



## JOB DESCRIPTION

JOB TITLE:	MINIBUS DRIVER
RESPONSIBLE TO:	Transport Manager
DEPARTMENT:	Transport
DATE OF ISSUE:	February 2017

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### GENERAL

Founded in 1923 Canford School is set in 250 acres of inspirational parkland on the outskirts of Wimborne in Dorset.

The School which has some 635 pupils aged 13-18, is amongst the country's top co-educational boarding schools. Canford has established a commanding reputation built on its excellent academic achievement, breadth of education and fresh, lively approach.

### MAIN PURPOSE:

To safely transport pupils to and from school, in accordance with route guidelines and timings, as directed by the Transport Manager. As a representative of Canford School the Mini-Bus Driver must conduct themselves with professionalism, tact and diplomacy at all times.

### KEY RESPONSIBILITIES

- Maintenance of vehicle in line with H&S guidelines as directed by the Transport Manager.
- Standard checks as directed by the Transport Manager to be undertaken before and after driving.
- The Mini-bus should be fuelled as necessary from a designated provider.
- Responsible for the internal and external cleanliness of the Mini-bus.
- Ensure that the vehicle is roadworthy prior to any journey.
- Detailed knowledge of the route to ensure that timings are maintained.
- Adhere to the bus timetable and route as much as road conditions and traffic allow.
- Responsible for the safe conduct of passengers ensuring that safety belts are worn at all times.
- Report any issues regarding pupils to the Transport Manager.
- Report any concerns or maintenance issue regarding the vehicle to the Transport Manager
- In the cases of accidents or emergencies, drivers must follow instructions outlined in the procedures manual and contact the Transport Manager or senior member of school staff as soon as reasonably possible.

Canford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All successful job applicants will be required to undergo child protection screening.