

Job Description

Location:	Scarborough UTC
Post Title:	Mini Bus Driver

Salary: £17,364.00 full time, pro rata actual £9,216.00

Hours: 22.5 hours per week term time only, Monday-Wednesday and Friday 06:30am to 08:45 and 16:00 to approximately 18:15pm, Thursday 06:30 to 08:45 and 13:25pm to approximately 15:55pm

Contract type: Part-time permanent (hours may be adjusted depending on demand)

Supervised by: Business Manager

Responsible to: Principal

Main purpose

- 1.1 To be part of a small team of minibus drivers for the college.
- 1.2 To safely operate the college's bus routes, collecting students from a given pick-up point, and delivering them to college in the mornings; collecting them from college and dropping them back to a given point in the afternoons.

Duties and responsibilities

- 2.1 To operate the College Minibus route as specified ensuring that students are collected from prescribed stops on time (allowing for changes in traffic conditions) and delivered to the College in the mornings and then reversing that process in the afternoons.
- 2.2 To ensure that the minibus is kept clean and in good condition, including, but not restricted to:
 - Ensuring signs inside the bus are properly attached and in good condition;
 - Daily visual inspection/checking of tyres, lights, oil, water, fuel;
 - Ensuring that any additional work required is communicated immediately to the Business Manager;
 - To adhere to all college policies including Health and Safety guidelines for minibus drivers;
- 2.3 To abide by the law and ensure the safety of your passengers is paramount.
- 2.4 To liaise directly with parents when necessary.
- 2.5 To check the first aid box to ensure it is up to date.
- 2.6 Undertake basis record keeping and monitoring as directed.

- 2.7 To maintain student behaviour whilst on the bus.
- 2.8 To report any bad behaviour or out of character behaviour which might indicate a student has a social problem.
- 2.9 To keep the bus clean both inside and out, free from litter or damage.
- 2.10 Attend relevant meetings and participate in training and development activities and programmes as required.
- 2.11 Be aware of and comply with policies and procedures and report all concerns to an appropriate person, in respect of: child protection, health, safety and security, confidentiality, and data protection.
- 2.12 Undertake these duties within agreed departmental, service and college objectives, policies and procedures and promote the UTC's Equal Opportunities Policy.
- 2.13 Any other duties as required commensurate with the level of the post.
- 2.14 This job description may be amended at any time in consultation with the post holder.

Person Specification

Requirements	Essential	Desirable
Clean current driving licence including at least category D1	✓	
Health and Safety at work qualification		✓
PSV/PCV Driving qualifications		✓
Driving experience in a similar role	✓	
Previous experience of working in a school environment		✓
Experience maintaining equipment		✓
Excellent time keeping	✓	
Excellent interpersonal skills	✓	
Conscientious	✓	
Well organised	✓	
Flexible	✓	
Capable of using initiative	✓	
Calm safe approach to driving	✓	
Reliable	✓	
Able to work out of hours when required	✓	
First Aid certificate		✓

Closing date for applications: Monday 9th August 2021

We are committed to safeguarding and promoting the welfare of children. We will require successful applicants to undertake an enhanced criminal record check via the DBS in addition to reference checks that will be undertaken prior to appointment.

Applicants are asked to provide full employment history and any gaps in employment will be explored at interview.