CHESHAM PREPARATORY SCHOOL

Job Description

Minibus Driver

Responsible to:	Estates Manager
Working hours:	Monday to Friday, 7.00am to 8.30am and 4.00pm to 6.30pm
Contract type:	Permanent, Term Time only

About the Role

Our minibus drivers are primarily employed to drive pupils to and from school. In addition to this, extra hours may be offered to facilitate other school activities such as trips and matches. Drivers will be expected to register the pupils, ensure the health and safety of themselves and their passengers and report any issues with the minibuses to the Estates Manager or Bursar in a timely manner.

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

Driving

- To drive the planned routes as requested by the school.
- To report to the Estates Manager on a daily basis.
- To protect the safety and security of the pupils on the bus.
- To drive according to the highway code.

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.
- Take advice and instruction from your line manager, and members of the Senior Management Team.
- To 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.

Safeguarding & Pastoral Responsibility

Chesham Prep is committed to safeguarding and promoting the welfare of children. All staff share this responsibility.

- Report any concerns about a child's welfare or safeguarding to the Designated Safeguarding Lead (DSL) without delay.
- Maintain good order and support the health, safety, and wellbeing of all pupils, both on school premises and off-site.
- Follow all relevant school policies, including those relating to health and safety, data protection, and behaviour.
- Take reasonable care for your own safety and that of colleagues, pupils, and visitors; report any hazards to the appropriate person.

Professional Standards

- Behave with professionalism, integrity, and warmth at all times. Support the school. Foster and help to develop the school ethos, values and standards.
- Maintain high standards of appearance, punctuality and conduct, setting a positive example for all children.
- Uphold and actively contribute to the school's ethos, values, and standards.
- Adhere to the school's code of professional conduct and all relevant policies.
- Treat all members of the school community, children, families and colleagues, with courtesy and respect
- 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.

This job description reflects the current requirements of the post. It may be reviewed and updated from time to time in consultation with the post-holder.

May 2026 | This role is a Regulated Activity as defined by the Disclosure and Barring Service