



JOB DESCRIPTION

Post title	Minibus Driver
Salary	Single Status Grade 4
Responsible to	Business Manager
Main Purpose of the Job	To drive pupils to venues for sports matches and on excursions
Main Functions.	<ol style="list-style-type: none"> 1. To treat users of the service with dignity and respect and maintain confidentiality as in line with departmental policies. 2. To regularly undertake vehicle checks in line with policies and procedures and to complete any associated paperwork. 3. To assist staff and other professionals with driving related tasks. 4. To carry out health and safety checks in line with departmental policies and procedures.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.