SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION for Coach Driver / Minibus Driver

at

Shrewsbury House School

Shrewsbury House School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title: **Coach Driver / Minibus Driver (Facilities support)**

Reporting to: Operations & Transport Manager

Essential qualifications

- The post holder is required to have a full unrestricted coach license (Category D);
- The post holder is required to have a current certificate of Professional Competence (PCV CPC), Driver Qualification card with up-to-date Periodic Training;
- The post holder is required to hold a current Digital Tachograph Driver Smart Card;
- The post holder will have had to have at least 2 years professional PCV driving experience;
- The post holder will be responsible for driving the school coach in the mornings and afternoons and carrying out any other driving requirements for the Trust in accordance with EU Regulation 561/2006;
- The Post Holder will be expected to have a clean driving licence but exceptionally with no more than 3 penalty points.

Key Tasks and Responsibilities:

- Drivers will be allocated one morning run and are expected to be ready to leave site between 6.30am and 7am;
- Afternoon bus runs leaving from 4.15pm and you are expected to be ready to supervise your passengers and register them from 3.55pm;
- Drivers must inform the Transport and Operations Manager by 8pm the evening before if unable to drive the following morning;
- Drivers are expected to collect the mobile phone and keys from the sports hall foyer and sign them out;
- Each driver is required to complete a visual vehicle inspection prior to each journey and record the details on the minibus transport app, provided by VECTARE;
- Additional runs throughout the school day for events and activities may be offered to drivers;
- To comply with the Minibus Policy at all times and to be aware of and action, any updates;
- Undertake work in a safe and effective manner, complying with all relevant safety legislation, and manufacturers' manuals and procedures; to comply with Trust Health & Safety Procedures on any work undertaken;

- Use a flexible approach to perform a wide range of the duties (including working outside your designated area);
- Report all maintenance issues to the Operations and Transport Manager for further action if appropriate;
- Ensure all hours worked for the trust are in line with EU Regulations 561/2006;
- The post is based within the facilities team, however from time to time and depending upon work priorities the post holder may be asked to work within another department. Full training will be given and the post holder will not be asked to work outside his / her competencies;
- To support the school in any other facilities support work requested by line manager or SLT.

Whole School

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' evenings and major school events when required;
- To develop and maintain professional, productive relationships with all staff members;
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust's health and safety policy and to work within its guidelines;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- To undertake any training assigned to you for the better performance of your duties;
- Any other reasonable project or duty assigned by your Line Manager or the Executive Head.

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Executive Head to undertake work of a similar level that is not specified in this job description.

Signed: _____
Employee

Date: _____

PERSON SPECIFICATION

Qualifications	• See essential qualifications within the Job Description
Knowledge and Skills	• Basic knowledge of Health and Safety issues in connection with the automotive industry • Able to use mobile electronic equipment (handhelds) • Close attention to detail and accuracy
Experience	• Experience of working in a team • Understanding of an Independent School environment is helpful • Self-motivated and able to work with minimum supervision
Judgement/Decision Making	• Ability to prioritise workload and work in a systematic and organised manner • Able to work under pressure and multi-task • Ability to work in a confidential and professional manner
Customer Care/Interpersonal Skills	• Demonstrate empathy, patience and understanding of customers' needs and requirements • Ability to provide services to customers with respect to their differing needs and values
Service Developments	• Able to work alone and make judgement on the tasks required to maintain an effective service