

HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

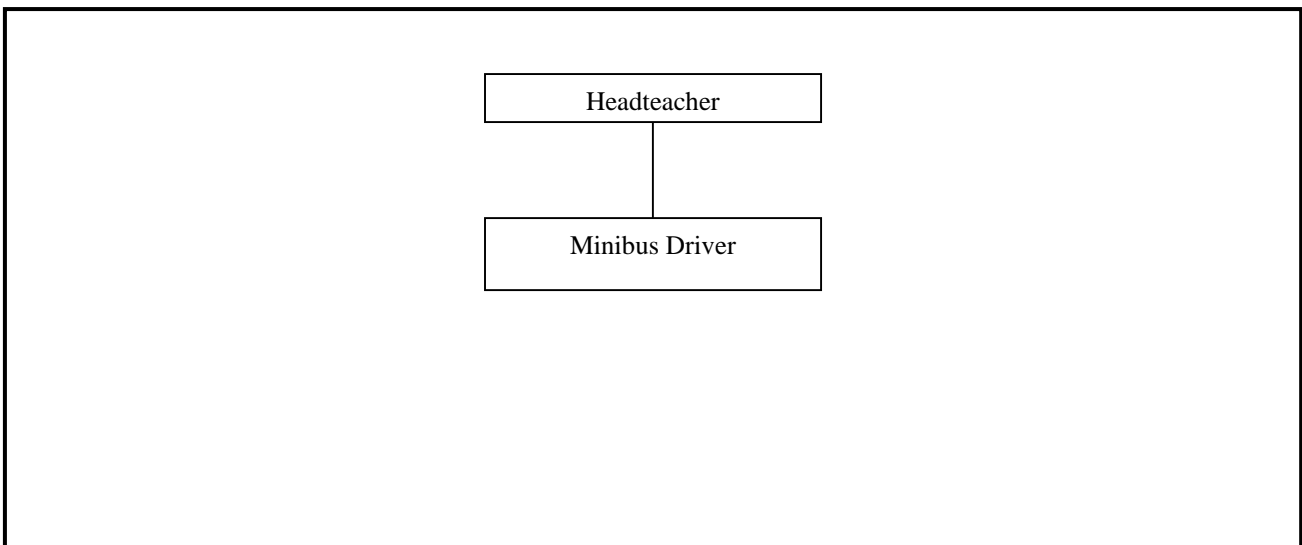
**ROLE PROFILE FORM**

**Section A**

<b>Role Profile Ref:</b>	02035
<b>Department/Section:</b>	Education (Schools)
<b>Role Title:</b>	Minibus Driver
<b>Reports To - (Supervisor/manager's role title) :</b>	Headteacher
<b>Role Purpose:</b> (why the role exists)	To safely transport pupils and escorts to and from school, including school trips.

**Section B Organisation**

*Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).*



**Section C**

**ROLE REQUIREMENTS**

*This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.*

<b>Accountabilities</b>	<b>Accountability Statements</b>	<b>% of Time</b>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• To drive the vehicle safely and within the law and Highway Code.</li> <li>• To have regard at all times for the safety of passengers, ensuring seatbelts are worn where fitted and other equipment is applied correctly and appropriately</li> <li>• To be courteous at all times to passengers, other road users and pedestrians.</li> <li>• To assist passengers in boarding and alighting and to assist an escort where necessary</li> </ul>	65%
<b>Planning</b>	<ul style="list-style-type: none"> <li>• To plan routes with due regard to safety, time and economy as required, ensuring the route is the quickest and most effective</li> </ul>	5%
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>• To ensure the vehicle is adequately fuelled and for long school trips, make fuel stops regularly so that the minibus never runs out of fuel</li> <li>• To report any defects immediately to the headteacher so that they are rectified</li> <li>• To take the vehicle to be serviced and have its MOT as required, meeting legal and LEA requirements</li> <li>• Carry out minor maintenance and daily vehicle checks including:               <ul style="list-style-type: none"> <li>○ External damage to vehicle</li> <li>○ Tyre conditions and pressures</li> <li>○ Oil, water, brake fluid and fuel levels</li> <li>○ Lights and indicators are clean and in working order</li> <li>○ Washers and wipers are working</li> <li>○ Horn is working</li> <li>○ Mirrors are intact, clean and correctly positioned</li> <li>○ Seat belts, where fitted are working properly</li> <li>○ Fire extinguisher is intact and first aid kit is complete</li> </ul> </li> </ul>	15%

