

JOB DESCRIPTION

Job Title: Bus Driver
Responsible to: Head Teacher
Salary: Band 1 (point 3)

Aims of the post:

To ensure the safe transport for pupils to and from various venues and sites.

Main Responsibilities

- ◆ To pick up and deliver pupils as per the set schedule
- ◆ To plan efficient collection and drop off routes
- ◆ To obey all speed limits and traffic laws and drive in a safe and considerate manner
- ◆ To operate the school bus in a safe and efficient way according to all relevant legislation, policies and procedures
- ◆ To perform daily safety and maintenance checks, including performing minor maintenance duties such as checking the oil/water/tyre pressure and filling with fuel
- ◆ To clean up spillages and rubbish inside the bus in between journeys to ensure a safe and tidy environment
- ◆ To clean the bus internally and externally as required
- ◆ To ensure the bus is safely and securely stored
- ◆ To comply with, support and promote all school policies and procedures and ensure any concerns are reported to the appropriate and responsible person
- ◆ To support the behaviour policy of the School by reinforcing acceptable behaviours in non-structured situations
- ◆ To report all injuries to the appropriate school officer/first aider and ensure that pupils receive appropriate care and attention when sick or injured
- ◆ To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- ◆ To report any problems regarding pupil behaviour to the Senior Leadership Team
- ◆ To safeguard and promote the welfare of pupils for whom you have responsibility and come into contact with, to include adhering to all specified procedures
- ◆ To carry out all duties with full regard to the Trust equal opportunities and racial equality policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner
- ◆ To comply with health and safety policy and systems, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
- ◆ To undertake any other duties of a similar nature related to the post, which may be required from time to time and as directed
- ◆ This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

- ◆ This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties detailed above should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

PERSON SPECIFICATION

Bus Driver

KEY

- A - Application Form including personal statement
- S - Selection process including interview
- R - Employment References
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Checks
- M - Pre-employment medical screening

	Experience and Knowledge	Essential/ Desirable	Stage Identified
1.	At least 2 years' driving experience and knowledge of the surrounding area	E	A, S
2.	Knowledge of highway code and school bus regulations	E	A, S, C
3.	Ability to supervise and communicate with young children	E	A, S, R
	Skills		
4.	Ability to work efficiently and to a schedule	E	A, S, R
5.	Ability to operate school bus in a safe and responsible manner	E	A, S, R
6.	Effective verbal and listening skills	E	A, S, R
7.	Experience of working with a range of people	E	A, S, R
8.	Decision making skills	E	A, S, R
9.	Ability to read and write to record pickups and maintenance daily records	E	A, S, R
	Personal Attributes		
10.	Flexible approach to working arrangements in line with the requirements and duties of the post	E	S
11.	Possess cultural awareness and sensitivity	E	S, R
12.	Ability to work co-operatively as part of a team	E	A, S, R
13.	Willingness to attend meetings, undertake training and apply learning	E	A, S
14.	Clean, Full driving licence including D1 category	E	A, C
15.	Suitability to work in a school environment where children and young people will be present	E	A, S, D

	Experience and Knowledge	Essential/ Desirable	Stage Identified
16.	Flexibility to work additional hours if required	E	A, S
17.	Ability to meet the physical demands of the role	E	M
18.	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.