



# GATEWAYS

## SCHOOL



# Minibus Driver

Growth

Wellbeing

Success

## Introduction

We are looking to recruit a School Minibus Driver to join our Operations Department as soon as possible. We offer a 'door to door' service for our pupils (*where possible*), ensuring a simple and safe journey to and from school.

The key function is to drive the Gateways School minibus in a responsible and competent manner and supervise pupils on their journeys to and from School. The Minibus Driver will also have responsibility for maintaining the minibus and will assist with fixtures and trips when required.

## Person Specification

- Hold a clean, current and valid driving licence (*held for at least two years*).
- Have experience of driving a large vehicle is desired.
- Be reliable, trustworthy and patient.
- Have excellent communication and organisation skills.
- Have the ability to work on your own initiative or as part of a team.
- Have a flexible approach to working arrangements.
- Enjoy working in a School environment.
- Be over the age of 25 for insurance purposes.
- Have geographical knowledge of the local area.



## Job Description

- Drive a Gateways school minibus.
- Collect and drop off pupils at their designated location on the bus route.
- Collect and drop off pupils at fixtures and trips.
- Maintain accurate records of pupils and staff using the service each day.
- Carry out daily/weekly checks and basic maintenance.
- Be responsible for the Health and Safety and comfort of those using the service.
- Report any vehicle defects, faults, incidents and accidents to the Operations Manager.
- Ensure your vehicle is in a clean and roadworthy condition before and after use.
- Refuel the vehicle as required.
- Take the vehicle for repairs, MOTs, services etc as required.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of pupils and staff using the service each day.
- Plan alternative routes to and from school when necessary, keeping the parents and school informed of any changes.
- Cover for absent colleagues.
- Be responsible for safeguarding and promoting the welfare of children.
- Be aware of and comply with all school policies, practices and procedures.
- Attend training days, meetings, staff briefings, development days etc as required.
- Be a role model for students through personal presentation and professional conduct.
- Establish effective working relationships with professional colleagues.
- Maintain confidentiality inside and outside the school.
- Carry out any reasonable tasks as directed by the Head.

