

**JOB DESCRIPTION**

**JOB TITLE: Driver**

**GRADE: AS10 – AS14 (Truro School Support Staff Salary Scale)**

**REPORTING TO: Facilities Manager**

**ROLE OVERVIEW**

You will be a critical member of the School Support Staff primarily responsible for driving pupils to and from School on a daily basis during term time and pupils and staff on occasional journeys on request. You will maintain the operating condition and cleanliness of the vehicles to ensure the safety and comfort of all passengers and may occasionally be required to support the Caretaking team, on a zero hours basis.

**KEY FUNCTIONS**

**Driving Duties**

* Drive School minibuses and vans, subject to holding the appropriate license
* Drive the vehicles responsibly and in compliance with traffic rules and regulations
* Take instructions on duties from the Facilities Assistant
* Undertake weekly vehicle inspections as directed and record findings
* Undertake daily routine vehicle checks, pre-journey inspections and ensuring correct licences are displayed
* Assist with the cleaning of vehicles inside and out as required
* Follow directed journey routes, report problems and meet time targets for pick up and drop off points
* Adhere to the School’s fuelling procedures and ensure that fuel records are maintained
* Report in writing any issues or defects with vehicles that may require maintenance or repair
* Ensure the safety of students and other passengers by reporting, in writing, any concerns regarding safety or welfare ie. broken seatbelts
* Sign and comply with the School’s drivers’ code of conduct
* Ensure that when the vehicle is left unattended it is properly locked, parked safely and does not obstruct driveways
* Report accidents as soon as they happen to the relevant person (see School drivers’ code of conduct)
* To be familiar with the School’s emergency procedures for School transport and for incidences on School grounds.

**Miscellaneous Duties (as required)**

* Provide driver cover during the absence of other drivers
* Support the Caretaking team to provide cover for absence and additional cover for events
* Conduct traffic marshalling and control parking
* Support the Facilities Department with their duties
* Anything else that from time-to-time may be required appropriate to the post.

**PERSON SPECIFICATION**

**Essential**

* Clean driving licence.
* D1 Licence holder.
* First Aid certificate – or willingness to undertake training
* Excellent interpersonal and timekeeping skills.
* Conscientious, well organised, flexible and reliable
* Presentable, friendly, team player.
* Able to remain calm under pressure.
* Able to provide great customer service.
* Sensitive to the Methodist ethos of the School.

**ADDITIONAL**

* + - * Training to operate equipment and additional tasks will be provided as necessary.
* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, and behave accordingly. This role will involve daily contact with pupils and drivers must be familiar with and adhere to the School’s Safeguarding Policy.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date Prepared: July 2019**

**Prepared by: Facilities Manager**