



Job Description – Minibus Driver

Purpose of Job	To drive Truro High School vehicles in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and you at all times.
Reports to	Estates Manager
Location	Truro High School, Falmouth Road, Truro TR1 2HU
Hours of work	Part-time, term-time only
Duties and responsibilities	<ul style="list-style-type: none"> • Driving a school Minibus or other vehicle on designated routes or as directed. • Responsible for the safety, comfort and welfare of the pupils to and from school at all times. • Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance. • Report any vehicle defects, faults, incidents and accidents to the Estates Manager. • Be responsible for the cleanliness of vehicles, and ensuring the vehicle is in a clean and roadworthy condition before and after use. • Refuel vehicles as required. • When required, cover for absent colleagues. • Maintain and help to promote a good company image, working attire should be worn at all times and kept in a clean and tidy condition. • Work within health and safety guidelines and other guidelines that may be issued from time-to-time • Work within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions. • Take responsibility for the health and safety of the school vehicle and users •
Training	<ul style="list-style-type: none"> • Attend relevant training courses as identified and agreed, this will include Minibus Driver Awareness Scheme. • First Aid at work one day appointed person training

The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Schools Safeguarding Policy statement at all times. If, in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Safeguarding Lead.



TRURO HIGH SCHOOL

Girls First

Person Specification:

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications		<ul style="list-style-type: none"> Qualified first aider. 	Application form
Relevant Experience	<ul style="list-style-type: none"> Clean driving licence Experience in working with others in a team 	<ul style="list-style-type: none"> Experience of driving a large vehicle, preferably an LGV/PSV 	Application form Driving Licence
Skills and Knowledge	<ul style="list-style-type: none"> Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997). Be 25+ (for insurance purposes). Capability to maintain accurate vehicle and user records. Competent to undertake daily and weekly vehicle checks 	<ul style="list-style-type: none"> Geographical knowledge of Cornwall 	Application form Driving Licence Interview
Personal Qualities	<ul style="list-style-type: none"> Pleasant, approachable personality. An ability to communicate with a range of people Patient manner. Ability to work on own initiative and as part of a team. Reliable and trustworthy. Honest, sense of responsibility and confidentiality. Flexible approach to working arrangements. Sensitivity to user needs Willing to undertake training as appropriate. 		Interview