

# INSPIRATIONAL Box Hill School

## School Minibus Driver Job Description

Title:	Minibus Driver
Place of Work:	Box Hill School
Responsible to:	Transport Co-Ordinator

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### **Areas of Responsibility**

- Transporting Box Hill School students during term time to and from school using designated pick up and drop off points, taking into consideration the comfort and welfare of individuals to ensure safe arrival at destinations.
- Attend all in-house Inset days and relevant external training courses, as agreed with the Transport Co-Ordinator
- Practice and comply with all aspects of Health and Safety at Work etc Act 1974 and Box Hill School's current Health and Safety policies.
- Undertake any reasonable tasks from time to time at the Transport Co-Ordinators request, as may be deemed appropriate within the scope of the post.
- Logging mileage of designated school bus, on log sheets daily.
- Deliver full weeks' log to Transport Co-Ordinator Pigeon Hole (Staff Room) either Friday evening or Monday mornings.
- Report to the Transport Co-ordinator any vehicle maintenance required, any damage to vehicle, and monitor tread on vehicle tyres.
- Refuelling bus as and when required / tyre pressure check.
- Ensuring bus is clean from rubbish.
- Report any student misbehaviour or urgent problems to the Transport Co-Ordinator.

### **Professional Standards:**

- Support the aims and ethos of the school.
- Treat all members of the school community with respect and consideration.
- Attend all staff meetings and Inset days.

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- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Take responsibility for matters relating to health and safety.
- You may also be required to undertake such other comparable duties as your line manager requires from time to time.