

Role Profile: School Bus Driver

Purpose

To safely transport pupils to and from school in accordance with current motoring and vehicle regulations, and school policies.

Key Accountabilities

- Operating one of the school's bus routes, collecting children from given pick-up points along the route and delivering them to school (mornings); collecting pupils from school and dropping them off at the given points (afternoons).
- To observe at all times the current legislation and vehicle licensing law, Working Time Directive and daily default reporting.
- Ensure the safety of passengers at all times in compliance with Health and Safety Legislation.
- Ensure customers and students are treated with politeness and courtesy and be a good ambassador for the school at all times.
- Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:
 - Weekly cleaning of the bus, both inside and out.
 - Ensuring signs inside the bus are properly attached and in good condition.
 - Regular visual inspection/checking of tyres, lights, oil, water, fuel.
 - Ensuring that any additional work required is communicated immediately to the Transport Manager.
- Adhere to all school policies including Health and Safety guidelines for minibus Drivers.
- Adhere to all guidelines and rules relating to 'on-board' systems.
- To liaise directly with parents when necessary.
- Control numbers of passengers as directed by legislation / maximum occupancy numbers.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential
Skills	<p>Good communicator with both adults and students</p> <p>Demonstrate a commitment to the safeguarding of pupils, staff and all other service users.</p>
Qualifications	Held a full British driving licence for a minimum of 24 months with no more than 3 penalty points
Experience	Experience in passenger carrying vehicles
Other	<p>Undergo an Enhanced DBS Check</p> <p>Be flexible to work when required with reasonable notice</p>

Key Stakeholders:

Internal – Transport Manager, Business Manager, Headteacher

External – Pupils and Parents

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: