



## Job Description

### School Bus Driver

**Post title:** Bus Driver

**Responsible to:** Deputy Headteacher (Culture)

**Salary:** £11.64 per hour (£1,105.80 for 95 duties)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees

#### Purpose

To support the improvement of attendance for pupil premium students through transporting students to school in the mornings.

You will be responsible for collecting up to 16 pupils from Coronation Square at 8:15am and driving them to school. The role will be term time only on a rolling weekly rota, alternate weeks only but prepared to cover for staff absence during non-rota weeks.

#### Specific responsibilities

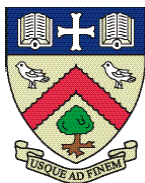
- Collecting students from the pickup point and transporting them to school.
- Informing school authorities of any traffic hazards and other issues delaying arrival or departure times
- Monitoring student behaviour and reporting any problems to school authorities
- Ensure the safety of all students when entering and leaving the mini bus.
- Obey all traffic laws to ensure students arrive to school safely.
- Assist students with getting on and off the mini bus as needed.
- Engage with students as they enter and leave the bus.
- Being attentive to traffic and weather conditions and ensuring passenger safety.
- Following the planned route and schedule for departure and pickup time.
- Regularly monitoring vehicle safety by completing the Driver's Checklist/Defect/Mileage report
- Keeping the bus neat and tidy
- Checking the mini bus has enough fuel

#### Other duties and responsibilities

The postholder may also be required to carry out other duties that the Headteacher may reasonably request.

#### Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties



# CHELTENHAM BOURNSIDE SCHOOL

## Person Specification

### School Bus Driver

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Qualified driver for the school mini bus</li></ul>	
Experience, understanding, and knowledge	<ul style="list-style-type: none"><li>• Ability to carry out assigned route on time</li><li>• Understanding and respect for traffic laws</li><li>• Vehicle safety</li></ul>	<ul style="list-style-type: none"><li>• Two or more years of experience working with children</li><li>• Knowledge of the local area and regular driving routes</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• Patient</li><li>• Attentive</li><li>• Excellent decision-making skills</li><li>• Make fast decisions in a high-stress environment</li><li>• Good verbal communication skills</li><li>• Managing student behaviour or unruly students</li></ul>	