**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** | **Desirable** |
| **Skills** | • Good communicator with both adults and students  • Demonstrate a commitment to the safeguarding of pupils, staff and all other service users. |  |
| **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** | • Undergo an Enhanced DBS Check  • Be flexible to work when required with reasonable notice |  |

**Key Stakeholders:**

**Internal – Transport Manager, Business Manager, Headteacher**

**External – Pupils and Parents**

**Signed: …………………………………………. Name (print): …………………………………..**

**Date: ……………………………………………..**