



# JOB DESCRIPTION

## MINI BUS DRIVER / PCV DRIVER

### Main duties and responsibilities

- Morning and evening school runs (Monday to Friday) plus additional driving as required, term time only. Hours of work between 6.30am-8.30am and 5.00pm-7.00pm approximately
- Carry out basic routine safety checks on the school bus prior to departure and report any issues to the Transport Manager
- Ensure prompt arrival at first collection point on school route
- Ensure that a register is taken and any unexpected absences are reported to the Transport Manager
- Manage the route in a timely manner to ensure you are at all the stops en route at the allotted time and that students are at school for 8.25am
- Awareness of health and safety around vehicles when moving or parked up
- Must take part in safeguarding and any other training as directed by the school management

### Driver Specification

- Clean driving licence – including D1 category - is **essential**
- Willingness to take further driver training if necessary
- Experience of driving school children would be preferable
- Enjoy working with children
- Ability to communicate well with parents and children
- Calm, flexible attitude and sense of humour

The appointment will be subject to a satisfactory enhanced Disclosure and Barring Service Check in accordance with the requirements of the school's Safer Recruitment Policy.

***Bedstone College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post.***

Reviewed September 2023