



Casual Minibus Driver

Salary / grade range	Level 5 scp 7-12 £12.59 - £13.69 p/h plus holiday allowance
Location	Co-op Academy Stoke-on-Trent
Reports to	Operations Director

Purpose of role: We are seeking a reliable and experienced minibus driver to join our team on a casual basis. You will be responsible for transporting students to and from school events, ensuring their safety at all times.

Key accountabilities (and specific duties / responsibilities):

- **Student Transportation:** Safely transport students to and from school, sporting events, field trips, and other extracurricular activities.
- **Vehicle Maintenance:** Conduct routine inspections of the minibus, ensuring it is clean, well-maintained, and meets all safety standards.
- **Safety Compliance:** Adhere to all traffic laws and school policies to ensure the safety of passengers. Implement safety protocols and assist students with boarding and alighting.
- **Scheduling:** Coordinate with the school administration regarding schedules, routes, and any special transportation requests.
- **Record Keeping:** Maintain accurate records of trips, mileage, fuel usage, and any incidents or accidents.
- **Communication:** Communicate effectively with students, parents, and school staff to provide timely and courteous service.
- **Emergency Preparedness:** Respond appropriately to emergencies or unexpected situations, ensuring the safety and well-being of all passengers.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> Valid D1 category driving licence 		A, I
Experience <ul style="list-style-type: none"> Previous experience as a minibus or bus driver is preferred. Certification in First Aid. 	D	A, I A, I
Skills, Ability, Knowledge <ul style="list-style-type: none"> Demonstrated ability to operate a minibus safely under various conditions. Effective verbal communication skills for interacting with students, parents, and staff. Ability to manage and relate to children and adolescents in a calm and professional manner. Punctual and reliable with strong organisational skills to manage schedules and routes efficiently. Keen attention to safety and maintenance checks, ensuring compliance with regulations. 		A, I A, I A, I A, I A, I
Personal Qualities <ul style="list-style-type: none"> Understanding and patience, particularly with children and young adults and effectively handle emergencies or unexpected situations. Maintains a professional demeanour at all times, representing the school positively. Capable of performing duties that may require physical activities, such as assisting students on and off the vehicle. Committed to safeguarding young people. 		A, I A, I A, I



Academies Trust

The job description best characterises the role at the time of its formulation. It is subject to review to align with the needs and requirements of the Academy, in agreement with the post-holder, and by final agreement with the Headteacher.

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.