



# Highclare School

## Minibus Driver (Term Time only)

### Job Description

#### **Job Purpose**

To drive the school minibus as part of a daily service by collecting Highclare's pupils from designated pick up points in the morning and then returning them to the same point at the end of the school day.

#### **Duties and Responsibilities**

1. To transport pupils to and from all school sites on trips, visits and sporting fixtures, which may vary depending on demand
2. To carry out vehicle safety inspections, as instructed, before and after each journey.
3. To maintain the cleanliness of the bus (internal).
4. To report any defects to the Transport Supervisor and / or Facilities Manager immediately.
5. To carry out registration of children boarding the bus, liaising with the school office as necessary.
6. To maintain the children's safety at all times whilst in the vehicle
7. To report any pupil behaviour issues to the Transport Supervisor and / or Facilities Manager.
8. To strive towards continuously improving the service offered by sharing suggestions with the Transport Supervisor.
9. To wash and clean the minibus on a weekly basis.
10. To adhere to the dress code at all times.
11. To adhere to the ethos of the school:
  - a. To promote the agreed vision and aims of the school
  - b. To set an example of personal integrity and professionalism
  - c. Attendance at appropriate staff meetings, INSET and staff training days.
12. To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

This list is intended to be as comprehensive as possible, but is not exhaustive.

*Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.*