

Wiltshire County Council

School Support Staff

Job Profile



Reference :	SCH054	Grade D
Job Title :	Casual Minibus Driver (Zero hours)	
Main Job Purpose :	To provide relief/cover to contracted Minibus Drivers. To convey children/pupils on school trips and other journeys. To be responsible for pupils' personal belongings, including mobility aids where appropriate, whilst in transit. Driving minibus to and from repairs and maintenance depot.	

Main Duties – Casual Basis (Zero Hours)	
1.	To drive or escort children/pupils, providing personal and physical assistance as required during the course of journeys.
2.	To appropriately supervise pupils during boarding/alighting from vehicles and during the course of the journey so as to ensure safety and security during the course of all journeys.
3.	To undertake general driving duties associated with other school activities, i.e. deliveries, collections etc.
4.	To attend to the routine maintenance of the allocated vehicle (i.e. oil, water, fuel etc.). Drivers are responsible for taking minibuses for repairs and maintenance
5.	To undertake routine checks and cleaning of the allocated vehicle ensure its suitability for driving prior to all journeys.
6.	To report any mechanical concerns/defects/breakdown etc. to the Head Teacher/ appropriate manager and assist in arrangements for repairs.
7.	If required, to provide personal and physical assistance in relation to pupils with special needs. To assist and support teaching staff with regard to controlling pupils with complex behavioural problems.

Supervision and Management

The job holder has no regular supervisory responsibility for staff but assists in work familiarization of peers and new recruits.

Creativity and Innovation (i.e. Problem Solving)

The job holder works within applicable rules, regulations, legislation and procedures in using the vehicle and planning routes

Contacts

Pupils and all school staff:-

- To plan, organise and communicate arrangements for the transportation of pupils to and from allocated destinations.
- To report vehicular problems or concerns; to explain changes to routes etc.
- With regard to supervising pupils – providing personal and physical assistance to pupils as required during the course of journeys.

Decisions

The post-holder will need to make decisions regarding driving/parking route changes and recommend repairs and checks to the appropriate manager.

Resources

The jobholder has a shared responsibility for the vehicle as provided by the establishment.

Working Environment

The job will involve driving and lifting mobility equipment, luggage, using vehicle maintenance equipment.

There will be some exposure to inclement weather.

Knowledge and Skills

Routine vehicle maintenance skills.

Full and clean driving licence.

Good interpersonal skills.