

# Hutchesons' Grammar School



## Appointment of Temporary, Part-Time Minibus Driver

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### The Aims of the School

Hutchesons' Grammar School aims to provide boys and girls with a broad Scottish education, with the emphasis on academic excellence.

Founded in 1641, Hutchesons' is a famous school which has always been at the forefront of teaching and learning in Scotland. Nowadays, it is a large and dynamic school of great vitality and diversity, where nearly 1400 pupils from primary one right through to sixth year follow a broad curriculum, blending the traditional and the modern. Experienced teachers are one of Hutchesons' greatest strengths, along with the resources they need to do their job to the highest possible standards.

Hutchesons' pupils excel in a wide variety of sports both nationally and internationally, and the quality of performance in music, drama and the arts is equally high. All pupils can follow a structured programme in and out of the classroom which broadens their outlook and helps them develop their interests and enthusiasms. There are many opportunities for involvement in clubs and societies, community work and charity fund-raising, visits and tours both within the UK and abroad, and for the Duke of Edinburgh award scheme.

As individuals, Hutchesons' pupils are encouraged to develop confidence, self-discipline, integrity, courtesy and consideration for others. They are part of a large community of learners, where every individual is important. They learn to be thoughtful, articulate and well-read and to have a clear idea about how they want to live their lives beyond school and university.

Scots have always valued education very highly, and for over three centuries Hutchesons' has sent young men and women out into the world secure in the knowledge that they are part of that tradition.

Hutchesons' prides itself on being an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. If you have what it takes, we really want to hear from you.

## **The Role**

We are currently recruiting for an experienced and enthusiastic Minibus Driver to support our existing arrangements and provide an efficient transport service for our pupils.

This role is offered on a temporary, term-time basis working part-time, Monday-Friday, 4 hours per day as follows:-

- 7 am-9 am - East Kilbride via Carmunnock to Hutchesons' Grammar School.
- 2.30 pm-4.30 pm - Hutchesons' Grammar School to East Kilbride via Carmunnock.

A full clean driving licence is essential. A Category D1 on your driving licence is required for this role.

Due to DVLA legal requirements, unfortunately for this role we cannot consider candidates over the age of 68 years.

## **Key Responsibilities**

The Minibus Driver will drive the minibus in a professional, responsible, and competent manner at all times, ensuring the continuous safety of everyone involved including passengers, other road users, pedestrians and themselves.

- Drive the minibus during morning and afternoon school runs according to pre-determined routes to pick up pupils for the start and end of the school day.
- Transport pupils on a set route using specified stops as timetabled as required.
- Be responsible for the safety and supervision of pupils, including their good behaviour, on all journeys and to report any issues to the Transport Coordinator.
- Maintain bus registers.
- Regular communication with the Transport Coordinator for passenger and timetable updates.
- Check that all pupils have their seat belts properly fastened before the vehicle moves off and ensure they wear them for the duration of the journey, and that the full complement of pupils in the vehicle is not exceeded at any time.
- Decide whether it is safe to operate or not, in view of the prevailing weather and road conditions.
- Follow safety rules as pupils are boarding and exiting the bus, and as they cross the road to do so.
- Fasten all doors properly when a pupil enters or leaves the vehicle, and ensure all pupils remain properly seated whilst the vehicle is in motion, checking any misbehaviour, which might lead to an accident, and reporting it to the Transport Coordinator.
- Drive in a safe and considerate manner by complying with all laws and school policies pertaining to the driving of minibuses or Health and Safety of pupils.
- Ensure the minibus is tidy before and after use, removing any rubbish left behind.
- Transport pupils and staff on outings and other scheduled journeys as directed.
- Refuel the minibus as required.
- Undertake routine daily and weekly checks to maintain the roadworthiness of the minibus.
- Maintain accurate logs of minibus usage.
- Undertake daily routine maintenance checks on the vehicle and ensure that the vehicle is kept in a clean condition internally and externally.

- Ensure the minibus is roadworthy at all times, reporting any defects, faults, incidents or accidents to the Transport Coordinator in a timely manner.
- Declare to the school any driving sanctions or convictions that may affect the driving or insurance, or operation of the school minibuses gained after the checks are made for initial employment.
- Undergo an annual check of your driving licence.
- Undertake additional duties that are commensurate with the role, as reasonably required.

This post is considered Regulated Work with Vulnerable Children, under the Protection of Vulnerable Groups (Scotland) Act 2007 and Hutchesons' Grammar School is committed to safeguarding and promoting the welfare of children.

The successful candidate must be willing to undergo child protection screening appropriate to the post including reference checks with past employers and will be required to join the PVG Scheme (Disclosure Scotland) or undergo a PVG Scheme update check prior to a formal offer of employment being made.