



Langley School - Job Description for a Minibus Driver

Responsible to TRANSPORT MANAGER

Purpose of the post:

The role will primarily involve transporting students between the school and suitable pick up points. The hours are approximately 25-30 per week, term-time only, but a degree of flexibility would be expected. The role will involve early-morning starts.

Duties and Responsibilities:

- Dealing with passengers to ensure that they enjoy a safe, pleasant and comfortable journey
- Ensure that the vehicle is driven safely at all times and to a very high company standard
- Operating one of the schools' bus routes, collecting students from given pick-up points along the route and delivering them to school each school-day morning and returning them in the afternoon
- Ensuring that the minibus is kept clean and in good condition, including but not restricted to:
 - Weekly cleaning of the bus, 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 Manager
 - Adhering to all school policies including Health & Safety guidelines for minibus drivers
 - Liaising directly with parents when necessary
 - Covering other minibus drivers as required
 - Undertaking any associated duties as required by the Transport Manager

Essential Requirements:

- Holds a current, clean and valid driving licence, D1
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance on the vehicle
- Receipt of a satisfactory DBS check and references

Experience, skills and knowledge:

- Clean driving licence
- Experience of driving a large vehicle
- Pleasant, patient and helpful personality
- An ability to communicate with all people
- Ability to work on own initiative
- Reliable and trustworthy
- Flexible approach to working arrangements
- Sensitivity to user needs
- Willing to undertake relevant training as appropriate