



## Job Description & Person Specification – Minibus Driver

### Job Description

<b>Purpose of Job</b>	To drive St Mary's School minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.
<b>Location</b>	Vehicle based at St Mary's School, Gerrards Cross
<b>Length of Contract</b>	Part time permanent
<b>Salary</b>	£10,344 per annum
<b>Responsible to</b>	Bursar and then to the Headmistress
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Driving school vehicle</li> <li>• Responsible for the safety, comfort and welfare of the children.</li> <li>• Carry out driver's daily and weekly vehicle checks</li> <li>• Report any vehicle defects, faults, incidents and accidents</li> <li>• Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.</li> <li>• Refuel vehicles as required.</li> <li>• Maintain accurate records of vehicle usage.</li> <li>• Maintain accurate records of the children using the service each day.</li> <li>• Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition.</li> <li>• Work within health and safety guidelines and other guidelines that may be issued from time-to-time</li> <li>• Work within the constraints and guidelines as set out in the school handbook.</li> <li>• To undertake any other associated duties as required by the Headmistress</li> <li>• Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.</li> </ul>
<b>Training</b>	Attend relevant training courses as identified and agreed, this will include Minibus Driver Awareness Scheme (MiDAS) training <input type="checkbox"/> First Aid at work

**Job Description & Job Specification for Minibus Driver at St Mary's School  
Person Specification**

<b>Values and Attitudes</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Clean driving licence</li> <li>• Pleasant approachable personality.</li> <li>• Ability to keep control of children</li> <li>• An ability to communicate with a range of people</li> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Reliable and trustworthy.</li> <li>• Honest, sense of responsibility and confidentiality.</li> <li>• Flexible approach to working arrangements.</li> <li>• Sensitivity to user needs</li> <li>• Willing to undertake training as appropriate.</li> <li>• Willing to undertake additional training to enhance the services delivered by school.</li> </ul>
<b>Experience, Skills and Knowledge</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Hold a current, clean and valid driving licence D1 unrestricted or a PSV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered.</li> <li>• Capability to maintain accurate vehicle and user records.</li> <li>• Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• MiDAS trained</li> <li>• PCV licence holder.</li> </ul>

**St Mary's School is committed to safeguarding and promoting the welfare of children. Consequently a Disclosure and Barring Service Certificate will be required for this post.**