and drop them off at school and then return in the evening in a proper and timely manner and to transport students and staff to special events, such as field trips or sporting events.

Reports to:

Assistant Bursar - Estates

Main Duties and responsibilities:

- Fully comply with all Bredon School policies and procedures as well as external legislation, road traffic regulations and the Highway Code.
- Fully comply with all vehicle security regulations, school and DVLA rules and regulations relating to licences, including updating the school as appropriate and allowing licence checks to be conducted every twelve months.
- Be responsible for the health and safety, comfort and welfare of pupils and staff.
- Communicate with parents or guardians where appropriate via the supplied minibuss mobile phone. If the bus is anticipated to be late, on either inward and/or return journey, both the School and parents must be immediately informed.
- Ensure that pupils are met by adults when dropping off at scheduled parent collection points, unless permission has been given for them to be left unattended. Drivers must disembark the vehicle to ensure safe delivery and are responsible to ensure pupils cross roads safely. A duty of care towards our pupils is paramount.
- Ensure pupils adhere to all School regulations throughout the journey, including remaining seated and wearing seat belts.
- Carry out daily vehicle checks and basic maintenance (checking oil levels etc.)
- Report any vehicle defects, faults, incidents and accidents to the Assistant Bursar - Estates.
- Ensure the vehicle is in a clean and roadworthy condition before and after use.
- Re-fuel the vehicles as required.
- Wash, clean and maintain the minibuss on a weekly basis
- To be aware and comply with the protocols and procedures in the event of an emergency / breakdown.
- Report all accidents and near misses to the Assistant Bursar - Estates.
- Cover for absent colleagues. Route times vary from between one and two hours per run plus time allocated for vehicle checks.
- Maintain the schools image; working attire should be worn at all times and kept in a clean and tidy condition.
- Work within health and safety guidelines and other guidelines that may be issued from time-to-time. The school has a comprehensive policy statement on Health & Safety. As a minibuss driver you will take all reasonable care for the Health and Safety of yourself, your colleagues and all other people who could be affected by your acts

or omissions at work. You will be expected to co-operate with the school's Health & Safety officer to enable them to fulfil their obligations.

- Attend any relevant training courses as identified and agreed.
- Undertake any other work as reasonably requested by the Assistant Bursar - Estates, Senior Bursar or Head.
- All Bredon staff have a part to play in supporting the school's ethos, understanding pupil safeguarding requirements and promoting the best possible image to parents and prospective parents.

Generic Accountabilities

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the role.

Safeguarding Children

In accordance with the school's commitment to adhere to the Department for Education's Keeping Children Safe in Education and all other relevant guidance and legislation in respect of safeguarding children, you will be required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school.

Confidentiality

During the course of employment the holder of the role will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation and properly applied to pupil, staff and school business/information.

Benefits

Free onsite parking

Lunch provided in term time and during periods of lets during holidays

Beautiful working environment

PERSON SPECIFICATIONS

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● Full UK driving licence ● Clean valid D1 Unrestricted / valid driver CPC card ● Experience of driving a minibus ● Age 21 / 25 plus to 70 (to comply with insurance and Operator Licence requirements) ● Willingness to undertake a DBS check to work with children 	<ul style="list-style-type: none"> ● Willingness to undertake PCV training to obtain driver CPC card
Experience and Knowledge	<ul style="list-style-type: none"> ● Good knowledge of local geography. ● Be attentive to local traffic and weather conditions. ● Be willing to undertake training in relation to the PCV licence as legally required. 	<ul style="list-style-type: none"> ● Previous experience of working in a school or with school transport services. ● Experience of working with children.
Skills and Aptitudes	<ul style="list-style-type: none"> ● An ability to communicate with a range of different people and be assertive when required. ● Excellent driving skills. ● Competent to undertake vehicle checks and carry out basic maintenance. ● Good organisational ability. ● Record keeping skills in relation to the amount of fuel used, number of students transported and miles driven for example. 	
Personal Attributes	<ul style="list-style-type: none"> ● Pleasant, patient and helpful personality. ● Ability to work on own initiative and as part of a team. ● Reliable and trustworthy ● Flexible approach to working arrangements ● Enjoy working in a school environment. 	