



Bower Learning Partnership (Polden Bower School, Avalon School & Willow Vale School)

Job Description

Job Title: Minibus / Van Driver (Bank Staff or Volunteer)

Grade: Grade 14 (Bank Staff)

Location: Across Bower Learning Partnership Sites and Community Locations

Responsible to: Operations Manager / Transport Coordinator

Contract Type: Bank Staff or Volunteer

Working Pattern: Flexible, as required

Job Purpose

To provide safe, reliable and supportive transport for children and young people attending Polden Bower School and the wider Bower Learning Partnership's specialist provisions. The postholder will play a vital role in ensuring pupils can access education, therapies, community activities, specialist provision and enrichment opportunities.

The role requires a calm, patient and professional approach, supporting children and young people with a range of special educational needs and disabilities (SEND), including autism, social, emotional and mental health (SEMH) needs, communication differences, medical needs and behaviours that may at times be challenging.

Whether working as a paid bank driver or volunteer, the postholder will help ensure every journey is safe, positive and supportive.

Main Responsibilities
Pupils and Transport
• Safely transport pupils to and from school, specialist provisions, therapies, work placements, community activities and educational visits.
• Support pupils during journeys, ensuring their comfort, wellbeing and safety at all times.
• Develop positive, professional and trauma-informed relationships with pupils.
• Promote independence, confidence and positive engagement during travel.



• Follow agreed plans and risk assessments for individual pupils where required.
• Support students with communication, mobility, sensory or medical needs as appropriate.

Behaviour Support
• Use positive behaviour support strategies and de-escalation techniques to maintain a safe environment.
• Respond calmly and professionally to challenging situations.
• Work alongside school staff to ensure consistent approaches to supporting pupils.
• Report concerns or incidents promptly and in line with Partnership procedures.

Vehicle Responsibilities
• Conduct routine daily vehicle safety checks.
• Ensure vehicles remain clean, safe, secure and roadworthy.
• Complete vehicle logs, mileage records and defect reporting requirements.
• Assist with vehicle washing, maintenance preparation and other operational tasks as required.
• Ensure all passengers are transported in accordance with vehicle regulations and safety requirements.

Safeguarding and Welfare
• Promote and safeguard the welfare of all children and young people.
• Follow all safeguarding, child protection and health and safety procedures.
• Maintain vigilance regarding pupil wellbeing and raise concerns immediately through agreed safeguarding processes.
• Ensure dignity, respect and inclusion are embedded throughout all interactions.

Partnership Responsibilities
• Work collaboratively with staff across the Bower Learning Partnership.
• Represent the Partnership positively within the local community.
• Attend training, briefings and meetings as required.
• Undertake any other duties commensurate with the grade and responsibilities of the post.