

MINIBUS DRIVER

Candidate Pack



INTRODUCTION

Wishford Schools is a group of nine independent schools, including St Edward's Prep in Reading. Our transport fleet is an important part of our offering to parents, providing a daily collection/drop-off service, and transporting pupils on trips and to matches.

The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Wishford Schools are an equal opportunities employer and welcome applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity or religion.

For more information on the Wishford Schools Group, please visit: www.wishford.co.uk

THE ROLE

Do you seek an interesting and varied role where no two days are the same? Then we have the role for you.

St Edward's Prep are seeking minibus drivers for their morning and afternoon school runs with optional work as a member of the Operations Team in between.

We are seeking friendly and polite minibus drivers to join our team and undertake the following school runs:

- Morning school run Monday to Friday. The first pick-ups are between 07:00-07:15am and arrive in to St Edward's Prep at approximately 08:15am.
- Afternoon school run Monday to Friday. The candidate would be required to be at St Edward's Prep for 15:30pm and their school run would finish between 18:30-19:00pm.

If full-time hours are what you are looking for we have other roles available between driving duties which can be discussed further at interview.

Candidates will need to be confident in interacting with children and be able to maintain a good atmosphere on the bus. Drivers will need to have a warm and flexible approach, be able to show initiative and work well on their own and as part of a team.

Drivers will ideally hold a current unrestricted D or D1 licence, driver CPC card and tacho card, although training can be provided for drivers who do not currently hold these qualifications.

This role is based at St Edward's Prep with routes available in and around Reading.

TERMS

We have part-time and full-time roles available, with a range of different hours including mornings, afternoons and evenings, or a combination. Over-time hours for matches and school trips are also available. Salary is £14.04 per hour for fully qualified D & D1 Licence holders.

CONTACT DETAILS AND HOW TO APPLY

If you would like further information or a confidential discussion about the role, please contact Paul Stratford, Transport and Operations Manager, paul.stratford@wishford.co.uk or on 07471 472666 (office hours only). Alternatively, please send Paul a copy of your CV.

Wishford Schools is committed to safeguarding and promoting the welfare of children and young people. Candidates must be prepared to undergo appropriate pre-appointment child protection screening.

Job Description: Minibus Driver

Responsible to: School Business Manager

As a minibus driver for Wishford Schools, you will be expected to carry out your duties in a professional and respectful manner in accordance with the guidance in the Wishford Schools Driver's Handbook. You are the public face of Wishford Schools and as such you should make sure, as far as is reasonably practicable, that you and your vehicle are kept in a clean, tidy and presentable condition.

1. On taking over vehicle before each journey, check that head lights, side lights, brake lights, indicator lights and hazard lights and wipers are fully functioning. You should complete your pre-journey walk around check and sign the nil defect sheet, or report a fault, in the defect rectification book and hand this immediately to the School Business Manager (SBM).
2. Responsible for routine maintenance of your dedicated minibus, including checking oil, coolant and screen washer levels on a daily basis. Ensuring own vehicle is filled up with fuel, check the tyre pressures and tyre wear and reporting any issues promptly to SBM. Checking first aid kit and fire extinguisher pressures weekly or after use, report any usage to SBM.
3. A daily check of the internal cleanliness of the vehicle before and after every journey, handing any objects found to the SBM.
4. Transport children, including those with impaired mobility or severe/moderate learning difficulties to and from school or other authorised locations.
5. Assist children, including those with impaired mobility problems in and out of the vehicle.
6. Ensure good behaviour of children on the bus where reasonably practicable and to report any behavioural incidents to the form tutor or in their absence the SBM.
7. Ensure, as far as possible, that scheduled timings are observed.
8. Ensure assistance and co-operation is provided to the SBM in obtaining necessary data required for regular licence checks.
9. In the event of an accident, follow procedure as detailed in the Wishford Driver's Handbook
10. Washing of vehicle on a regular basis to ensure it is in a presentable condition.
11. Keeping accurate daily passenger records and vehicle records, including any internal or external damage which must be reported to the SBM immediately.
12. Providing the SBM with a summary of passenger usage weekly.
13. Ensuring your mobile telephone battery is kept properly charged.
14. Taking and collecting the minibuses to the garage as requested for repairs and servicing.
15. Safe keeping of fuel card and prompt submission of fuel receipts to the SBM.
16. Check all lights are working properly at the end of your driving day. Spare bulbs will be kept in the glove compartment.
17. Drivers should familiarise themselves with Tachograph procedure and should acquaint themselves with Driver's Hours rules.
18. Drivers should ensure that they carry their driving Licence, DQC card and Tachograph card with them at all times.

19. Attend relevant training/refresher courses as required.
20. Undertake any other associated duties as required by the SBM or designated deputy.
21. Maintain and help promote a good company image, ensuring you maintain a clean and tidy appearance at all times.
22. Provide minor first aid to passengers and ensure that any injured passenger receives medical attention as quickly as possible. Completion of the relevant personal injury report/accident report forms to the SBM without delay.
23. Work within Health and Safety guidelines and other guidelines that may be issued from time to time.
24. Work within the constraints and guidelines as set out in the staff handbook.
25. Work within Safe \Working Procedure guidelines and follow company procedures if involved in a collision.

Drivers should note that as soon as you take charge of a vehicle, that vehicle and its passengers are ultimately your responsibility. It is your duty to ensure that all checks have been carried out and signed for as ignorance is no defence.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Staff Behaviour Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Headmaster or Designated Safeguarding Lead.

An enhanced DBS disclosure and references will be required for this post.