



Job Description: School Bus Driver

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| Reporting to: | Bursar, with day-to-day supervision by Logistics Co-ordinator |
| Hours of Work: | 6 days per week, term time only (c32 weeks per annum) Monday to Saturday inclusive or term time job share considered. |
| | <p><u>Monday to Fridays:</u> <i>Mornings</i> - 0600 to 0830 Start from school 0600, bringing boys into school for 0815 <i>Afternoons</i> – 1600 to approximately 1800 <i>Late run</i>- 1800 onwards, usually one evening per week only, some flexibility required.</p> <p><u>Saturdays:</u> <i>Mornings</i> - 0600 to 0830 Start from school 6am, bringing boys into school for 0815 <i>Lunchtime</i> – 1230 pm to 1500</p> <p><u>Note:</u> all start times are fixed, all journey times are, by nature, traffic dependent but the timings given are the usual duration for each run.</p> |

JOB CONTEXT AND PURPOSE

Caldicott is one of the country's most prestigious Independent Boarding and Day Preparatory Schools for Boys. We are a flourishing school with around 290 boys from 7 to 13 years old, with all boys boarding in the final two years. We deliver a first class education, sporting provision and a rich variety of music, drama, arts and extracurricular opportunities in a friendly and supportive working environment.

Many of our pupils live in London and we provide bus services to bring them to and from the school. Our school bus drivers drive a school minibus for the morning, afternoon or evening runs on a rota as required. The school currently runs services for Brook Green, Chiswick, Notting Hill and locally to/from Godstowe School and Junction 4 M40, Handy Cross, Beaconsfield and Gerrards Cross. Drivers may be required to act as a chaperone from time to time and will be required to drive on different routes as necessary.

Each driver is issued with a uniform which should be worn at all times on duty and kept clean and tidy. Drivers are also issued with mobile phones, medical boxes for emergencies and also with an emergency snack box for the boys.

Caldicott is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

MAIN TASKS AND RESPONSIBILITIES

1. To report any incidents or problems with children's behaviour to the school promptly. It is essential that the driver is trained in and aware of Safeguarding policy and reporting procedures.
2. To report any vehicle, satnav or other equipment issues to the Bursary promptly.
3. To ensure the vehicle has sufficient fuel for each journey (fuel cards are issued for this purpose).
4. Headcount boys on and off the bus, noting any who are missing and checking with parents and/or the school if advance notice of absence has not been given.
5. Ensure that all boys are safely seated and wearing seatbelts before the journey begins and throughout the journey.
6. Ensure that luggage is stored safely and securely.
7. Ensure that all aisles and exits are clear during the journey.
8. Only using mobile phones in case of emergency or contact with the school and parents.
9. Speak firmly and clearly with boys who are misbehaving, with a firm but fair approach.
10. Listen to any complaints from the boys and react accordingly.
11. Not tolerate any behaviour from the boys which is loud or distracting.
12. Report to the School Office after each journey any incidents or problems, by email or in person. The log of all incidents is kept in the School office and it is an essential requirement that this is kept up-to-date daily.
13. To attend departmental meetings, usually at the start and end of each term, as notified.

From time to time, or for the supervision of specific pupils as necessary, there will be a companion or chaperone accompanying the bus driver on particular routes. The chaperone's role is to assist the driver in all of the above and the two work closely in co-operation with each other.

GENERAL DUTIES

Undertake such other duties as are agreed to be in keeping with the general nature of the job.

TERMS AND CONDITIONS

All other terms and conditions are those as referred to in your letter of appointment, contract and the Employee Handbook.



Person Specification: School Bus Driver

| Attributes | Essential | Desirable |
|---|---|---|
| Experience | <ul style="list-style-type: none"> • Experience of working with children in the school age range (7 to 13 years) | Previous work with school age children in a supervisory capacity. |
| Skills and abilities / Special Knowledge / Attitudes | <ul style="list-style-type: none"> • D1 driving licence, if licence was issued after 1997. • Good communication skills – clear and accurate with boys, parents and colleagues. • Able to be assertive to establish and maintain good discipline and appropriate behaviour of boys. • Patience and the ability to keep calm • Attentive and observant | Full clean driving licence First Aid certificate |
| Personal Circumstances | <ul style="list-style-type: none"> • Flexible and adaptable • Able to work morning, afternoon or evening school runs. | |