



Job Description: Bus Driver

Grade: B Grade
Reports to: School Coordinator
Start date: April 2026
Hours: 6.25 hours per week, 39 weeks per year

Purpose:

The Bus Driver will be responsible for the safe and timely transportation of pupils between school sites and on school-related trips. This role is essential in supporting the daily operations of the school and ensuring the safety and well-being of all passengers. The post holder will uphold safeguarding practices and contribute to the inclusive and supportive culture of the school.

Key Duties:

1. **Pupil Transport**
 - Drive school minibuses to transport pupils between school sites and to fixtures, trips, and visits.
 - Ensure all passengers are safely seated and using appropriate safety equipment.
2. **Vehicle Checks & Maintenance**
 - Conduct daily vehicle checks and basic maintenance.
 - Maintain accurate records of checks and report any issues promptly.
3. **Health & Safety**
 - Adhere to road safety and school safeguarding procedures.
 - Support pupils in following safety protocols during transport.
4. **Safeguarding & Conduct**
 - Be vigilant and report any safeguarding concerns to the Designated Safeguarding Lead.
 - Maintain a professional and supportive presence at all times.

Person Specification Essential Requirements

- Valid **D1 licence** (or equivalent) for driving a minibus.
- Experience driving **multi-occupancy vehicles**.
- Ability to work to a fixed timetable with reliability and punctuality.
- Awareness of **Health and Safety, road safety, and safeguarding policies**.
- Good communication skills and a calm, professional manner.

Colleague Expectations

- Be professional and courteous at all times.
- Work collaboratively with colleagues and support the wider school community.
- Take ownership of responsibilities and be proactive in problem-solving.
- Be adaptable and open to change.
- Always work in a safe and responsible manner.

Our pupils and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures, and to behave appropriately towards children at all times, both in work and in their personal lives.

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.