



Saint Felix School
Job Description – Bus Driver
Required: 2nd November 2020

*Please note that this non-contractual Job Description is not fully inclusive
and tasks may change according to operational needs*

Saint Felix School is seeking a minibus driver for morning and evening school runs.
The successful applicant must be a good timekeeper, have a DI category and a clean driving licence.

Term Time only - 35 weeks per year
6.30am - 8.30am (Monday to Friday)
4.40pm - 6.40pm (Monday to Thursday) & 3.40pm – 5.40pm (Fridays)

Line Management

Reports to: Bursar

Key Interfaces: Headmaster, Deputy Head, Health and Safety Officer

Staff Reports: None

Duties and Responsibilities

- To undertake minibus driving each school day during term time
- To carry out daily vehicle checks and basic maintenance (checking oil levels, etc)
- To ensure prompt departure from school or external collection points in accordance with the minibus schedule to ensure all pupils arrive and depart on time for all trips. Communicate with parents or guardians where appropriate
- To be aware and comply with the protocols and procedures in the event of an emergency/breakdown
- To fully comply with all school policies and procedures as well as external legislation, road traffic regulations and the Highway Code
- To ensure pupils adhere to all School regulations throughout the journey, including remaining seated and wearing seat belts
- To ensure that there is enough fuel left in the tank after every trip in support of other journeys
- To report vehicle defects to the Safety Officer
- To ensure the vehicle is clean and roadworthy before and after use
- To be responsible for the Health and Safety, comfort and welfare of pupils while in the minibus
- To be prepared to cover for absent colleagues and to be available for other minibus driving requirements outside the normal hours for this role
- To attend relevant training courses as required
- To ensure that pupils are met by adults when dropping of at scheduled parent collection points. Drivers must disembark the vehicle to ensure safe delivery and are responsible for ensuring pupils cross roads safely. A duty of care towards our pupils is paramount.
- If the bus is anticipated to be late, on either inward and/or return journey, both the school, and parents must be immediately informed
- To fully comply with all vehicle security regulations, school and DVSA rules and regulations relating to licences, including updating the school as appropriate and allowing licence checks to be conducted every twelve months

Further details and an application form are available on the School's website, www.stfelix.co.uk, or from the Headmaster's PA, Mrs Tansley, on 01502 727026; email: ctansley@stfelix.co.uk

Applications should be submitted by **Monday 12th October** to the Bursar, pjochimsen@stfelix.co.uk

Interviews will take place **by arrangement**

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

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. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.