



Job Description and Person Specification

The School 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:	Relief Cover Minibus Driver
Summary of the role:	Responsibilities include covering a team of regular minibus drivers to transport pupils to and from school on a casual / ad hoc basis. Duties entail driving the school minibus responsibly and safely following the approved school route, ensuring the safety of all pupils whilst in your care. Making sure all pupils are picked up and dropped off at their designated pick up / drop off points and all pupils arrive at school safely and on time. You will also be required to provide minibus driving cover for school trips, fixtures and camps.
Line management responsibility for:	None
Safeguarding requirements:	Engage in regulated activity relevant to children Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main duties and responsibilities:	• To ensure the efficient running of the Sidcot School bus services on a defined route. • To drive responsibly and safely adhering to the school route and observing all highway-code regulations, speed restrictions etc. If required due to road closures/accidents finding alternative safe routes. • Ensuring the safety of all pupils whilst on the minibus. • Checking pupil attendance at every pick up point. • To make sure all pupils arrive at school safely and on time. • Carry out safety checks around the vehicle before departing. Any problems with the vehicle to be raised with the Minibus Officer.



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	• Before commencing any journey refer to the minibus check list and ensure all actions are taken. • Retain and review the 'Bus Service Folder' which contains: a pick up schedule with pupil contact details, a map of the bus service route and risk assessments for each of the pick up points. • To receive phone calls and messages from Parents/Carers regarding pupil attendance of the school bus service (mobile phones should not be used whilst driving). • To carry out the appropriate action as per the risk assessments if one of the following instances occurs: minibus breakdown, minibus accident, minibus cancellation, passenger misbehaviour. • Arranging sickness/absence cover through the sickness/absence cover plan. • To support teaching staff in providing minibus driving cover on school trips, fixtures, weekend activities and camps.
Line management duties and responsibilities	• N/A

You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> • Full driving licence (preferably clean) • D1 category on driving licence	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> • Attended a minibuss awareness course / qualification • Attended a first aid course / qualification	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications •
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i> • Responsible and cautious driver	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i> • Proven minibuss driving experience	Contents of the application form Interview Professional references



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Skills, abilities and competencies	<i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i> • Be prepared to work flexible hours including early mornings • Be practical and reasonably fit • Ability to stay calm in emergency, for example if there is accident, breakdown or problem with pupil • A reliable, confident and careful driver • Good communication skills • Team player	<i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i>	• Contents of the application form • Interview • Professional references
Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> • Up to date with highway code regulations	<i>The knowledge that would enable the Applicant to perform effectively in the role</i>	• Contents of the application form • Interview • Professional references



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Attitude and Behaviours	<i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles • emotional resilience in working with challenging behaviours (if applicable to role) • positive attitude to use of authority and maintaining discipline (if applicable to role)	<i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i>	• Contents of the application form • Interview • Professional references
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