

Job Description

Minibus Driver

Activity code: 980 Cost centre: 2MB

Job title	Minibus driver	Based at	Central
Line Manager	CEO		
Direct Line Management responsibility	None	Indirect Line Management responsibility	None
Frequent working relationships	Pupils, school staff, Central Team		

Main purpose of the role	To ensure the safe and efficient transportation of pupils to offsite educational visits, contributing to their overall learning experience and well-being
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Duties & responsibilities

For all roles

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people
- Adhere to all Trust policies and procedures
- Be responsible for own continuing professional development
- Attend meetings as requested
- Maintain confidentiality at all times
- Undertake other duties as appropriate to the level of the role as required

Duties & responsibilities

1. Safely transport pupils to and from offsite educational visits, school events, sports fixtures, and other activities as needed, ensuring they board and disembark safely
2. Keep the minibus clean and tidy, both inside and out
3. Maintain high standards of ethics and behaviour, demonstrating positive attitudes and values

4. Conduct thorough pre-trip and post-trip inspections to ensure the vehicle is safe and roadworthy
5. Report any defects following Trust procedures
6. Enforce safety rules and regulations for pupils during transit
7. Be prepared to handle emergencies and provide first aid if necessary
8. Communicate effectively with schools regarding pick-up and drop-off times and any changes to the schedule
9. Maintain accurate records of trips, including mileage, fuel consumption, and any incidents
10. Participate in relevant training courses
11. Adhere to all traffic regulations
12. Actively support the Trust's sustainability mission by promoting eco-friendly practices, such as reducing idling time and optimising routes to minimize fuel consumption

Mandatory training

Prior to starting employment

- Child Protection/Safeguarding
- Online safety
- Prevent
- Cyber security
- GDPR
- Equality & inclusion
- Health & Safety awareness (in induction pack)
- Fire awareness (in induction pack)
- Health & Safety induction

Role specific

- Minibus driving (where required)

Prepared by: An Daras Trust

Date: April 2025

Person Specification

Minibus Driver

Qualifications		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	A current valid driving license with category D1	✓		✓		

Experience		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Previous experience driving a minibus, coach. HGV		✓	✓		

Knowledge		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Road regulations, highway code, driving laws	✓		✓		

Skills		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Excellent communication skills	✓		✓		
2.	Problem solving skills to deal with unexpected situations	✓		✓		
3.	Be organised & able to adapt to changing situations	✓		✓		

Other		Essential	Desirable	How identified		For shortlisting only
Criteria				Application form	Interview	Criteria met (application form)
1.	Reliable, punctual & trustworthy	✓		✓	✓	
2.	Physical fitness	✓		✓		
3.	Displays an awareness, understanding & commitment to the protection & safeguarding of children & young people	✓		✓	✓	