



Beechwood Park

Our  
future  
*starts here*

## Job Description

Minibus Driver / Chaperone



# Job Description

**Position:** Minibus Driver / Chaperone

**Report to:** Transport Manager

**Contract Type:** Permanent, Part-time

**Salary:** £13 per hour, £6,435 per annum

**Working Hours:** Monday - Friday 16:30 - 19:00 term time only

## The Role:

Reporting to the Transport Manager, our team of Drivers and Chaperones provide an essential service for our school pupils who come from further afield, ensuring their safe and on-time arrival at school each morning and taking them home again at the end of the school day. We have our own small fleet of 17-seater mini-buses and our Transport Team provide a safe, friendly, chaperoned journey to school, ensuring the safety and wellbeing of passengers at all times. This is a multi-skilled role which will include both driving and chaperoning duties, escorting pupils on their full journey from bus stop to classroom and home again.

## Key Responsibilities:

- Transport Beechwood Park pupils to and from school in the mornings and afternoons, as a bus escort or minibus driver in accordance with the needs of the school.
- Work closely with other members of the Transport Team, in order to ensure the welfare of the pupils who are your passengers.
- Report any Child Protection concerns to the Designated Safeguarding Lead.
- Complete daily pupil registers.
- Use any appropriate technology for bus or pupil tracking as required, including use of our on-line information system to identify any medical or pupil health data.
- Help to maintain a clean and mechanically-sound bus at all times.
- Undertake bus cleaning duties as required.
- Perform inspections of the bus before and after each route.
- Ensure weekly vehicle check lists are completed.
- Ensure any incidents involving the buses are recorded as required.
- Obey all traffic laws.
- Monitor and maintain high standards of behaviour on the bus, in accordance with the BWPS Pupil Conduct Policy and BWPS Anti-Bullying Policy, reporting any concerns to the Transport Manager / Senior Deputy Head. Enforce the rule that pupils must not eat or drink whilst travelling on the bus. Ensure that the noise level on the bus is low and doesn't distract the driver.
- Ensure pupils wear their seatbelts at all times.
- Ensure that an appropriate adult meets the pupils at their home drop off point. If an appropriate adult is not at the drop off point, contact the adult via the school mobile phone.

# Job Description

## Key Responsibilities (continued):

- Help pupils on and off the bus and escort younger pupils to their classrooms/playgrounds/Breakfast Club on arrival at Beechwood Park School.
- Ensure that all pupils booked onto the bus are present.
- Contact parents if the bus is running late.
- Any other tasks reasonably required by the Head or anyone acting on his/her behalf.

## Extra-Curricular / Pastoral

- Ensure pupils keep themselves safe in accordance with the School's Safeguarding and Child Protection Policy, liaising with colleagues regarding the welfare and education of the children.
- Share in the pastoral responsibility for all pupils.
- Promote excellent standards of pupil discipline, tidiness and punctuality at all times and in accordance with the School's Pupil Conduct Policy.

## Other

- Promote and safeguard the welfare of all members of the school community by understanding and following the School's Health and Safety, Fire, Safeguarding and Child Protection policies and procedures.
- Actively support the values of the school at all times.
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures.
- Promote the good name and reputation of the school.

## Education/Qualifications

The successful candidate will possess GCSE qualifications or equivalent and should be qualified to A-Level or beyond preferably with relevance to the post.

## Skills and Experience:

- Full, clean UK driving licence and ideally category D1 to enable the position holder to drive a 17-seat minibus (Full training is available and a driver assessment will be required).
- The ability to work in a way which promotes the safety and well-being of children.
- Excellent communication skills.
- A commitment to ensuring that all children are driven in a safe and appropriate manner.
- The ability to work as part of a close-knit team.
- High standard of personal presentation.
- Flexible and proactive attitude to work.

If you have any questions or queries please email [ldaniels@beechwoodpark.com](mailto:ldaniels@beechwoodpark.com)



Beechwood Park

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