



<b>Job Title</b>	Mini Bus Driver
<b>Reports to</b>	Facilities Manager
<b>Direct Reports</b>	None
<b>Hours of Work</b>	<p>Driving hours are generally around 22.5 hours per week, (0615-0830) and (1545-1800) Monday to Friday. There is an additional 1.5 hours per week available for washing and preparing the vehicle, and 20 hours a year for meetings and training. The post holder will be expected to work those hours that are necessary to fulfil the responsibilities of the role and the needs of the school.</p> <p>The actual hours vary depending on the route driven and the numbers of pupils on the bus, which can change on a daily basis.</p> <p>Please note that this is a term time contract.</p>
<b>Holidays</b>	Holidays to be taken during School Holidays.
<b>Probation</b>	In accordance with School policy, this appointment will be subject to a six-month probationary period.
<b>Medical Report</b>	<p>The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the School.</p> <p>Please note that all School buildings operate a no-smoking policy.</p>
<b>Benefits</b>	<p>Wisbech Grammar School provides</p> <ul style="list-style-type: none"><li>• Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution</li><li>• Childcare voucher scheme</li><li>• Fee discounts for dependent children.</li></ul>
<b>Safeguarding</b>	<p>Wisbech Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.</p> <p>The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS)</p>
<b>Data Protection</b>	<p>In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information.</p> <p>Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals.</p> <p>A strict code of confidentiality must be adhered to at all times.</p> <p>Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.</p>



## **Principle Role**

The School Facilities team are responsible for all school facilities, ensuring they provide an environment that is safe, clean and inspires Staff and Pupils. The facilities team duties are split between 3 sections, Operations Services, Estates Services, and Transport Services. The Mini Bus Driver reports to the Facilities Manager. They are responsible for driving one of the school Mini buses on the Home to school service (H2SS), cleaning and maintaining the buses, and recording pupil attendance on the bus.

We are seeking an experienced Bus drivers with a current PSV license to carry out this role whilst contributing and supporting across the whole Facilities team, staff, pupils, visitors, external bookings and all school users.

Initiative and flexibility will be key attributes of the successful candidate. Initiative is required to ensure the impact of issues arising are analysed and managed, and where needed information passed onto the Operations Services Manager for appropriate action to be taken as necessary. Proactivity is required to ensure processes are continually under review to deliver high quality services across the team, and provide timely and useful information to aid whole school decision making.

The School is very busy and involves periods of working to tight deadlines and schedules. It offers diverse and varied duties and a friendly and supportive staff.

This list of duties and responsibilities is not exhaustive; it is an indication of the main areas of focus and responsibility. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. A typical day expectation list is attached to this document.

## **Vehicle Maintenance Checks**

- 1 Carry out daily checks on the Mini bus before setting off to collect pupils, record the results.
- 2 Record the condition and Mileage of the bus at the start of the Journey.
- 3 Ensure the Dash cam and vehicle tracker on the phones is working and Phones are turned on.
- 4 At the end of each bus run check the fuel levels and when required take bus to be filled up.
- 5 Drivers are expected to keep their bus clean both internally and externally.

## **Driving**

- 6 Ensure you have the latest list of pupils for collection/ drop off.
- 7 Check phones for any updates from the school or parents on use of buses.
- 8 Ensure you are at the first pick up point on time.
- 9 Always open doors for pupils, ensure they are safely on board and have seatbelts in place before closing the door and setting off.
- 10 Make sure any bags are safely stored.
- 11 Follow the guidance in the transport policy.
- 12 If you have issues with traffic and getting pupils to school on time, inform the school at the earliest opportunity when safe to do so, if on the return journey you encounter similar problems report the delay to the school and to the parents, the details of this will be in the driver packs and saved on your school phone.



- 13 The School operates under an Operator Licence (“O” licence) and not under a section 19 Licence, we therefore need drivers to be PSV trained and have current CPC qualifications in place. The school will allow time for these to be renewed on an annual basis as needed.
- 14 Driver will be expected to use the tachographs fitted in each vehicle.

