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JOB DESCRIPTION

Job Title: Minibus Driver
Reports To: Bursar
Hours of Work: maximum 22.5 hours a week. Term time only

Overall Purpose:

Minibus driver required to transport our pupils from their homes in Oxfordshire into St Hugh's in Carswell each day. Term time only. You will learn a range of routes with fixed drop-off/pick-up points. This is an ideal opportunity for someone who can provide a warm welcome for a pupil's morning or afternoon school journey, takes a pride in standards of driving and understands the importance of a clean minibus to maintain a professional image of the school.

Exact hours will be dependent on the route and will be discussed at interview but as a guide will be mornings – 6.45am to 8.15am and evenings 5.15pm to 6.30pm Monday to Friday inclusive. There will be an opportunity for overtime, such as school trips/riding club.

We can offer £14.50 per hour, a friendly and welcoming team to work with and term-time only working approximately 34 weeks per year. You must have full driving license (maximum 3 points), held for at least 2 years and be a minimum of 25 years of age. You will have a D1 entitlement on your driving license. All other training will be given.

Main Duties and Responsibilities:

- To be responsible for carrying out vehicle checks before driving and report any problems to school office.
- To drive and operate vehicles in accordance with current legislation and the school's policies and procedures, including vehicle checks and logs.
- Refuel vehicles as required.
- To be responsible for registration of the children on and off the minibus using the relevant software, and communicating with parents as required.
- To be responsible for the welfare, safety and comfort of passengers at all times, and to offer assistance where appropriate.
- To be responsible that all passengers and yourself wear a seatbelt at all times.
- Take the lead during emergency situations to ensure all passengers are safe.
- To be responsible for ensuring that the required number of seats are in place and secure, and that any necessary wheelchair restraints are available for the planned journey.
- Supporting with boarding and alighting of passengers with disabilities.
- To be responsible for returning vehicle keys at the school offices or to leave them as advised if outside office hours.

- To be responsible for the correct use of safety and security equipment in accordance with the instructions given. Not to drive any vehicle or use any equipment unless fully trained and confident.
- To report any incidents in line with the safeguarding policy.
- To supply a copy of your driving licence every 12 months on request, and to immediately advise St Hugh's of any changes or endorsements to your licence.
- To undergo a Disclosure and Barring Service check.
- Maintain the correct dress code and operate a clean vehicle both inside and out.
- To be a representative of the school's quality brand and ethos and maintain and help promote a good school image.
- Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Bursar or Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification – Minibus Driver

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement.

Criteria	Essential
Essential Competencies	Full driving licence – minimum D1 (UK driving licences gained prior to January 1997 will automatically include D1, any licences gained after this date will not have D1 unless the driver has passed this as an additional qualification). Maximum of 3 penalty points on your licence. Confident and safe driver. Friendly and cheerful attitude. Punctual and reliable. Computer literate – able to use mobile phones and bus transport system software.
Desirable Competencies	Previous experience of driving a minibus / larger passenger carrying vehicle. Previous commercial driving experience.
Other requirements	Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults. Empathy with the ethos, values and aims of St Hugh's.

Created December 2023

Reviewed September 2026