



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Minibus Driver
POST NUMBER	:	SNPS-MBM
DEPARTMENT/DIRECTORATE	:	Learning and Development
DIVISION/SECTION	:	St Nicholas Church in Wales Primary School
LOCATION	:	St Nicholas Church in Wales Primary School
POST GRADE	:	Grade 2
RESPONSIBLE TO	:	Headteacher
RESPONSIBLE FOR	:	Safe transportation of pupils whilst driving to and from school
LIAISON	:	Escort, School, Parents
MAJOR PURPOSE OF POST	:	To ensure the safety of pupils whilst transported to and from school

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- To check the vehicle on a daily basis and report any defects to the Headteacher immediately
- To ensure that the regular official checks – service, MOT etc – are in place and provide reminders to Headteacher within 2 months of renewals
- To ensure that mileage is logged at the start and end of each daily journeys
- To undertake driving duties including transporting pupils to and from the school, ensuring passenger care, safety and comfort.
- Work closely with the Escort to encourage good behaviour of the children on the vehicle and whilst getting on or off.

- Provide assistance where necessary to children in distress.
- Ensure that all children are properly seated and fastened appropriately into their seat belt, special seat and / or harness
- Ensure the safe transit and storage of passengers' belongings and special equipment if required
- Utilise the skills of the escort with reversing safely
- Ensure the vehicle completes its routes, and all children are picked up according to the timetable.
- Make sure you are familiar with the particular needs of the children being transported.
- Make sure you have
 - Council's Financial Regulations, Standing Orders, Policies and Procedures
 - To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
 - To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
 - To implement the principles of the Council's Environment Policy while carrying out the above duties.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Headteacher from time to time.

SIGNED:
(Headteacher)

DATED:

SIGNED:
(Postholder)

DATED: