



# Blundell's

FOUNDED 1604

## WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** School Minibus Driver  
**Department:** Drivers  
**Report to:** Transport Manager  
**Date:** September 2022

---

### ROLE

To drive a Blundell's School bus to collect and deliver pupils to and from their designated pick up and drop off points, as agreed with the Transport Manager.

---

### SUMMARY OF DUTIES

- To check the vehicle before each run to ensure that it is in a roadworthy condition, checking the condition of the windscreen, mirrors, operation of all doors, seat belts, horn, indicators and lights.
  - To show courtesy to fellow road users and consideration for the comfort and safety of your passengers.
  - To undertake a register prior to departure.
  - To ensure that ice and mist are removed from windows prior to any journey.
  - Report any defects immediately to the Transport Manager.
  - To park the vehicle at the end of the run in its designated space ensuring lights are switched off, doors closed and handbrake applied.
  - To clean the interior and wash down the minibus once a week.
  - To maintain the vehicle usage log and complete the weekly maintenance check.
  - Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.
  - Any other duties as reasonably directed by the Transport Manager.
- 

### PERSON SPECIFICATION

#### Essential Qualifications and Experience

- Minibus D1 (17-seater) license
- Significant driving experience in minibuses or other large vehicles
- Good customer service skills.

Desirable

- Experience or an understanding of working in schools, preferably in the independent sector
  - Basic vehicle maintenance skills
  - Basic IT skills to include use of Apps.
- 

This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

---

Please sign to acknowledge receipt of job description.

Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_