Lilbourne Parish Council

Minibus / Community Transport Driver

Permanent, Part-time Worker (job share considered)

An exciting opportunity has arisen to join a small, friendly team as a School Minibus Driver for Lilbourne Parish Council. The role is to operate the village minibus on the contracted term-time pupil route between Lilbourne and Yelvertoft. As this is a role working with children, safeguarding and pupil welfare are central to the service and to everything we do.

The successful candidate(s) will be reliable, approachable and honest. You will be able to work on your own initiative and communicate effectively and appropriately with primary school children, parents and school staff. You must recognise the importance of the school bus contract, ensuring the route remains on schedule and our service to families and the school is of a consistently high standard.

Hours are approximately 13 hours per week during school term time (38 weeks): Monday to Friday, 08:05–09:05 and 15:05–16:05. As well as driving the minibus and completing all pre-drive checks and paperwork, duties may include refuelling, internal/external cleaning, handing the vehicle over to volunteer drivers for service runs, and taking the vehicle to the garage for MOT and maintenance.

You must have held a full UK driving licence for at least 2 years, with no more than 6 points. You must hold Passenger Carrying Vehicle (PCV) entitlement, Category D1 (minibuses with 9–16 passenger seats). You will be required to complete and pass a MiDAS assessment. Proven experience of regular driving commitments (ideally in a professional capacity) is required. Sound knowledge of traffic legislation is essential; local knowledge is desirable. Experience of working with primary-school-age children is not essential but would be an advantage.

Safeguarding: Lilbourne Parish Council is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The School Minibus Driver plays an important part in keeping pupils safe on every journey, including following safeguarding procedures, maintaining appropriate professional boundaries, and reporting any concerns in line with Council/route safeguarding guidance. This post is subject to safeguarding requirement.

The successful applicant(s) must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS) which will be paid for by Lilbourne Parish Council. We will also require proof of the right to work in the UK.

Training and support will be provided.

Candidates will be expected to complete a probationary period. No uniform is provided; drivers should dress appropriately in smart casual clothing.

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Job Description

POST – Minibus / Community Transport Driver

Employer – Lilbourne Parish Council

Hours – 13 hours per week – Term Time (Part-time Worker) Working

Pay - £14 / hr plus rolled-up holiday pay

Location – Lilbourne, West Northamptonshire

Reports to – Minibus / Community Transport Administrator

Post Objective

To provide an efficient, punctual, safe and high-quality transport service for pupils and other approved passengers travelling to and from agreed locations using the community minibus operated by Lilbourne Parish Council.

Responsibilities

Take responsibility for the safety, welfare and comfort of all individuals whilst transporting them to and from agreed locations.

Communicate in a professional, constructive and non-discriminatory manner with service users and members of the public, referring matters of concern to the Minibus Administrator where necessary.

To deal with and respond to any emergency situation in accordance with training and procedures set out by Lilbourne Parish Council.

Be clean and smart at all times and polite, patient, courteous, caring and kind to passengers and other road users.

To undertake training courses as appropriate.

On a journey by journey basis, drive the Lilbourne Community Minibus and ensure the following responsibilities are discharged:

- Passengers are carried safely and in accordance with legal requirements and the Health and Safety policies and Standard Operating Procedures of Lilbourne Parish Council.

- Passengers have their seatbelts fastened at all times

Be responsible for all safety factors related to the journey undertaken.

To contribute to risk assessments with colleagues

To carry out daily checks on the vehicle using systems provided by Lilbourne Parish Council

Refuel the vehicle as required – the vehicle must be refuelled if the gauge is reading a ¼ of a tank or lower; this would usually fall on a Thursday or Friday each week.

Be responsible for the cleanliness and overall condition of the vehicle inside and out.

Discourage, address and report any behaviour or inappropriate actions by passengers that might endanger other passengers, road users or distract the driver.

Maintain vehicle and driver records using systems provided by Lilbourne Parish Council

Safeguarding Responsibilities

Lilbourne Parish Council minibus service primary function is to transport local children from Lilbourne to Yelvertoft Primary School each day.

Safeguarding knowledge and commitment is an important skill for any driver is very important for the Parish Council and the successful candidate must be able to demonstrate a commitment safeguarding.

School Runs

The service leaves the Village Hall each morning

Outward

First run leaves at 8:25am and delivers the children to Yelvertoft Primary School for 8:35am,

Second run leaves at 8:45am and delivers the children to Yelvertoft Primary School for 8:55am.

Return

Return journeys from Yelvertoft Primary School are as follows:

Return run leaves at 3:30pm and arrives at Lilbourne Village Hall at 3:40pm

If a second run is required return run would be 3:50pm arriving at Lilbourne Village Hall at 4pm

Other Routes / Support

The driver will need to be flexible and may be required to undertake a range of duties, including resourcing town routes in lieu of volunteer driver availability. This would be on an ad-hoc basis and would be agreed between the driver and the Minibus Administrator

Notes

Children will be delivered to the Playground at Yelvertoft Primary School and will be met by teaching staff who will take responsibility for the children.

Children will be delivered to the minibus at the rear of the Primary School and responsibility will be handed over to the driver with the relevant paperwork.

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Lilbourne Community Minibus Driver Specification

Essential Qualifications	• Full Driving Licence held for a Minimum of 2 years • Hold a Driving Licence with D1 Category • For insurance purposes be over 25 years of age • Clear Enhanced DBS Check – School Runs Only
Essential Knowledge, Skills and Experience	• Ability to drive a minibus to the standard required by Lilbourne Parish Council. • Undertake and pass a MIDAS Assessment if D1 is the highest Driving qualification – Higher driving qualifications such as Full D licence category must possess a current CPC licence. • Ability to operate all minibus equipment, for the comfort, security and safety of passengers and driver. • Good written and verbal communication skills and ability to record information accurately along with good literacy skills. • Ability to demonstrate a caring nature and relate effectively to adults and children with disabilities. • Clear understanding of Health and Safety at work. • Ability to work well as part of a team and to be flexible in working. • Commitment to attend all staff training and participate in own development through supervision and performance development. • Demonstrate a commitment to, and an understanding of equal opportunities. • Able to carry out routine maintenance (Oil, water, tyre pressures) on the vehicle.
Desirable Knowledge, Skills and Experience	• Experience of operating passenger transport and possible completion of MIDAS, CPC or equivalent training. • Knowledge of recording procedures e.g. Log sheets, reporting of incidents and accidents/collisions and systems. • Ability to communicate appropriately, sensitively and effectively with service users.

How to apply

Please send a CV and brief covering note to:

lilbourneminibus@gmail.com or Clerk@lilbourne-pc.gov.uk

Minibus Administrator contact: Faye (07737 377825)

Closing date and Time: 12th August 2026 at 17:00hrs