

Job Description

Post: - Casual School Minibus Driver

Purpose of Post:

To drive the minibus vehicles for the school to enable them to participate fully in a wide variety of activities.

Duties and Responsibilities:

- 1 To be responsible for carrying out driving /escort duties.
- 2 To work co-operatively with all disciplines of staff.
- 3 To be responsible for carrying out vehicle checks before driving and report any problems to the school office.
- 4 To be responsible for ensuring that the required number of seats are in place and secure, and that the necessary wheelchair restraints are available for the planned journey.
- 5 To be responsible for the welfare, safety and comfort of passengers at all times, and to offer assistance where appropriate.
- 6 To be responsible for returning vehicle keys at the school office or to leave them as advised if outside office hours.
- 7 To be responsible for the correct use of safety and security equipment in accordance with the instructions given, and the wearing of safety clothing.
- 8 To undertake appropriate training when necessary, in consultation with the other staff, e.g. Safeguarding, MIDAS, Manual Handling
- 9 To be responsible for the cleanliness of the interior of the vehicle you are driving.
- 10 Not to drive any vehicle or use any equipment unless fully trained and confident.
- 11 To supply a copy of your driving licence every 6 months on request, and to immediately advise Rutherford School of any changes or endorsements to your licence.
- 12 To be responsible for ensuring that all passengers and yourself wear a seat belt at all times.
- 13 To undergo a Disclosure and Barring Service check.
- 14 To undertake any other duty that may from time to time be reasonably required.