HAMPSHIRE COUNTY COUNCIL

<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• A strict policy of no smoking will be adhered to at all times</li> <li>• Drivers must not drink alcohol whilst on duty and are to be within the legal limit to drive</li> <li>• Drivers must not allow any person to drive or travel on the vehicle without the permission of the headteacher</li> <li>• All accidents must be reported immediately to the police and headteacher</li> <li>• Any injury to self, passengers, pupils or the general public must be reported immediately using appropriate channels (depending on the severity of the injury)</li> </ul>	<p>5%</p>
<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• To complete all forms relating to mileage and other aspects of vehicle maintenance as required.</li> </ul>	<p>5%</p>
<p>Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability</p>	<ul style="list-style-type: none"> <li>• Apply and enforce all HCC guidelines and statutory obligations in these areas to ensure compliance</li> <li>• Identify and offer to the team all suitable training and development opportunities in these areas</li> </ul>	<p>5%</p>
<p><b><u>Section D</u> -The key decision making areas in the role</b></p>		
<ul style="list-style-type: none"> <li>• Deciding on appropriate routes for daily pupil-runs and on long distance school trips</li> <li>• Vehicle maintenance decisions</li> </ul>		
<p><b><u>Section E</u> - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)</b></p>		
<ul style="list-style-type: none"> <li>• Planning the most effective route will save on fuel costs</li> <li>• Reporting defects at an early stage may save on larger repair bills</li> <li>• Responsibility for maximum of x pupils on the minibus</li> <li>• Approximate miles per year: x miles</li> </ul>		
<p><b><u>Section F</u> - The main contacts – external/internal customer contacts and purpose</b></p>		
<ul style="list-style-type: none"> <li>• Parents, when picking up and dropping off children</li> <li>• Teachers/ teaching assistants when dropping off and picking up children from school</li> <li>• External contractors, with regards to maintenance</li> </ul>		

**Section G - Working conditions – environment, and physical effort or strain.**

- Some pupils will require assistance in getting on and off the bus, due to physical difficulties. This can be physically demanding. However, for pupils with severe difficulties will be transported in appropriate vehicles with appropriate facilities.

**Section H - Context/additional information**

- Drivers must adhere to the requirements of the Highway code and the conditions under which their driving license is issued. Any convictions, penalties or medical conditions which may affect their ability to drive the minibus in accordance with these requirements/conditions must be reported immediately to the headteacher.

**PROGRESSION IN ROLE**

**Section J - Entry: Necessary role-related knowledge, skills and experience at selection**

- Driving license must allow driving of minibus with up to 16 passengers
- Willingness to complete MiDAS (Minibus Driver Awareness Scheme) certificate , if not already obtained
- Some experience of driving a minibus an advantage

**Section K – Initial induction/training required to become effective in the role**

**Estimated time to become operationally effective**

1-2 months

- If the MiDAS certificate is not already obtained, completion of the certificate will be arranged. Completion of the certificate is a necessary requirement for the role.
- Training in moving and handling if required

**Section L – Operationally effective: How would effectiveness in role be demonstrated?**

- Good knowledge of local routes, minimising journeys where possible, whilst maintaining good fuel economy
- No complaints received from pupils, passenger, other road users or pedestrians
- Reliable pick up and delivery of pupils

**Section M - Adding value: What characteristics will the advanced role holder demonstrate?**

- Using own initiative to resolve situations during transport e.g. traffic problems
- Ability to communicate effectively with parent and pupils