

Minibus Driver (pm) Job Description



The Relief Minibus Driver is responsible in the first instance to the Support Services Manager. Your specific duties include:

- drive a vehicle as supplied by the company to transport service users home from the nursery on a daily basis
- drive the vehicle to transport staff and service users on day-visits as and when required
- be responsible for the well-being of service users at all times
- drive in accordance with the company's minibus policy
- ensure that all regular routine safety checks as detailed in the Safety Checklist are carried out and the findings recorded, reporting any defects promptly to the Support Services Manager.
- drive in accordance with legal requirements.
- report immediately any accidents or incidents involving the company vehicle, including any damage to the vehicle, to the Support Services Manager.
- drive in accordance with legal requirements.
- ensure compliance with health and safety regulations.
- attend meetings as required.

This Job Description will be reviewed and developed on a regular basis, at least annually, to reflect the on-going development of the organisation.

Signature..... Date.....

Name.....

Date Prepared: June 2014
Reviewed: January 2020