



Job Description

Job Title:	Bus Driver
Responsible to:	Headteacher
Location:	The Rydal Academy
Salary:	Band 4 (point 6)

Aims of the post:

To operate the school bus on a regular daily schedule, ensuring the safe transport for pupils to and from school.

Main Responsibilities

- ◆ To pick up and deliver pupils as per the set schedule
- ◆ To plan efficient collection and drop off routes
- ◆ To record attendance on the bus in the absence of the Passenger Assistant
- ◆ To obey all speed limits and traffic laws and drive in a safe and considerate manner
- ◆ To operate the school bus in a safe and efficient way according to all relevant legislation, policies and procedures
- ◆ To perform daily safety and maintenance checks, including performing minor maintenance duties such as checking the oil/water/tyre pressure and filling with fuel
- ◆ To clean up spillages and rubbish inside the bus in between journeys to ensure a safe and tidy environment
- ◆ To clean the bus internally and externally as scheduled and/or required
- ◆ To ensure the bus is safely and securely stored
- ◆ To advise the Premises Manager or Senior Leadership of any requirements for maintenance and repairs
- ◆ To comply with, support and promote all school policies and procedures and ensure any concerns are reported to the appropriate and responsible person
- ◆ To ensure effective communications with line manager, passenger assistants,

parents, school admin team and other points of contact and keep up to date on pupil lists, medical and support needs and changes to arrangements

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- ◆ To work in conjunction with the Passenger Assistant to ensure that pupils using the transport service are effectively supervised and observe safety requirements e.g. wearing of seatbelts
- ◆ To support the behaviour policy of the School by reinforcing acceptable behaviours in non-structured situations
- ◆ To ensure the pupils wait their turn when embarking/disembarking from the school bus
- ◆ To report all injuries to the appropriate school officer/first aider and ensure that pupils receive appropriate care and attention when sick or injured
- ◆ To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- ◆ To report any problems regarding pupil behaviour to the Senior Leadership Team
- ◆ To safeguard and promote the welfare of pupils for whom you have responsibility and come into contact with, to include adhering to all specified procedures
- ◆ To carry out all duties with full regard to the School equal opportunities and racial equality policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner
- ◆ To comply with health and safety policy and systems, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourself and others
- ◆ To undertake any other duties of a similar nature related to the post, which may be required from time to time and as directed
- ◆ To attend relevant staff meetings and training as required

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties detailed above should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE AND BARRING SERVICE CRIMINAL RECORDS CHECK, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE MAY BE SUBJECT TO RE-CHECKING AS

REQUIRED FROM TIME TO TIME BY THE TRUST.

Swift Academies Trust are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.



Person Specification

Bus Driver

Key

- A - Application Form including personal statement
- S - Selection process including interview
- R - Employment references
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Checks
- M - Pre-employment medical screening

	Experience and Knowledge	Essential/ Desirable	Stage Identified
1.	At least 2 years' driving experience and knowledge of the surrounding area	E	A, S
2.	Knowledge of highway code and school bus regulations	E	A, S, C
3.	Ability to supervise and communicate with young children	E	A, S, R
	Skills		
4.	Ability to work efficiently and to a schedule	E	A, S, R
5.	Ability to operate school bus in a safe and responsible manner	E	A, S, R
6.	Effective verbal and listening skills	E	A, S, R
7.	Experience of working with a range of people	E	A, S, R
8.	Decision making skills	E	A, S, R

9.	Ability to read and write to record pickups and maintenance daily records	E	A, S, R
	Personal Attributes		
10.	Flexible approach to working arrangements in line with the requirements and duties of the post	E	S
11.	Possess cultural awareness and sensitivity	E	S, R
12.	Ability to work co-operatively as part of a team	E	A, S, R
13.	Willingness to attend meetings, undertake training and apply learning	E	A, S
	Special Requirements	Essential/ Desirable	Stage identified
14.	Clean, Full driving licence including D1 category	E	A, C
15.	Suitability to work in a school environment where children and young people will be present	E	A, S, D
16.	Flexibility to work additional hours if required	E	A, S
17.	Ability to meet the physical demands of the role	E	M

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.