

At Mount St Mary's College we seek, to achieve an improvement in living and learning for our pupils, forming them into men and women for others who will use their education to contribute to the common good. Our Drivers support this by ensuring safe transportation of school pupils using school minibuses.

School Minibus Driver Job Outline:

To work under direction to ensure the safe transportation of school pupils using school mini buses, following scheduled pick up points and times before and after school.

Key Responsibilities / Accountabilities:

- Drive a School minibus, departing MSM providing transport for pupils to and from both Schools
- Be responsible for the health and safety, comfort and welfare of pupils and staff
- Report any vehicle defects, faults, incidents and accidents
- Undertake the refuelling of vehicles as required
- Work within the health and safety guidelines that are issued and updated as required
- Undertake any associated duties as required by the School
- Undertake training as required
- Carry out basic maintenance
- Carry out cleaning of vehicles
- Carry out vehicle inspection as required
- Ensure that student behave in an appropriate and safe manner during transport
- Undertake airport runs for pupils/parents as and when required

Attitudes and Qualities:

- Ability to take initiative
- Strong sense of responsibility
- Polite, courteous and professional attitude
- Have a flexible approach to working arrangements
- Be able to work unsupervised
- Have good communication skills with a range of people
- The ability to work well with others
- Good time keeping
- Conduct self with school values and behaviours in mind

Skills and Knowledge:

- Have held a full, clean, Group B or higher driving licence for at least 2 years, which includes D1 as a minimum (not for hire or reward) for minibuses
- Be at least 21 years of age
- Have experience of driving 17-seater (including driver) and LWB transit mini buses
- Hold or be willing to undergo MiDAS training, and successfully complete the MiDAS course
- Have experience of working with children
- Have a good knowledge of the area and the College
- Be a competent, confident and patient driver in all weathers
- Be prepared to undertake Safeguarding training

This list is not exhaustive and you may be required to perform additional responsibilities reasonably required, to deliver aims of the School. This document will be reviewed periodically and is subject to modifications where appropriate.