



TALBOT HEATH SCHOOL

Job Description

ROLE TITLE:	Relief Minibus Driver
REPORTS TO:	Transport Manager
LOCATION:	Talbot Heath School – Rothesay Road, Bournemouth
HOURS OF WORK:	25 Hours a week, Term Time Only 7am – 9am and 3.30pm – 6.30pm

Purpose of the Role

The primary role of the Relief Bus Driver is to provide cover for the transport team, driving one of the School's bus routes to ensure pupils are transported safely to and from the School.

Main Responsibilities and Duties

- Drive one of the school minibuses on a set route to pick up and drop off pupils to and from School, ensuring the School's Transport policy and associated policies and procedures are followed at all times.
- Log details of additional passengers carried to give to the Transport Manager.
- Ensure pupils adhere to the safety policies whilst en-route and that they wear seatbelts during each journey.
- After each trip, complete the vehicle log with mileage used.
- Carry out pre-journey vehicle checks including fuel levels to ensure the vehicle appears safe for each journey.
- Notify any possible safety or maintenance issues in connection with the vehicle to the Transport Manager

Person Specification

It is essential that the post holder :-

- Holds a full clean driving licence issued before 1.1.97 which will include the D1 provision
- Must have held a full driving licence for minimum of 2 years and, for insurance purposes, must be aged 25 or over.
- Is a safe driver who adheres to road and driving conditions and speed limits on roads.

This role will involve regular contact with children which is defined as regulated activity. The postholder will require an Enhanced DBS and must share the school's commitment to safeguarding and promotion of the welfare of children and young people.