

JOB DESCRIPTION

JOB TITLE:	PART TIME EDUCATION TRANSPORT DRIVER
LOCATION:	BIRMINGHAM
RESPONSIBLE TO:	DISTRICT MANAGER
HOURS OF WORK:	7.00am – 9.30am AND 3.00pm – 5.30pm Monday to Friday

PURPOSE OF JOB

Transporting school children with mobility difficulties to education establishments under contract to the Local Education Authority.

MAIN DUTIES AND RESPONSIBILITIES

1. Driving a mini bus to a scheduled timetable.
2. Transporting passengers safely from and to their homes and educational establishment.
3. Carrying out routine vehicle checks.
4. Ensuring that the vehicle is clean and tidy and complies with legal requirements.
5. Operating specialised passenger-handling equipment.
6. Attending minor repairs as requested by the Depot Controller.
7. Maintaining radio contact with base and a close liaison with the education establishment.
8. Reporting any vehicle defects to the Depot Controller.
9. Any other duties considered necessary for the smooth and efficient operation of the Contracted service.

MAIN CHALLENGES OF THE JOB

It is vitally important that passengers are dealt with in a sympathetic and friendly manner, bearing in mind the need to provide a smooth and efficient service at all times.

The jobholder will be a member of a team and needs to liaise with Controllers, Escorts and colleagues daily in order to develop a working relationship to build a strong supportive team.

Company training will be provided.

PERSONAL SKILLS

1. Good driving standards, previous minibus driving experience would be an advantage. However, training is given.
2. Friendly, approachable attitude, understanding the needs of children who have a disability.
3. Working in a logical and systematic manner, who is comfortable following operational systems.
4. Have an adaptable and flexible attitude to work.
5. Excellent record of attendance and dependability is essential.