



BirchfieldSchool

JOB DESCRIPTION

Position: MINIBUS DRIVER

Responsible to: Transport Manager

Role: To ensure the smooth running of the school transport service whilst transporting children to and from school and on school trips/visits.

Responsible for: Safety of all children using the school bus. Carrying out safety checks and cleaning of school bus to ensure it remains roadworthy and in good running order.

- Ensure each child is picked up and dropped off at the designated stop at the correct time and in a safe manner
- Ensure no child is left at a stop alone or unaccompanied by another pupil or adult
- Ensure all passengers are properly seated and wearing their seatbelts at all times
- Ensure the Code of Conduct for pupils travelling on the School Transport System are observed at all times and failure to do so is reported immediately to the headmistress (this includes no eating or drinking on the bus and no playing of loud music)
- Drive in a safe manner, observing all aspects of the Highway Code
- Liaise with the Transport Manger to familiarise yourself with school bus routes and timetables and to ensure these are strictly adhered to
- Report any problems on a daily basis to the Transport Manager. Ensure that any changes that may arise/occur are dealt with promptly to ensure all children are transported safely
- Carry out all minor road safety checks daily
- Ensure any faults are reported to the Transport Manager and repair/maintenance is carried out upon authorisation from the Transport Manager
- Ensure the vehicles kept clean and roadworthy at all times
- Complete first aid training

FURTHER DUTIES

Carry out any additional task deemed reasonable by the Transport Manager

PERSON SPECIFICATION

- Category D1 on a clean driving licence
- Over 21 years of age
- Live in the area