

School Transport Driver – Mini Bus

Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role

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| Job Title: | School Transport Driver (Mini Bus) |
| Department: | Bedford School |
| Location: | De Parys Avenue, Bedford |
| Job Purpose: | To drive students and staff to and from school/events safely and be responsible for safety, comfort and welfare of students and staff. Drivers are being specifically recruited to undertake a school 'pick up' journey in the morning for up to 10 pupils (from Bedford to Cambridgeshire villages and back to school for the start of the school day) and a return round journey in the evening to drop pupils back at central points in Cambridgeshire. |
| Hours: | c5.30am to 9.00am and c5.00pm to 8.30pm per week Monday to Friday during term time. On the last day of each term the return journey to Cambridgeshire would be from 12.00pm – 3.00pm. Occasional additional hours may also be available. It would be possible for two people to undertake this role (one for the morning hours and one for the afternoon hours). |
| Salary: | £11.74 per hour |

Main duties and responsibilities

This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.

The main duties and responsibilities of the School Transport Driver are as follows (this list is not exhaustive):

- Driving students and staff to and from school whilst maintaining an excellent, safe standard of driving, road safety and conduct
- Responsible for the safety, comfort and welfare of our students
- Report any vehicle defects, faults, incidents and accidents in accordance with procedure
- Be responsible for the cleanliness of vehicles and ensuring they are in a clean and roadworthy condition before and after use
- Refuel vehicles as required
- Plan appropriate road routes
- Maintain contact with the School in the event of delays, ensuring when doing so that safe practices are paramount (e.g. not to use mobile telephone whilst driving)

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| | <ul style="list-style-type: none"> • Maintain and help to promote a good corporate image, working attire should always be worn and kept in a clean and tidy condition • To assist boys and parents with queries and pass on any messages as needed • To attend and undertake training courses as required • Working within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors • To undertake other duties as may reasonably be requested by the Head of Security and Transport, Bursar or Deputy Bursar. |
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – School Transport Driver (Mini Bus)

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| | Essential These are qualities without which the Applicant could not be appointed | Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | Method of assessment |
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| Qualifications | Good standard of education Hold a current, clean and valid driving licence and a PCV licence or be able and willing to obtain a PCV licence. An advanced level driving qualification would be an advantage. | An advanced level driving qualification | <i>Certificates</i> |
| Experience | Previous experience of working with children. | Prior experience of transporting children, staff to and from events. | <i>Application form and references</i> |
| Skills and Knowledge | Effective communication skills, an understanding of spoken English and ability to communicate clearly in English. | | <i>Application form, references and interview</i> |
| Personal competencies and qualities | A hard working, can-do attitude. A desire to acquire new knowledge and skills appropriate to the role. Well-presented appearance. | | <i>Interview and references</i> |