



# HEYWOOD PREP

CORSHAM

## Minibus Driver Candidate Pack



# INTRODUCTION

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## THE ROLE

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 D1 entitlement, driver CPC card and tacho card, although training can be provided for drivers who do not currently hold these qualifications.

The role consists of 10 hours per week providing the daily morning school run, collecting children from set locations in the local area and safely delivering them to school. The role requires first aid training which will be provided by the school.

The Candidate will be subject to enhanced DBS checks and will require references.

## TERMS

Hours: 0645am - 0845am, weekdays during Heywood Prep term-time. (Additional hours may be available if willing to drive for trips, school events etc.)

Apply by: 0800am 26 April 2021

Start date: asap

Salary: £11 per hour for qualified D1 drivers

## THE SCHOOL

Located in the heart of Corsham, Wiltshire, the school is housed in a two acre site, set around a beautiful Grade II listed Georgian building constructed in 1776. Heywood Prep educates boys and girls from age 2 to 11. At the end of Year 6, the majority of children leave for independent senior schools in Bath and Wiltshire, many winning awards and scholarships. At present, we have approximately 240 children on roll.

## CONTACT DETAILS

If you would like further information or a confidential discussion about the role, please contact Nicky Bartholomew, Heywood Prep School Business Manager 01249 713379.

## APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to [hphr@heywoodprep.com](mailto:hphr@heywoodprep.com) for the attention of Mrs Nicky Bartholomew, School Business Manager. We only accept applications on the Heywood application form and it may be accompanied by a covering letter, addressed to the School Business Manager, of no more than one page. Please do not send a CV.

The closing date for applications is 0800am 26<sup>th</sup> April 2021

*Heywood Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service*

*We are an equal opportunities employer and will select applicants for interview based on their ability to perform the role. We will not discriminate based on age, race, colour, ethnic or national origin, religious beliefs, sex, gender, gender reassignment, marital status or disability. Heywood Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The role is exempt from the Rehabilitation of Offenders Act 1974.*

JOB DESCRIPTION	Minibus Driver
Title of post:	Heywood Prep – Minibus Driver
Responsible to:	School Business Manager
Purpose of the job:	<p>Responsible for operating the daily morning school mini bus run for children aged 4 to 11.</p> <p>Additional driving tasks as directed, including for trips and events.</p> <p>Act as a School First Aider, training will be provided by the school.</p>
Relationships:	The post holder is directly responsible to the School Business Manager and works closely with the School Site Team
Key Tasks:	<ol style="list-style-type: none"> <li>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).</li> <li>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.</li> <li>3. A daily check of the internal cleanliness of the vehicle before and after every journey, handing any objects found to the SBM.</li> <li>4. Transport children, including those with impaired mobility or severe/moderate learning difficulties to and from school or other authorised locations.</li> <li>5. Assist children, including those with impaired mobility problems in and out of the vehicle.</li> <li>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.</li> <li>7. Ensure, as far as possible, that scheduled timings are observed</li> <li>8. Ensure assistance and co-operation is provided to the SBM in obtaining necessary data required for regular licence checks</li> <li>9. In the event of an accident, follow procedure as detailed in the Wishford Driver’s Handbook</li> <li>10. Washing of vehicle on a regular basis to ensure it is in a presentable condition.</li> <li>11. Keeping accurate daily passenger records and vehicle records, including any internal or external damage which must be reported to the SBM immediately.</li> <li>12. Providing the SBM with a summary of passenger usage weekly.</li> <li>13. Ensuring your mobile telephone battery is kept properly charged.</li> </ol>

	<p>14. Taking and collecting the minibuses to garage as requested for repairs and servicing.</p> <p>15. Safe keeping of fuel card and prompt submission of fuel receipts to the SBM.</p> <p>16. Check all lights are working properly at the end of your driving day. Spare bulbs will be kept in the glove compartment.</p> <p>17. Drivers should familiarise themselves with Tachograph procedure and should acquaint themselves with Driver's Hours rules.</p> <p>18. Drivers should ensure that they carry their driving Licence, DQC card and Tachograph card with them at all times.</p> <p>19. Attend relevant training/refresher courses as required.</p> <p>20. Undertake any other associated duties as required by the SBM or designated deputy.</p> <p>21. Maintain and help promote a good company image, ensuring you maintain a clean and tidy appearance at all times.</p> <p>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.</p> <p>23. Work within Health and Safety guidelines and other guidelines that may be issued from time to time.</p> <p>24. Work within the constraints and guidelines as set out in the staff handbook.</p> <p>25. Work within Safe \Working Procedure guidelines and follow company procedures if involved in a collision.</p> <p><b>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.</b></p>
Hours	Weekdays 0645am – 0845am (10 hours per week), term-time only
Annual Review:	This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

*The post holder's responsibility for promoting and safeguarding the welfare of children and young person's 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 or children in the school s/he must report any concerns to the Head or Designated Safeguarding Lead.*