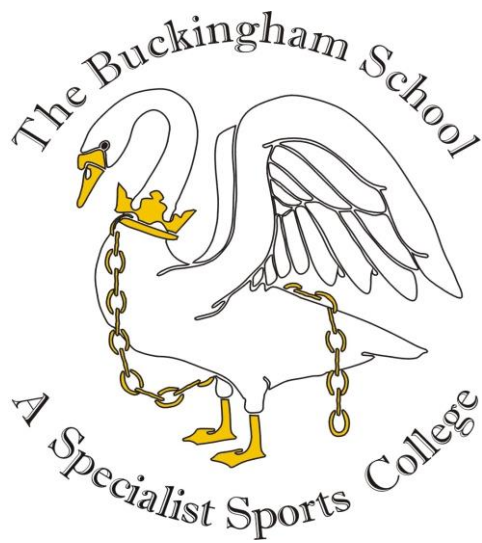


# **THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE**



## **MINI BUS DRIVER**

## JOB DESCRIPTION

**Job Title:** Minibus Driver

**Reporting To:** The School Business Manager

**Line Management Responsibility:** None

**Main Purpose of the Role:** To drive the school minibus as part of a daily service by collecting pupils from designated pick up points in the morning and then returning them to the same point at the end of the school day.

**Hours:** Minimum of 15 hours per week, Monday-Friday. Term time only, plus Inset Days (hours to be agreed)

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### Duties

- AM-collect the minibus from school and drive a predetermined route to pick up pupils in time for the start of school.
- PM-collect the minibus from school and drive the same predetermined route to drop off pupils after school ends (Note-the minibus will be left at school during the day).
- Complete daily minibus checks and complete routine paperwork.
- Ensure that all relevant pupils are accounted for.
- Liaise with parents as required.
- Wash and clean the minibus on a weekly basis and carry out minor maintenance tasks as required.

### The following duties, which apply to all staff

- Observe health and safety procedures and work safely at all times.
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the School.

Note-the above duties are not exhaustive as the post will also cover any other duties which may reasonably arise in connection with the position or at the request of the Headteacher.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Minibus Driver)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Headteacher)