



THE ELMS
EST 1614

Jon Title: Minibus
Responsible to: Bursar
Location: The Elms, Colwall

General Purpose:

The Elms operates a daily minibus service to and from the School from various local locations along the route. The Minibus Driver will be required to drive the school minibus on a pre-set route dropping off pupils.

Key Tasks and Responsibilities:

- Conduct the driver safety checks on the vehicle before each driving sessions, ensuring that any faults are entered in the vehicle run sheet and reported to the Transport Manager. Faults involving safety must be reported immediately.
- Take care of passengers ensuring they are all accounted for, seated correctly, wearing seatbelts and that they behave appropriately during journeys.
- The successful completion of MIDAS training. Also, completion of vehicle check list routine.
- The correct completion of the vehicle logbook and run sheet for each journey.
- Familiarization with the manufacturer's vehicle handbook and operating instructions.
- Carry a mobile phone when on journeys and ensure it is available to accept calls (when not driving). Check for important messages during stops. The Mobile phone must never be used when the vehicle is in operation.
- Take due care of the vehicle and drive safely and responsibly at all times.
- Should you be involved in an accident report it straight away and fill out accident report form.
- Ensure you read and familiarise yourself with the school Minibus and Vehicle Handbook and Policy.
- Clean the minibus inside and out weekly.
- Ensure the minibus is fuelled and ready for use (at least half a tank).
- Take the minibus for 10-week checks, servicing, repairs and MOTs as required.
- Act at all times as an ambassador for the school and do not do anything to bring the school into disrepute during the performance of your duties.
- Monitor your own personal health, fitness and ability to perform the job, ensuring that you notify the school if you feel unable to carry out your duties or develop a medical condition that may affect your duties.

Competencies:

Strong communication both written and verbal
Strong Organisation Skills
Good attention to detail
Must hold a B1 (preferable D1) on your driving licence.

Knowledge and Experience:

Previous minibus / driving experience desirable.
Previous experience of working in a team and liaising with all levels of staff.

Working Conditions:

Monday – Friday term time only (33 Weeks per year, September to July)
Approximately 18 hours per week

Working hours:

This is an annualised hour contract working term time only (33 weeks per year), with a minimum guaranteed number of hours per academic year of 156.75.

The current shift pattern is as below but is subject to change depending on demand.

Morning shift: 6.30 – 8.30am (Monday, Wednesday)

Afternoon shift: 6pm – 7.45pm (Monday, Thursday)

Holidays:

Holiday pay is incorporated into the enhanced hourly rate of pay.

Remuneration:

Dependant on experience, paid in 12 equal monthly instalments.

Medical:

All employees of The Elms are required to complete a medical questionnaire and declaration on commencing employment with the school. The school reserves the right to carry out further investigations into your medical condition depending on the answers provided.

DBS Screening:

Employees of The Elms will need to undergo an enhanced DBS. The outcome of this screening may have an effect on the employment of that person.

Safeguarding:

The postholder will be required to undertake Safeguarding children training.

References:

Employment is subject to the receipt of two satisfactory references, one of which must be the present or most recent employer. Ideally, references should be obtained before interview in accordance with safer recruiting procedures.

Job Specification

Competencies	Essential	Desirable
An enthusiastic motivated outlook to work with the ability to deal with children and young people in a confident and friendly manner.	X	
Reliable and trustworthy.	X	
Co-operative, friendly and flexible attitude to all school staff, visitors and pupils with a 'can do' attitude and positive outlook	X	
A willingness to undertake an additional training needed to perform the role	X	
Knowledge and Experience		
Experience preferred (though not essential) in driving minibuses and passenger vehicles		X
Education		
Clean Driving Licence	X	
Clean Driving Licence with D1		X
Midas certificate (will be provided through The Elms if not held)	X	

The postholders should be aware that the above job description and specification is not exhaustive. The post holder should be willing to partake in all activities that positively contribute to the life of the school. Any changes to the above job description will be done in a timely manner and in combination with the post holder.