

THE HIVE COLLEGE: MINIBUS DRIVER – JOB DESCRIPTION & PERSON SPECIFICATION

1.0 Job Purpose

- To drive The Hive College minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

2.0 Duties and Responsibilities

- Driving college vehicle.
- Responsible for the safety, comfort and welfare of the students.
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.
- Report any vehicle defects, faults, incidents and accidents.
- Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
- Refuel vehicles as required.
- Maintain accurate records of vehicle usage.
- Maintain accurate records of the students using the service each day.
- Maintain and help to promote a good college 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 college handbook.
- To undertake any other associated duties as required by the Executive Principal.
- Plan alternative road routes to and from college when necessary and keeping parents informed of any changes.

3.0 Support for the college

- To adhere to the ethos of the college, for example:
 - To set an example of personal integrity and professionalism
 - To promote the agreed vision and aims of the college
 - Attendance at appropriate staff meetings
- Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of The Hive College.

4.0 Supervision Received

- Supervising Officer's Job Title: Executive Principal

OBSERVANCE OF THE COLLEGE'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Hold a current, clean and valid driving licence D1 unrestricted • Relevant driving qualifications • Willing to undertake training as appropriate
Experience	<ul style="list-style-type: none"> • Experience of driving minibuses for a school or college desirable • Capability to maintain accurate vehicle and user records • Ability to undertake daily and weekly vehicle checks and carry out basic maintenance
Skills and knowledge	<ul style="list-style-type: none"> • Work constructively as part of a team and understand college roles and responsibilities and your own position within these • Good organisation and personal management skills • Knowledge of Health and Safety regulations and procedures
Personal qualities	<ul style="list-style-type: none"> • Commitment to the safeguarding of young adults • To be organised and efficient • Reliable and punctual • Willingness to work flexibly when required

Notes:

This job description may be amended at any time in consultation with the postholder.