



| **Job Title:** | Minibus Driver |
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| **Hours:** | Part Time, 17.5 hrs/week, term time only |
| **Status:**  | Permanent |
| **Responsible To:** | Bursar |

**Job Purpose:**

To provide a safe, reliable, and professional home-to-school transport service for pupils aged 4 to 18 years. The role involves operating a 17-seater school minibus in accordance with all relevant road safety legislation, school transport policies, and safeguarding requirements.

### **Key Responsibilities**

* Safely transport pupils to and from school along designated routes, ensuring their welfare and safeguarding at all times.
* Carry out and record Pre-Use Vehicle Checks before each journey in line with school and regulatory requirements, and report any defects on the vehicle promptly.
* Refuel the vehicle at the end of the shift as needed to ensure readiness for the next driver.
* Ensure all belongings and waste are removed from the vehicle at the end of each shift.
* Adhere to the school’s Driving Policy, the Highway Code, and all road traffic legislation at all times.
* Carry out additional driving duties on an ad hoc basis, such as trips or fixtures, with prior agreement.
* Report any safeguarding or welfare concerns immediately in accordance with the school’s Safeguarding and Child Protection Policy.
* Actively promote and uphold the ethos, values, and professional standards of the school.

### **Skills and Attributes**

* Excellent timekeeping and reliability.
* Flexible and adaptable approach to duties and changing needs.
* Experience of working with children or young people in a professional setting.
* Well presented and courteous at all times, representing the school with professionalism and respect.
* Strong communication skills and the ability to relate well to students, staff, and parents.
* Awareness of and commitment to child protection and safeguarding principles.

### **Qualifications and Requirements**

* Full, clean UK driving licence with D1 entitlement is essential.
* Minimum of 2 years’ driving experience, ideally with minibuses or similar-sized vehicles.
* Successful completion of a Driving Assessment is required prior to appointment.
* Provision of a valid driving licence and DVLA validation check will be required.
* Basic vehicle safety awareness and the ability to complete routine checks and reporting forms accurately.

**Child Protection and Safeguarding**

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2024).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Queen’s College is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check, provide references, and demonstrate a clear understanding of safeguarding responsibilities. Training in safeguarding and child protection will be provided.

**June 2025**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.