



Wellesley House

Job Description and Person Specification

Bus Driver

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:

Bus Driver

Hours of work:

7:30 am – 9 :00 am, 3:15 pm – 5:15 pm, Monday to Friday, Term Time

Remuneration:

Based on experience

Responsible to:

Head Teacher

Main Responsibilities:

- Drive the School Bus, in a safe manner and in compliance with the highway regulations
- Carry out efficient daily and weekly vehicle checks, including fire precautions to ensure the vehicle is roadworthy
- Be responsible for the health & safety, comfort and welfare of pupils and staff
- Carry out daily and weekly vehicle checks, including fire precautions, ensuring vehicles are roadworthy
- Carry out basic maintenance of vehicles and equipment as required
- Report any vehicle defects, faults, incidents and accidents in the vehicle log book and to the Headmistress
- Maintain all vehicles in a clean, hygienic and tidy condition both inside and out at all times, including replacement vehicles
- Refuel vehicles as required and log all receipts
- Cover for absent colleagues
- Work within health and safety guidelines as set out in the school Minibus Drivers' Operating instructions
- To work to pre-planned schedules and complete any record of work, record of driving and accident reports that may be required by law, the 'Code of Practice' or procedures manual of the School

	<ul style="list-style-type: none"> • To deal with emergencies, according to School procedure • To be able to communicate effectively, and act as a first point of contact between children, parents, teachers and school staff • Undertake any other associated duties as required by the Head <p>Other Responsibilities</p> <ul style="list-style-type: none"> • Keep up-to-date with new initiatives in the School by attending meetings and training • Support school activities, events and meetings as required • Complete online training to maintain compliance of safeguarding and other mandatory subjects • Comply with all School policies and set a good example for students and colleagues • Undertake other reasonable duties as the Head deems necessary for the effective operation of the school <p>This list is not intended to be exhaustive, and you may be required to undertake other comparable duties as Sherrardswood School requires from time to time.</p>
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Person Specification

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

	Essential	Desirable	Method of assessment
Qualifications:	Full and clean UK Driving License with D1 Entitlement.		Production of the Applicant's certificates
Experience:	Driving experience, with a clean D1 Driving License Basic DIY skills and in-depth understanding of maintenance procedures	Previous driving experience in passenger transport. Previous experience in vehicle maintenance. First aid qualification.	Contents of the Application Form Interview Professional references
Skills:	Excellent interpersonal skills. Excellent verbal communicator. Build successful and appropriate relationships with pupils, staff,		Contents of the Application Form Interview Professional references

	<p>parents, and the wider community.</p> <p>Confidence, commitment, and integrity.</p>		
<p>Personal competencies and qualities:</p>	<p>Professional and efficient.</p> <p>Honest and reliable.</p> <p>Hard working.</p> <p>Able to work effectively and on own initiative, in a team.</p> <p>Age 25+ (for insurance purposes).</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>