



Minibus Driver Job Description

February 2026

Role Summary

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The role is responsible for ensuring the safety, welfare and good conduct of pupils during the school day in accordance with the policies, practices and procedures of the school.

The jobholder is responsible for ensuring the efficient running of the School minibus service, as part of a friendly team ensuring the safety of passengers, other road users, members of the public and yourself at all times.

Duties and Responsibilities:

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Driving the minibus on specific routes to ensure a reliable service is provided to parents and students for collection and drop off in the morning and after school.

Responsible for the safety, comfort and welfare of the children.

Discuss with the drivers and Business Manager any alterations to routes due to road works, etc.

Liaise with the Business Manager on matters relating to the minibus routes and advise office of any pupil absences.

Ensure daily minibus checklist is completed, with remedial actions followed up.

Maintain accurate records of vehicle usage.

Deal with emergencies and follow school procedures and if necessary, resolve transport issues promptly, updating the Business Manager when issues arise.

Report any vehicle defects, faults, incidents and accidents promptly.

Be responsible for the cleanliness of vehicle, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.

Refuel vehicles on a regular basis.

Maintain and help to promote a professional school image, working attire should be worn at all times and kept in a clean and tidy condition. Ensure the ID badge is visibly at all times.

Work within health and safety and minibus policy and guidelines and other guidelines that may be issued.

Attend relevant training courses as identified and agreed, this will include passing a Minibus Driver Awareness Scheme (MIDAS) training and undertaking First Aid training and if required provide a first aid service to pupils.

Professional development

Participate in the school's appraisal procedures and training and development in order to improve own practice.

Communication

Being aware of confidential issues linked to home/pupil/school work and to keep confidences as appropriate, communicate effectively with the whole school community.

Working with colleagues and other relevant professionals

Being aware and adhering to school policies and procedures, collaborate and work with colleagues and other relevant professionals within and beyond the school, develop effective professional relationships with colleagues.

Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Personal and professional conduct

Maintain high standards of ethics and behaviour, within and outside school, demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community, have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties appropriate to the level of the role.

Working pattern

10 hours per week 7.45am – 8.45am and 3.15pm - 4.15pm Monday – Friday.
Term time only

M Hale
Headteacher