



Fulneck School

Minibus Driver (Part Time)

Purpose of the Post

To work as part of the Maintenance Team and to be a minibus driver for the School's home / School transport provision; including routine safety checks on the vehicle.

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.

Accountable To

Transport Supervisor

Detailed Responsibilities and Tasks

Working as part of Fulneck School's Maintenance Team, the post holder will be responsible for delivering a high quality bus service for the School.

- Operating one of the School's bus routes, collecting pupils from given pick-up points along the route and delivering them to School (mornings); collecting them from School and dropping them back at the given points (afternoons).

Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:

- Weekly cleaning of the buses, both inside and out.
- Ensuring signs inside the bus are properly attached and in good condition.
- Regular visual inspection/checking of tyres, lights, oil, water, fuel.
- Ensuring that any additional work required is communicated immediately to the Transport Supervisor.
- Adhere to all school policies including Health and Safety guidelines for minibus drivers.
- To liaise directly with parents when necessary.

This job description is not intended to be all embracing and the post holder maybe required to carry out other additional duties as directed by the Transport Supervisor, commensurate with training and experience.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will ensure compliance with the School's Safeguarding Policy (including Child Protection Procedures) and are adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies

any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.