



## PRIOR'S FIELD SCHOOL

### **Job Description for Minibus Driver**

**Part time, term time only, permanent**

#### **The Position**

The Minibus Driver plays a key role in ensuring that Prior's Field pupils are transported safely, professionally and punctually to and from school, as well as supporting school trips and events. Maintaining the highest standards of pupil welfare, road safety, and vehicle condition is essential.

This post reports to the Caretaker and Estates Manager and forms part of the Estates team.

#### **Specific responsibilities of this post include:**

##### **Vehicle Safety & Maintenance**

- Carrying out and recording a daily walk-round inspection of the minibus before every journey.
- Reporting any faults immediately and liaising with the Caretaker and Estates Manager regarding necessary repairs.
- Ensuring the vehicle is kept clean, tidy, and roadworthy at all times.
- Ensuring the fuel tank is sufficiently topped up after each trip.

##### **Transport Operations**

- Departing promptly according to the official minibus schedule to ensure timely pupil drop-off and collection.
- Recording accurate passenger registers for all journeys.
- Being fully aware of, and following, all emergency and breakdown procedures.
- Ensuring all keys are collected and returned correctly, including signing in/out via the key logbook.

##### **Pupil Welfare & Conduct**

- Ensuring all pupils follow school regulations during travel, including remaining seated and wearing seatbelts.
- Exercising a duty of care by ensuring pupils are collected by an adult at designated drop-off points.
- Disembarking the vehicle when necessary to assist pupils and enable them to cross roads safely.
- Maintaining a professional, polite, and courteous manner at all times.

##### **Compliance & Professional Standards**

- Adhering to the Prior's Field Driving Policy, relevant legislation, road traffic regulations, and the Highway Code.
- Using required safety wear and maintaining a presentable appearance.
- Following safe manual handling procedures when dealing with luggage.
- Managing the opening and closing of all doors and luggage compartments safely.

- Notifying the school immediately of any anticipated delays on inbound or return journeys so parents can be informed.
- Complying fully with vehicle security procedures, DVLA regulations, and licence requirements, including providing updates on any changes and participating in annual licence checks.