

Godstowe

Job Description

Minibus Driver (Morning and Afternoon Shifts)

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.

Introduction

Godstowe Preparatory School (the 'School') is a thriving independent day and boarding preparatory school for girls (with boys in the Pre-Preparatory department). The School operates a number of minibuses, principally used for picking-up and dropping-off services for pupils on certain established routes, but also for transporting pupils to sports fixtures and other School activities.

Post

The Minibus Driver operates one of the pick-up and drop-off routes and needs to be available for additional ad-hoc minibus driving requirements.

Management

The Minibus Driver reports to the Facilities Manager and will work closely with other members of the Estates Team.

Duties and Responsibilities:

- Driving one of the school's minibus fleet on one of the School's pick-up and drop-off runs each weekday, currently with one run in the morning and two runs in the afternoon/early evening
- To carry out daily vehicle checks and basic maintenance (checking oil levels, tyres, lights etc)
- To ensure prompt departure from school or external collection points in accordance with the minibus schedule to ensure all pupils arrive and depart on time for all trips. Communicate with parents or guardians where appropriate.
- To be aware and comply with the protocols and procedures in the event of an emergency/breakdown.
- To fully comply with all school policies and procedures as well as external legislation, road traffic regulations and the Highway Code
- To ensure pupils adhere to all School regulations throughout the journey, including remaining seated and wearing seat belts.
- To ensure that there is enough fuel left in the tank after every trip in support of other journeys.
- To report vehicle defects to the Facilities Manager
- To ensure the vehicle is clean and roadworthy before and after use
- To be responsible for the Health and Safety, comfort and welfare of pupils while in the minibus
- To be prepared to cover for absent colleagues and to be available for other minibus driving requirements outside the normal hours for this role
- To attend relevant training courses as required
- To ensure that pupils are met by adults when dropping off at scheduled parent collection points. Drivers must disembark the vehicle to ensure safe delivery and are responsible to ensure pupils cross roads safely. A duty of care towards our pupils is paramount.
- If the bus is anticipated to be late, on either inward and/or return journey, both the school, and parents must be immediately informed

- To fully comply with all vehicle security regulations, school and DVLA rules and regulations relating to licences, including updating the school as appropriate and allowing licence checks to be conducted every twelve months

Person Specification:

Essential Qualifications:

- Hold a valid and clean driving license issued by the Driver and Vehicle Licensing Agency (DVLA), including the appropriate category for driving a minibus (D1 category).
- Meet the minimum age requirement of 21 years or older as specified by the DVLA.

Experience:

- Proven experience in driving minibuses or larger vehicles, preferably in a similar educational or school setting.
- Familiarity with local roads and routes.
- Good understanding of vehicle maintenance and safety procedures in accordance with the regulations set by the Driver and Vehicle Standards Agency (DVSA).

Skills and Abilities:

- Excellent driving skills, including adherence to the Highway Code, defensive driving techniques, and the ability to handle various weather and traffic conditions in compliance with English traffic laws.
- Strong communication and interpersonal skills to effectively interact with pupils, parents, and school staff.
- Ability to follow instructions, schedules, and timetables accurately as required by the School's transportation policies.
- Good problem-solving skills and the ability to handle unexpected situations calmly and efficiently, while complying with relevant English laws and regulations.
- Basic knowledge of first aid procedures or a willingness to undergo relevant training.

Personal Attributes:

- Reliability and punctuality, ensuring timely pick-up and drop-off of pupils in accordance with the School's schedule.
- Responsible and safety-conscious, adhering to all traffic rules and regulations as prescribed by the Highway Code.
- Patient and friendly demeanour, with the ability to maintain a calm and supportive environment for pupils.
- Professional appearance and conduct, representing the School positively at all times while adhering to the School's code of conduct.
- Respect for confidentiality and sensitivity in dealing with pupils and their families, following the guidelines provided by the School and relevant English data protection laws (e.g., General Data Protection Regulation - GDPR).

Physical Requirements:

- Adequate physical fitness to handle the demands of the role, such as assisting pupils with boarding and disembarking in accordance with health and safety requirements.
- Ability to lift and move moderate loads, such as pupils' belongings or equipment while following relevant manual handling guidelines.

Additional Requirements:

- Willingness to undergo background checks, including a criminal record check through the Disclosure and Barring Service (DBS) in compliance with safeguarding regulations.
- Flexible availability, including early mornings, afternoons, and occasional evenings for school-related events or trips as specified by the School's requirements and within the limits set by working time regulations.
- Compliance with any other relevant policies, regulations, or training requirements set by the School.

Review

The job description will be reviewed annually and may be subject to amendment after consultation in order to meet emerging requirements.

The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post.

Child Protection

All members of staff are responsible for promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.