



JOB DESCRIPTION

Job Title: Part Time Minibus Driver

Responsible to: HLC Estates Compliance Manager

Works for: HLC – Estates team

Direct involvement with: HLC staff, pupils, parents, general public.

Hours of work: Part Time – The School bus drivers are paid for 3 hours for each shift, during term time. This role is for 2 morning shifts (Thursday and Friday) the driving is 6.30am - 8.30am with an additional hour for administration.

The minibus drivers are also asked to undertake some additional school trips during the day or at weekends. As a boarding school, Harrogate Ladies' College operates 24 hours per day necessitating an 'out of hours' commitment to support all activities in school holidays so flexibility is required from the minibus staff in the team.

Please note that the post is term time only so no leave is to be taken during that time.

Main Duties

1. To liaise with the Minibus Coordinator and when necessary direct with parents to confirm pick up points and dates when pupils are due on the bus.
2. Undertake a vehicle pre-use internal and external inspection to ensure the vehicle is safe and in a roadworthy condition prior to each journey. To log these on a paper and electronic log and to report any findings to the Minibus Coordinator at the earliest opportunity.
3. To drive to pick up points ensuring that pupils are picked up on time and arrive at school by 8.30am (traffic and weather permitting).
4. Drive the minibus safely in compliance with all motoring laws, with due care and attention and in accordance with minibus training.
5. Assist with safe manual handling - loading and off-loading luggage.
6. To take all reasonable steps to ensure the safety and well-being of pupils under your care and supervision. This includes, ensuring that pupils within your care remain well behaved.
7. Maintain the company image - working attire should be worn at all times whilst on duty and kept in a clean and tidy condition.
8. To be courteous and polite to all minibus passengers, parents, members of the public and other road users.
9. To complete a register recording all pupils on the daily school pick up/drop off, logging pupils on/off the bus using the electronic minibus software.

10. Maintain accurate records of vehicle usage and complete a mileage record sheet / log for each bus journey.
11. Maintain up to date information of student details on the minibus software.
12. To return the minibus to the parking area and ensure it is left clean, tidy and secure with doors and windows locked.
13. Refuel and valet the allocated vehicle when required.
14. To report all complaints or incidents with pupils, staff or members of the public to the Estates Compliance Manager on return to the school.
15. Report any vehicle defects to the Minibus Coordinator.
16. Establish and maintain efficient and effective communication channels and working relationships with other members of the Minibus team, school personnel and school customers.

Other Duties

17. To undertake appropriate minibus driver training and assessment to ensure that skills remain up-to-date and you maintain a current MiDAS certificate.
18. To attend and undertake all other training required by the School including Whole School INSET, safeguarding training and updates, health & safety and first aid training and training related to vehicle maintenance and driving.
19. To adhere to all school policies including the Safeguarding Policy, Transport Policy, Driving Agreement and Health and Safety Policy procedures.
20. Commitment to keep up to date with best practice and relevant legislation. Knowledge and application of relevant Health & Safety legislation.
21. Participate in relevant meetings with colleagues and other parties.
22. Adhere to school confidentiality and safeguarding procedures at all times.
23. Carry out all other duties as may be reasonably requested from time to time.

Person Specification

Professional Knowledge and Experience

1. Hold a valid endorsement free full UK driving license with Category D1 or Category PCV.
2. The Driver should be capable and experienced in driving a 17-seater minibus and also have experience in driving smaller minibuses.
3. You will ideally have undertaken a MiDAS minibus driving assessment.
4. Knowledge and ability to carry out vehicle maintenance and safety checks.
5. Knowledge of roads and vehicle routes in and around the Harrogate area.
6. Basic understanding of relevant Health and Safety procedures.
7. Commitment to the School's Aims and Values.

Professional Skills

8. Ability to stay calm and work effectively in an emergency situation (breakdown or road traffic accident)
9. Good interpersonal skills and the ability to communicate effectively.
10. Flexible approach to working arrangements.

Personal Attributes

11. Ability to work as a member of team.
12. Reliable and trustworthy.
13. Ability to have a degree of personal drive and motivation.
14. Be in good health with good eyesight. New employees will be asked to undertake a driving related medical.

Harrogate Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. The School is an educational charity and equal opportunities employer.