



MINIBUS DRIVER JOB DESCRIPTION

Job Title: Minibus Driver

Responsible to: Transport Manager

Main Purpose: To provide safe, reliable, and friendly transport for pupils/staff/guests during school-related activities, ensuring their welfare and maintaining high standards of driving and conduct.

Key Roles and Responsibilities:

- To undertake transport journeys as agreed and directed by the transport manager or delegate, ensuring effective route planning, punctuality, safety & comfort of passengers.
- To communicate with colleagues, parents and pupils effectively while maintaining professional boundaries.
- To always ensure that School vehicles are driven courteously and in accordance with all Highway Law, School Policy and Guidance documents and prevailing road conditions
- To ensure that the 'pre-drive' vehicle checks and pre/post journey documents are completed for each journey.
- To ensure the safety and well-being of all passengers during journeys. Assisting pupils with getting on and off minibuses when necessary and ensure that all passengers wear fitted seat belts for the entirety of the journey.
- To ensure that the vehicle is kept clean & tidy both internal and externally.
- Actively identify and immediately report any maintenance needs, repair issues, or hazards involving school vehicles.
- Respond calmly and professionally to emergencies and accidents, taking prompt and appropriate action to ensure the safety of students and others, and immediately reporting any accidents or incidents with full details, including any third-party involvement.
- Attend business updates once a term, attend regular team meetings and training sessions as required, including annual safeguarding updates.
- Use available communication tools and your own smartphone to maintain clear communication, manage tasks effectively, to ensure safe and compliant driving operations.
- Undergo additional training, and maintain qualifications, relevant to the responsibilities above or related functions.

Occasional Pastoral Duties (Enhanced Rate Applicable):

In addition to core driving responsibilities, the post-holder may occasionally be required to undertake pastoral support duties to ensure the safety, welfare, and well-being of students during school transport operations. These pastoral duties are outside the standard driving role and will attract an enhanced rate when performed.

Pastoral Duties Include:

- Accompanying students on medical appointments, acting as the responsible adult during the appointment, taking appropriate notes and passing given instruction/advice/guidance to pastoral staff.
- Supporting students classed as Unaccompanied Minors for airline travel through the check in process, coordinating their travel with airline staff and remaining available at the airport until after successful take off.
- Undertaking designated Chaperone Coach Services, carrying out handover with parents/guardians and maintaining the safety & comfort of all passengers for an extended period.
- Accompanying students on public transport, monitoring their safety during transit and carrying out handover with parents/guardians.

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post. Duties will be reviewed periodically and may be updated in line with organisational needs

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