



Mr Russell Slatford MA (Cantab)  
Headmaster

### Job Description

#### Mini Bus Driver

Job Purpose	To operate a regular School bus route both driving and taking responsibility for pupils in their care.
Responsible to	Facilities and Transport Manager
Main Responsibilities	<ul style="list-style-type: none"><li>• To operate one of a number of regular school bus routes. Both morning and evening during term time. This will involve:<ul style="list-style-type: none"><li>○ Collection of a minibus from school</li><li>○ Undertaking pre-journey checks and ensuring these are documented appropriately</li><li>○ Picking children up from pre-defined bus stops</li><li>○ Ensuring a record is kept of all children on the bus both morning and evening</li><li>○ Being responsible for the safety and security of children while they are both on the bus and getting on or off the bus</li><li>○ Being responsible for minor behaviour issues of children and reporting any more serious issues to the Facilities and Transport Manager</li><li>○ Contacting the Facilities and Transport Manager in the event of a breakdown or late running.</li></ul></li><li>▪ Transporting pupils and staff to sports fixtures or other organised activities and trips;</li><li>▪ To complete and record student registers, mileage and timings;</li><li>▪ To check vehicle for lost property at the end of each journey;</li><li>▪ To keep vehicle clean and tidy at all times;</li><li>▪ To meet all driver requirements for vehicle checks, reporting of defects and operation of tachograph recording;</li><li>▪ To ensure a log of driver hours is maintained and operated within the legal requirements;</li><li>▪ To comply with all relevant legislation and school's Health and Safety policy;</li><li>▪ To ensure the safety of pupils and employees at all times;</li><li>▪ To adhere at all times to Safeguarding and Child Protection regulations;</li></ul>

Curiosity

Commitment

Creativity

Community

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Mr Russell Slatford MA (Cantab) Headmaster

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- To be aware and adhere at all times to the school code of conduct and confidentiality;
- As an Employee of Bournemouth Collegiate School you will be required to provide support and cover across all sites as and when required.

#### **Key Skills**

The post holder will require a full, clean driving licence with an unrestricted D1 category so able to drive for hire and reward.

They must have knowledge of the local area.

The post holder will possess excellent interpersonal skills with significant experience of working within a School environment.

Understanding of the requirements for driving and vehicle use under a commercial operator's licence.

#### **ADDITIONAL INFORMATION**

The job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. It is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the School as directed by the Headmaster.

The post holder may also be required to carry out other duties from time to time as deemed as a reasonable request.

The job description may be reviewed and may be subject to modification or amendment after consultation with the post holder.

**Signed:**

**Date:**

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**Post Holders name:**

**Signed:**

**Date:**

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**Headmaster: Russell Slatford**