



St White's Primary School

Job Description: Minibus Driver 2021-2022

Responsibility: Transporting pupils and staff

Responsible to: HEAD TEACHER AND SCHOOL BUSINESS MANAGER

This job description is written in accordance with:

- The Gloucestershire County Council Integrated Transport - GCC Guidance Safe Operation of Minibuses & Passenger Transport - Issue 4 April 2017 Ref ITU/PG/1

This job description *may be amended at any time* following discussion between the Headteacher and the staff body, and will be reviewed annually as part of the appraisal process.

Core Responsibilities

Drivers must ensure that they are familiar with their area of operation, follow any risk assessments and ensure that they work in compliance with those that cover minibus driving and the passengers being transported.

Drivers are responsible for risk assessing any one-off journeys. This assessment need not be recorded but drivers should be aware of some basic principles and guidelines when planning journeys. Drivers must take appropriate personal responsibility for ensuring that they do not drive when fatigued and take adequate breaks (e.g. 15 minutes every 2 hours) to reduce fatigue, while remembering at all times that they have a legal duty of care to their passengers.

Drivers must follow the guidance given during MiDAS and adhere to the Highway Code, following road traffic instructions and relevant speed limits, whilst additionally making allowance for prevailing road and weather conditions.

Employees must promptly report all work-related transport and road traffic incidents using the Council's incident reporting system. The incident reporting procedure can be found by following this link: -

<http://www.gloucestershire.gov.uk/schoolsnet/gccplus/health-and-safety/health-and-safety-advice-and-guidance-a-z/accident-reporting-and-investigation/> [requires Schoolsnet login to access]

All road traffic collisions must also be reported to your insurance company; for those insured through the Council contact Risk Management Insurance Services.

Drivers of any vehicle are legally responsible for:

- The roadworthiness of the vehicle;
- Any infringement of the law whilst driving; and
- Fines relating to any road traffic offence they commit.

The operating restrictions of both small bus (Section 19) permits and those using blue badges must be followed. See 2.5.3 Permits

Employees must report in writing any defects or damage to Council owned, leased or hired vehicles to the appropriate person as soon as practicable. This will typically be to their line manager. Where another driver may subsequently use the vehicle the damage or defect must be brought to the attention of the driver and their line manager before the vehicle is subsequently used.

Employees must ensure that they have a valid driving licence and that any additional points or disqualification from driving is reported to their manager. See also 2.10 Driving Licences

Employees must report any health problems, which might affect their ability to drive. Failure to do so may result in disciplinary action. See 2.16 Driver Health

Additional Information – Risk Assessments

Minibus drivers must attend and complete the nationally recognised Minibus Driver Awareness Scheme (MiDAS) where The Council is the employer or where Council insurance is utilised. In other instances it is strongly recommended that the same standard be adopted.

Where drivers have a PCV licence they will be exempt from the driver assessment section of the course with a consequential reduction in cost. There will still be a requirement to undertake the other elements of MiDAS training.

Further information on MiDAS is available from the Gloucestershire Road Safety Partnership – [See Section 2.11.1](#).

General information on the course content can be found following this link: - <http://www.ctauk.org/index.aspx?id=150>

The minimum maintenance standards for Council vehicles are set out in the fleet policy, see:

<http://www.gloucestershire.gov.uk/schoolsnet/gccplus/health-and-safety/health-and-safety-advice-and-guidance-a-z/fleet-management/> [Requires Schoolsnet login to access]

Drivers are legally responsible for ensuring the vehicles they drive are roadworthy and fit for purpose.

Vehicles operating under a small bus permit are, in law, Public Service Vehicles and they require more frequent safety inspections than the manufacturer's basic service schedule. For more information on permits see: 2.5.3 Small Bus Permits

The normal inspection frequency for Council minibuses is every ten weeks.

Inspections must be carried out using the guidance issued by VOSA entitled 'Guide to Maintaining Road Worthiness' which can be accessed using this link:
<https://www.gov.uk/government/publications/guide-to-maintaining-roadworthiness>

It is important that establishments who lease or hire vehicles on contract ensure the vehicle supplier is aware of the requirement for a more frequent inspection schedule, as this will reflect in the leasing/hire charges.

Arrangements for appraisal of performance

Performance will be monitored through the school's performance management programme and by members of SLT.

Signed

Date