



MINIBUS DRIVER JOB DESCRIPTION

Job Title: ADHOC MINIBUS DRIVER

Responsible to: Transport Manager

Main Purpose: Driving pupils and staff on School business

Roles and Responsibilities:

- To undertake minibus journeys as agreed and directed by the member of staff responsible for the services, ensuring punctuality, safety & comfort for passengers.
- To always ensure that School vehicles are driven courteously and in accordance with all Highway Law, School Policy and Guidance documents and prevailing road conditions
- To ensure that the 'pre-drive' vehicle check is carried out before every trip is undertaken
- To ensure that all passengers wear fitted seat belts
- To ensure that the vehicle are kept clean & tidy both internal and externally.
- To report immediately to the member of staff responsible for the services any maintenance or repair matters relating to any School vehicle
- To report immediately any accidents or incidents for the purpose of making or reporting an insurance claim. Such reports to include full details of third-party involvement as well as the incident itself
- Attend short INSET once a term
- Attend regular team meetings and training sessions as required
- Undergo additional training relevant to the responsibilities above or related functions

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered Charity No 1080672