



## **CHESHAM PREPARATORY SCHOOL**

### **JOB DESCRIPTION MINIBUS DRIVER**

**Minibus drivers are expected to carry out all of the following duties as part of their responsibilities:**

#### **Driving**

- Drive the planned routes as requested by the school.
- Report to the Maintenance Manager on a daily basis.
- Protect the safety and security of the pupils on the bus.
- Drive according to the Highway Code rules and laws.

#### **Discipline, Health and Safety**

- Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Emphasise and ensure the highest standards of safety and of safe methods of working in such areas where potential hazards exist.
- Communicate to pupils that they must take a reasonable attitude to the books and equipment with which they have been provided and that they will be charged for any damage inflicted on school property.
- Take advice and instruction from your line manager and members of the Senior Management Team (SMT).
- Be responsible for taking reasonable care of your own safety, that of pupils, visitors, temporary staff, volunteers and contractors. You are responsible for cooperating with the Head, the Bursar and members of the SMT in order to enable the Governors to comply with health and safety duties. You are also responsible for reporting any risks or defects to the Bursar.

#### **General Code**

Maintain acceptably high personal standards of appearance, behaviour and punctuality. Set a good example for all children to follow.

#### **Professional Standard**

- Be professional at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Follow school policies. Be aware of the school mission statement and ensure that your actions are not in conflict with this.
- Observe the school's code of professional conduct.
- As a driver you will often be the first point of contact of a morning for parents and pupils; it is important that you are professional and welcoming to all those you come into contact with.