



Provisional Job Description – Subject to funding and final amendments

Job Title:	School Transport Driver
Reporting to:	Community Transport Local Development Manager, Applecross Community Company
Time:	15 hrs / week (between 7.45-9.15am and 2.45-4.15pm every weekday during school terms) (0.43 FTE)
Duration:	36 months (1 st March 2024 to 28 th February 2027)

ACC is happy to consider a job-share for this role.

Background

Applecross Community Company is both a registered Scottish charity (OSCR SC042865) and a registered company (Companies House SC342825). The overall aim of the Company is to promote sustainable development on the Applecross peninsula through the management of community owned land and assets.

The Applecross Community Company (ACC) has received a three-year grant award from The Highland Council's Community Transport Grant. The grant award is supported by the leasing of two eight-seater vehicles to ACC by the Council. This Community Transport Project aims to improve access to transport on the Applecross peninsula and deliver three forms of community transport, with the following outcomes:

- a) Providing School Transport services, under contract to the Highland Council, which will enable eligible children to access this critical public service.
- b) Making the vehicles available to Applecross Primary School and Nursery for in-school usage for events and activities within and beyond Applecross. This will improve children's access to outdoor, cultural and educational events and activities.
- c) Working with Applecross lunch-club, the Applecross Community Hall, Applecross Gym and other local groups to ensure the vehicles are available for community use. This will reduce social isolation, improve health and well-being and empower older and more vulnerable residents to live longer independently.

Purpose of the Role

The purpose of the School Transport Driver's role is to provide the before and after school transport services to eligible children of Applecross Primary School.

Key Responsibilities

As the driver of the School Transport services, this role involves a number of core responsibilities:

1. Providing a safe and secure transport service for eligible children of Applecross Primary School to and from their homes and the school, throughout school term-times, in accordance with relevant regulations and Highland Council guidance:
 - a. It is anticipated that the hours worked will be between 7.45-9.15am and 2.45-4.15pm every weekday during school terms;
 - b. On occasion (eg when school closes unexpectedly during the school day), other hours may be required to take the children home;
 - c. At all times the safety of the pupils shall be paramount.
2. Ensure all children are wearing approved seatbelts and travelling safely during journeys.
3. Ensure all children are collected and dropped off in accordance with agreed timetable.
4. Coordinate with parents / carers of eligible children to agree on safe collection and drop-off points.
5. Undertaking daily checks of the vehicles, including ensuring the vehicles have required fire extinguishers and first aid kits.
6. Have access to a mobile phone while delivering the School Transport service.
7. Undertake training as required by Highland Council.
8. Reporting any problems with the vehicles or other aspects of delivering the services to ACC's Community Transport Project Administrator.
9. Regularly meeting with ACC's Community Transport Administrator, as required.
10. Providing updates to the Highland Council's School Transport team, ACC staff and Board of Directors, as required.
11. Other activities relating to the Community Transport Project, as required by ACC Directors and Highland Council's School Transport team.

The School Transport Driver will be required to become members of the Protecting Vulnerable Groups (PVG) scheme and shall be checked against the Disqualified from Working with Children List (DWCL). They shall also be required to fulfil this role inline with Highland Council guidance on pupil safety, transportation of school children and vehicle specification and maintenance.