

Milton Keynes Council – Role Profile

Role Title: **Driver (School Minibus)**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0808**

Grade: **B**

Purpose of job

To drive school minibus and to be responsible for transporting the pupils between the school, home and other destinations

Key Objectives

1	Drive school vehicle in accordance with agreed safe systems of work
2	Carry out daily vehicle safety check/ basic maintenance and keep appropriate records
3	Ensure the correct use of safety belts, seats and other safety equipment provided
4	Ensure that vehicle and all safety equipment provided is kept clean
5	Provide support to pupils to ensure boarding of and alighting from school minibus, including use of personnel lifts
6	Establish and maintain professional relations between the parents/carers and school
7	Assist the escort in dealing with any emergency that may arise when in transit
8	Report any involvement in a road traffic accident and vehicle defect, reporting any mechanical fault according to School procedures

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope (outline the size or scope of the role, direct or indirect responsibility for people, finances, resources and any special aspects of the role)

- May be required to undertake school centred community activities, as directed by the Head Teacher
- May be required to account for payments received and non-payment, in accordance with School financial policy

- The postholder is required to work unsupervised when out in the school vehicle
- To be responsible for the safety of pupils and staff whilst on the vehicle
- Must be familiar with the school vehicle and to be able to use the personnel lift adhering to Health and Safety Policies and Procedures

Work Profile

- To undertake the required daily checks and records of the vehicle as outlined in the council Driving Policy and Procedure
- To ensure that the school minibus is maintained and kept in a roadworthy condition and fit for purpose
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge			Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	
Qualifications	Appropriate driving licence for vehicle	X		A
Skills / Experience	Driving multi-occupancy vehicle.	X		A
	Local knowledge		X	A
Competencies			Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	
Planning and organising work	Working to agreed timetable and schedule		X	I
Using initiative	Dealing with day to day issues as they arise		X	I
Working independently	May be lone worker on occasions		X	I
Managing people	Work closely with Escorts and other staff		X	I
Managing resources	Use, safekeeping and maintenance of vehicle		X	I
			X	I
Managing risk	Awareness of health and safety, road safety, child protection policy and procedures where necessary		X	I
Managing oneself	Awareness of opportunities for self-improvement		X	I