Role Title	Typically reports to
Driver	Director of Finance and Operations
Information sources	Date of profile
	June 2022

Purpose of the role (job statement)

To provide a responsive, efficient and safe transport service for the School and pupils, including those with special needs (in conjunction with their escorts). To provide efficient transport of goods, services, mail, parcels and other items.

Responsibilities

Key duties:

- 1. Drive a range of specially adapted and commercial vehicles (both School and non-School owned) for the transportation of pupils, including those with special needs, other passengers and goods in accordance with agreed safe systems of work.
- 2. Carry out daily vehicle safety checks and basic maintenance, including but not limited to; topping up oil, coolant, screen wash and tyre pressure.
- 3. Ensure a high standard of internal vehicle cleanliness at all times, including a visual sweep of the bus to ensure all items, both personal and rubbish are removed after every journey.
- 4. Report any involvement in a road traffic accident or incident to the Site Ops Manager
- 5. Report any mechanical issues or discrepancies in kit and equipment in a timely manner to the Site Ops Manager, completing the vehicle defect form.
- 6. Load passenger/commercial vehicles in a safe and efficient manner utilizing load restraint devices, hydraulic tail lifts, platforms and pallet lifts where provided
- 7. Provide support to pupils and passengers to enable safe entry to and exit from the vehicle, including use of personnel lifts and the securing of both wheelchairs and passengers in accordance with the Department of Transport Code of Practice
- 8. Complete appropriate inspection paperwork ensuring the required vehicle equipment is present, in date and functional.
- 9. Complete the vehicle journey log before and after each journey.
- 10. To attend Staff Study Days to complete training as and when directed by the DFO or Site Ops Manager.

May also:

1. Undertake school-centred community activities, as prescribed by Headteacher, offering such additional supervisory services which may include direct supervision of a pupil on an outing.

Indicative knowledge, skills and experience

- Ability to drive a motor vehicle and carry out routine maintenance.
- Requires specialist driving licence as appropriate to vehicles driven (Cat D1).

Factor level assessment

Facto	Factor Relevant Job Information		Factor Level	
A	Knowledge and skills	Ability to drive passenger and commercial vehicles and carry out routine maintenance. Knowledge of local geography and school requirements. Requires specialist appropriate driving licence (D1).	2	
В	Communication skills	Frequent contact with pupils, parents / carers, school staff.	2	
С	Analytical skills	Tasks do not vary significantly from day to day; resolves day to day problems such as evading roadworks, vehicle defects.	1	

D	Responsibility for staff	May demonstrate own duties to new or less experienced staff. No supervisory responsibility for staff.	1
E	Responsibility for pupils	Responsible for the safety and well-being of pupils who are being transported.	2
F	Decision-making	Follows instructions and procedures; problems are referred to line manager.	2
G	Responsibility for Physical, Financial and Information Resources	Is responsible for journey monitoring paperwork and for the care and maintenance of the vehicles.	1
Н	Physical demands	Regular moderate physical effort with occasions of more intense effort for loading vehicles with goods or passengers in wheelchairs.	3
I	Emotional demands	Exposure to difficult or emotionally demanding situations is infrequent.	1
J	Mental demands	Driving duties are only occasionally interrupted.	1
К	Working conditions	Indoor, outdoor and vehicle based work; exposure to weather when loading vehicle.	2
	1		