



**ST JOSEPH'S
COLLEGE**

APPLICATION FOR THE POST OF

MINIBUS DRIVER

Zero Hours

Job Description

The College Minibus Driver is responsible for the safe and punctual transportation of pupils on a regular daily schedule.

Responsible to: Transport Operations Coordinator

Hours of work: As required basis but you could be asked to work a shift at any time between the hours of 6.00am to 7.00pm, Monday to Friday.

General Requirements

All staff are expected to:

- Follow the College's Safeguarding policy and procedures and to ensure the well-being of all students in their care is their highest priority
- Contribute to the day-to-day running of the school and follow its policies and procedures
- Contribute to the extra-curricular provision in the College and to actively support the ethos of the College
- Take an active role in ensuring the realisation of the College Development Plan
- Treat each student as an individual with courtesy and respect
- Undertake any other duty deemed reasonable by the Principal

Scope

- The College Minibus Driver is responsible for safely operating the College Minibus according to a set daily schedule.
- He/She must ensure that the College Minibus is maintained in good operating condition at all times
- Operating one of the college's current bus routes
- Collecting children from pre-planned and booked pick up points along the route and delivering them to College pre-school opening times
- Collecting them from College and dropping them back at the pre-planned and booked pick drop off locations after school finishes
- Maintaining good order and safe conditions on the bus and obeying all laws, regulations and rules of conduct with regard to driving and the road

The College Minibus Driver may also need to communicate and liaise with parents, residents and members of the public in a courteous and respectful manner. This may include receiving complaints about schedules and levels and quality of service.

It is critical for the College Minibus Driver to operate the College Minibus in a safe manner. Failure to ensure the safe passage of students to and from the College, may result in serious injury to a child or young person and/or serious liabilities for the College.

Responsibilities

1. Operate the College Minibus in a safe and effective manner in order to minimise the risk of injury, property damage or loss of life. Main activities are:
 - Operate the College Minibus in a safe and efficient way according to all relevant legislation, policies and procedures

- Perform daily safety and maintenance checks
- Perform minor maintenance duties such as changing the oil
- Clean the bus as scheduled and/or as required
- Ensure the bus is safely and securely stored
- Advise the Facilities Manager/Line Manager of any requirements for maintenance or repairs

2. Maintain schedules and maintain order on the College Bus, main activities are:

- Pick up and deliver students as per a set schedule
- Take attendance registers on the College bus
- Ensure students are aware of the rules and their responsibilities as passengers
- Maintain order and discipline on the College bus
- Make note of and refer any behavioural, disciplinary or safety problems/issues

3. Perform other related duties

Knowledge, Skills and Abilities

The College Minibus Driver is required to have, as a minimum, a clean driver's license and must hold – Category D1 or Desirably a PSV Category D license. A Criminal Records Check will be required.

Knowledge

The post holder must have proficient knowledge in the following areas:

- highway and College Minibus regulations
- scheduling system and procedures
- record keeping system
- equipment cleaning standards and procedures
- minibus maintenance

Skills

The post holder must demonstrate the following skills:

- operation of College Minibus in a safe and responsible manner
- client service and public interaction skills
- team building
- analytical and problem-solving skills
- decision making skills
- effective verbal and listening communications skills
- ability to read and write to record pickups and maintain daily records
- stress management skills
- time management skills
- effective management of children
- ability to safeguard children

Personal Abilities

The post holder must demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity to students with any DDE requirements
- be flexible

- demonstrate sound work ethics
- deal with the College's stakeholders and the public in a positive, courteous and respectful manner

Working Conditions

Physical Demands: The College Minibus Driver has a moderately strenuous job. The Driver must sit for relatively long periods and the post requires intense concentration, particularly in poor driving conditions

Environmental Conditions: The College Bus Driver must work in all different weather conditions

Sensory Demands: The College Bus Driver requires intense concentration as well as good sight and hearing

Mental Demands: The Driver must maintain good order and discipline on the bus while driving in a safe and appropriate manner. Additional effort can be required by the need to address behaviour issues and discipline problems. Referral to the relevant College staff is essential to access the support required

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties

St Joseph's College Vision and Values
Core Framework

VISION

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

MISSION

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

CORE VALUES

Aspiration | Respect | Confidence

OUR AIMS

For the needs of each pupil's **mind, body, heart**, and **spirit** to be met, so that each one:

- ❖ Aspires to, and achieves, their academic and personal best
- ❖ Experiences an inspiring, progressive all-round education, which prepares them fully for their future
- ❖ Takes a positive and active role in their College, developing leadership skills and offering service to local, national and international communities
- ❖ Develops faith, self-confidence and self-esteem
- ❖ Acts with integrity, showing respect for themselves and all others