

## JOB DESCRIPTION

**POST TITLE:** Bus Driver

**RESPONSIBLE TO:** Trust Business Manager

**REMUNERATION:** £NMW per hour plus holiday allowance

- (i) This job description is not a comprehensive definition of the post. Discussions will take place between the Executive Headteacher and the individual concerned on a regular basis to clarify individual responsibilities within the general framework and character of the post identified below.
- (ii) In drawing up this job description the Executive Headteacher acknowledges his responsibility in those ways defined for Headteachers in his Contract of Employment, to enable the holder of this post to carry out the assigned duties and responsibilities. The Executive Headteacher will consult you as appropriate during any review of these duties.

### **1.1 Exercise of general duties**

To transport pupils to and from school in the mornings and afternoons, as well as during the day for trips and activities.

### **1.2 Exercise of particular duties**

You shall perform, in accordance with any directions which may reasonably be given to you by the headteacher, business manager or finance manager from time to time, such particular duties as may reasonably be assigned to you within the nature and character of the post and, in particular:

- Transport children to and from school in the mornings and afternoons
- Transport children and staff for trips and activities
- Maintain a clean and mechanically-sound bus at all times
- Obey all traffic laws
- Perform inspections of the bus before and after each route
- Check pupil registers prior to departure
- Ensure safety of all students
- Discipline children when required to maintain a safe and healthy environment
- Assist students with getting on and off the bus
- Ensure the Trust is aware of any changes to your driving licence regarding expiry dates, convictions or health matters

### **1.3 Other activities:**

- To protect and maintain confidentiality.
- To communicate information effectively to teachers, or other professionals whenever required appropriately to do so.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- To be aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To undertake any other duties commensurate with the grading of the post.

### **1.4 Performance Management:**

Participating in arrangements made for the performance management process at this school including:

- reviewing from time to time your own methods and programmes of work.
- participating in arrangements for your further training and development as a school administrator.

### **1.5 Discipline, Health and Safety:**

- To maintain good order among the pupils safeguarding their health and safety both when they are authorised to be on the school bus and premises.

### **1.6 Staff meetings:**

- To participate in meetings at the school which relate to the administration or organisation of the school, including pastoral arrangements.

## **Part 2**

The post requires you to support those who work and learn within the establishment and to do so at the reasonable direction of the Executive Headteacher or his representative. This job description may be reviewed at the end of the academic year or earlier if deemed necessary. It may be amended at any time after consultation with you. The contents of this job description are known to have been, as appropriate, discussed with the post holder in question.

**SIGNED:** .....

Jonathan Bishop, CEO

**SIGNED:** .....

Bus Driver

**DATED:** .....