



Beechwood Park

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Job Description

Minibus Driver / Chaperone



Job Description

Position: Minibus Driver / Chaperone

Report to: Transport Manager

Contract Type: Permanent - Part Time - Term Time Only

Salary: £9,464 pa (actual)

Working Hours: 20 hours per week, shifts from 06.50 to 08.50 and 16.15 to 18.15. Additional hours available if required (paid at the equivalent hourly rate). Flexible working will be considered within this shift pattern, job share considered.

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.

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. Utilise information from our online system (iSAMS) where necessary to identify any medical or pupil health data as required.
- 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 back to the Deputy Headmaster (Pastoral) any behaviour concerns.
- 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.
- Attend all full staff meetings and relevant training.
- Utilise our online system (iSAMS) where necessary to identify any medical or pupil health data as required.
- Any other tasks reasonably required by the Head or anyone acting on his/her behalf.

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 regarding any aspect of the recruitment process or the position itself – please do not hesitate to contact us via ldaniels@beechwoodpark.com



Beechwood Park

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