**Role Profile: Mini Bus Driver**

**Purpose**

* To transport students to and from school site, reporting to, Transport Co-ordinator/Business Manager

**Key Accountabilities**

* To observe at all times the current legislation and vehicle licensing law, including E.U Drivers Hours, W.T.D and daily default reports.
* Ensure the safety of passengers at all times in compliance with Health and Safety Legislation.
* Ensure customers and students are treated with politeness and courtesy and be a good ambassador for the school at all times.
* Control numbers of passengers as directed by legislation / maximum occupancy numbers.
* Inform the Transport Co-ordinator or Business Manager immediately of any hazards, defects, non-compliance of Health and safety regulations or PCV Compliance regulations including any threat to the wellbeing of any students and staff.
* To undertake any training as maybe required.
* To maintain the minibus by keeping it tidy and cleaned on a weekly/schedule basis.
* To be able to provide additional support as and when required for business continuity.
* Ability to adapt to change in situations.

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

**ESSENTIAL CRITERIA**

* At least 21 years old
* Held a full British driving licence for a minimum of 24 months
* Hold a minimum D1 PCV manual classification with not more than 3 points
* Hold a current Driver CPC qualification and card
* Hold or be able to obtain a digital tachograph card
* Undergo an Enhanced DBS Check
* Flexible to work when required with reasonable notice
* Good communicator with both adults and students

**DESIRABLE CRITERIA**

* Experience in passenger carrying vehicles
* Ability to adapt to change in situations

**Key Stakeholders:**

**Internal – Headmaster, SLT, Department Colleagues**

**External – Pupils, Parents**