



Job Outline

Minibus Driver

Responsible to: LINE MANAGER
Salary Grade: Scale 2
Full time/Part time: Casual

Job Purpose

To transport pupils to and from school as required.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Special Features

in order to be eligible for this role, applications must hold a full D1 (or D) passenger carrying vehicle entitlement and be between the ages of 21 and 70.

Key Responsibilities

- Adhering to all relevant road rules and laws, including any driving hours' regulations
- Adhering to the Sigma Minibus Policy.
- Ensuring that all passengers are wearing a seatbelt.
- Conducting additional safety checks on the minibus before travelling.
- Completing a Driver Authorisation checklist for every journey.
- Successfully pass the MiDAS driving competency course

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.

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GREATER THAN THE SUM OF ITS PARTS