### **Additional Mini Bus services**

- 15 The school often require additional bus services, this could be to collect international pupils from airports, taking sports teams to matches, theatre, lectures and D of E trips. When these are needed the drivers have the opportunity to do these additional runs, providing it does not cause any issues with their time allowance for resting before their evening bus run.
- 16 The Mini Buses need to be taken to garages for 10 weekly checks, MOT’s and servicing. Drivers are expected to do their share of these additional bus runs needed to keep the vehicles legally compliant. Drivers will be paid to do this at their normal rate of pay.

### **Health & Safety**

- 17 Ensure you are fully aware of any COSHH, Risk Assessments and Method statements (RAMS) relevant to the materials and task being completed and ensure you are fully aware of the RAMS and follow them when working.
- 18 Ensure that you are fully trained on the equipment and understand the COSHH for the Materials used.

### **Meetings**

- 19 Attend termly department meeting with Facilities Manager.

### **Staff**

- 20 Support facilities staff, school staff and pupils when required.

### **Other**

- 21 Any other tasks of a similar nature which might reasonably be requested by the Senior Team.



<b>Person Specification</b>			
<b>Attributes</b>	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and Experience</b>	Bus driving experience	<b>x</b>	
	Experience of working on a school bus service		<b>x</b>
	Excellent Health & Safety Knowledge and ability to apply this to all work	<b>x</b>	
<b>Personal job related skills</b>	Excellent communication skills including adjustment to meet the needs of the target audience (staff, teachers, parents, pupils).	<b>x</b>	
	Able to communicate accurate, timely and digestible information to senior staff together with explanations and recommendations	<b>x</b>	
	Able to deal confidently with internal and external people, in person, by phone and by email	<b>x</b>	
	Desire to continually improve in all that is done	<b>x</b>	
	Ability to work on own initiative and as part of a team when required	<b>x</b>	
	Flexibility to react to the high pace demands of school life	<b>x</b>	
	High professional standards	<b>x</b>	
	Energetic, enthusiastic and hard working	<b>x</b>	
	Good sense of humour and endless patience	<b>x</b>	
	Understanding and appreciation of confidentiality	<b>x</b>	
<b>Qualifications</b>	GCSE Maths , English		<b>x</b>
	PSV Licence, CPC training up to date	<b>x</b>	
<b>Other</b>	Commitment to the priorities and values of the School	<b>x</b>	
	The work requires the driver to be getting out at each stop, therefore they need to be physically fit and in good health.	<b>x</b>	
	Excellent time keeping.	<b>x</b>	
	Understanding, acceptance and commitment to the school's policies on equal opportunities, health and safety and quality assurance.	<b>x</b>	
	Knowledge and understanding of customer care and commitment of excellent customer care throughout the school.	<b>x</b>	



<b>Typical Driver Duties and location</b>			
<b>Time,</b> These may vary according to your route.	<b>Location</b>	<b>Normal Duties</b>	<b>Who</b>
0615-0630	Mini Bus park	Carry out daily vehicle check (15 minute time allocation for this). Check Phones and emails for Pick up changes.	Mini Bus Driver
0630-0700	Route	Head to first collection point, allowing plenty of time to get there.	
0700-0820	Route	Collect pupils from designated pick up points on H2SS route allocated. Routes are timed to allow you to be at school for 0820, this allows a 10 minutes gap before lessons start. If you think you will not be arriving on time, inform the school as soon as possible when safe to do so. Drop off at agreed point.	Mini Bus Driver
0820-0830	Mini Bus park	Record mileage, times, and complete time sheet and check bus for rubbish and items left by pupils.	Mini Bus Driver
0830- 1000 if needed	Mini Bus park	Vehicle Prep time as and when required: If needed Take bus to be refuelled, Wash down the bus and leave it ready for the night time run. If needed take bus for 10 weekly checks, MOT etc	Mini Bus Driver
1545-1620	Mini Bus park	Collect pupil details and check phones for further updates. Carry out vehicle checks (15 Minutes allowed for Vehicle checks) Wait by the bus for pupils to arrive from classes As soon as Pupils are all on board set off on route. (Vehicles are usually loaded and ready to leave by 1620)	Mini Bus Driver
1620-1750	Route		
1750-1800	Mini Bus park	Return bus to parking location, checks that it is ready for the following morning. ( 10 minutes allowed for this) Record Mileage and times Lock it and leave School.	Mini Bus Driver