

Job Description

Post: Minibus Driver

Purpose

To challenge educational and social disadvantage by providing an effective and efficient transport service in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Undertake the safe transportation of passengers and / or equipment to various locations in the academy minibus.
- Carry out regular vehicle checks, fuelling and cleaning duties to specific standards.
- Maintain a log book / driving record for each journey.
- Report any vehicle defects or accidents immediately to the Operations and Business Manager.
- Carry out necessary safety checks.
- Ensure compliance with Health and Safety regulations and codes of practice in the provision of a safe and healthy working environment.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.