



ST PETER'S

PREPARATORY SCHOOL

School PCV Driver

Job Description

Accountable To: Transport and Facilities Manager

Primary Purpose

To drive school minibuses (mainly 17 seaters) transporting pupils (and staff where necessary) on daily morning and afternoon school bus runs as well as additional daytime fixtures, trips and visits as required.

Key Accountabilities

- Collect and drop pupils to agreed locations on bus route in a timely and controlled manner
- Undertake additional hours to drive school minibuses for Monday to Friday term-time trips, visits, sports fixtures and weekend/occasional holiday time trips by prior arrangement
- Maintain bus sheet records accurately
- Perform daily safety checks on vehicles and report defects in a timely manner
- Liaise between school and parents as appropriate

Essential Qualifications, Experience and Skills

- PCV (Passenger Carrying Vehicle) current driving licence (including medical)
- Clear driving record
- High driving standards
- Professional driving experience
- Excellent interpersonal skills
- Suitability to work with children (previous experience of working with children is beneficial)
- Awareness of health and safety regulations, particularly those applicable to driving
- Knowledge of and commitment to the protection and safeguarding of children and young people
- Accurate record keeping
- Effective team-working, demonstrating loyalty and support to colleagues.

Personal Characteristics

- Positive and proactive approach; a problem solver not a problem maker
- Love and enthusiasm towards the care of children
- Smart appearance
- Reliable and punctual
- Fit and healthy enough to be able to carry small children if necessary
- Prepared to work flexible hours around two core daily bus runs
- Willing and able to actively represent the School in a professional and positive way
- Willing to undertake ongoing professional training and development

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