Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Minibus Driver | | | **Director/Division:** Childrens Services | | **Office Use** |
| **Band:** 2 | | | **Service/Workplace:** Collingwood School and Media Arts College | | JE ref: S978 |
| **Responsible to:** Business Leader/Head Teacher | | | **Date:** | **Manager Lever:** |
| **Job Purpose:** Provide the provision of an efficient and safe driving service for the school. | | | | | |
| **Resources** | Staff | None, but jointly supervise pupil on activity trip | | | |
| Finance | |  | | | |
| Physical | | Responsibility for the careful use of the vehicle | | | |
| Clients | | Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public) | | | |
| **Duties and key result areas:**   1. To drive the school minibus with pupils and staff to events/activities. 2. Assist staff with the supervision of pupils during transportation and at event/activities. 3. Carry out routine vehicle inspection to ensure safety and roadworthiness and report any defects to Business Leader. 4. Keep the minibus in a clean and tidy condition (inside). 5. From time to time assisting with the delivery of vehicles. 6. Observe Health and Safety at Work requirements, regulations and legislation at all times with regard to self, other staff, pupils and members of the public. 7. Observe Department of Transport codes of practice in safe carriage of passengers and manoeuvring of vehicles. 8. Other duties appropriate to the nature, level and grade of the post.   **Responsibilities**   * + - 1. Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality and reporting all concerns to appropriate person.       2. Comply with the requirements in respect of drivers’ hours and the keeping of drivers’ hours work records.       3. Comply with the requirements governing driving and the use of passenger carrying vehicles with respect to passenger safety and comfort.       4. Ensure that the vehicle is in a fit and serviceable condition.       5. Ensure seat belts are worn at all times.       6. Ensure fit to drive - do not attempt to drive any vehicle under the influence of drink or drugs. If drivers are taking medication then the label must be consulted to ensure the preparation does not affect the ability to drive. If necessary, medical advice must be obtained.       7. Be aware of what the speed limits are and not to exceed them.  1. Be aware of and support difference and ensure equal opportunities for all. 2. Contribute to the overall ethos/work/aims of the school. 3. Appreciate and support the role of other professionals. 4. Establish constructive relationships and communicate effectively. 5. Participate in training and other learning activities and performance development as required. 6. Such other responsibilities allocated which are appropriate to the grade of the post.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | | |
| **Work Arrangements** | | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | None  Normal working patterns  Driving in all weather conditions, minimal exposure to verbal abuse and aggression, dealing with accidents and first aid. | | | |
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**PERSON SPECIFICATION**

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| **Post Title:**  Minibus Driver | **Service: Childrens Services** | **Ref:** S978 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Knowledge** and Qualifications | | | |
| A thorough knowledge of the legal responsibilities of a minibus driver and duty of care.  Knowledge of the legislation and regulations relating to driving.  An awareness of Health and Safety legislation and its application in the workplace.  An appreciation and interest in the need for the service.  First Aid Appointed Person Certificate  Full Current Driving Licence Category D1. | MiDAS Certificate (Minibus Driver Awareness Scheme) | | Application  References  Interview |
| **Experience** | | | |
| Experience of driving a mini bus  Experience of carrying out vehicle checks.  Good practice in passenger comfort. |  | | Application  Interview  References |
| **Skills and competencies** | | | |
| Experience of dealing with first aid incidents. |  | | Application  References  Interview |
| **Physical, mental and emotional demands** | | | |
| Able to maintain general awareness for safe working conditions with some periods of concentration.  Ability to operate in all weather conditions.  Occasional need to lift and carry items of moderate weight |  | | Interview  References |
| **Other** | | | |
| Reliable and keeps good time.  Adapts to change by adopting a flexible and co-operative attitude. Demonstrates integrity and upholds values and principles. |  | | Interview |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits