



States of
Guernsey

EDUCATION SERVICES

SCHOOL TRANSPORT SERVICE MINIBUS DRIVER

PSE GRADE B

JOB DESCRIPTION

AIMS AND PURPOSE OF THE JOB:

To transport pupils with special educational needs to and from school, with a Passenger Assistant.

RELATIONSHIPS:

The Minibus Drivers are line managed by the Transport Officer.

This is a term time only position. Time off during term time will only be allowed in **exceptional** circumstances.

KEY AREAS OF RESPONSIBILITY:

The main duties of the role are:

- To transport pupils with special educational needs to and from school, with a Passenger Assistant.
- To transport pupils on school outings and visits.
- To maintain internal and external cleanliness of the vehicle, ensuring the vehicle is kept in a clean and tidy condition.
- To monitor and report any damage or mechanical failure to the Transport Officer.
- To ensure all safety procedures are followed regarding the correct use of seatbelts, wheelchair anchors etc. before starting the journey and whilst passengers are on the bus.
- To ensure that under no circumstances should pupils be allowed to operate bus machinery and/or equipment.

- To report any incident or accident concerning the vehicle or its occupants to the Transport Officer as soon as practically possible.
- To regularly check vehicle for roadworthiness i.e. fluid levels, tyres etc.
- To assist the Escort with dis/embarkation of students with mobility difficulties or in wheelchairs.
- To ensure that passenger lifts (where fitted) are only used in accordance with manufacturer's instructions by trained persons.

Every effort has been made to include all the main duties of this job, it is, however not an exhaustive list and there may be other duties which have to be carried out. These duties will be subject to periodic review.

PROFESSIONAL DEVELOPMENT:

Minibus Drivers are required to attend and participate in relevant training courses as appropriate and as required, to maintain personal development, passenger handling techniques and in equipment management of the vehicle.

The appointment of a Minibus Driver is made subject to the post holder having a current Category D.1. driving licence.

Loss of that licence, or its equivalent, or failure to undertake necessary medical checks in due time, will result in withdrawal of the position.

HEALTH AND SAFETY:

The Minibus Drivers must comply with all the Education Service's policies on Health and Safety, including Smoking and Alcohol policies.

Smoking is not permitted on the minibus at any time.

All Minibus Drivers should take reasonable steps to ensure the Health and Safety of self and others and to ensure that Health and Safety responsibilities are carried out.

KEY CRITERIA:

ESSENTIAL

1. The ability to communicate effectively with both children and adults.
2. Experience of dealing with members of the public in a professional and sensitive manner within a face-to-face environment and via telephone.
3. The ability to work as part of a small team, with a flexible attitude and a professional approach to work.
4. Ability to use own initiative.

5. Means of travel from one establishment to another.

DESIRABLE

6. First Aid Training.

7. An awareness of the difficulties faced by children with Special Educational Needs in travelling to and from school.

8. Experience of working with vulnerable children.

Every effort has been made to include all the main duties of this job, it is, however, not an exhaustive list and there may be other duties which have to be carried out.

This job description may be reviewed and subsequently amended or modified in negotiation with the post holder and should be read in conjunction with the Conditions of Service.