BROMSGROVE SCHOOL

SCHOOL TRANSPORT PERSONNEL

We currently have an opportunity within the department for drivers

Candidates must hold a county council minibus driving permit or a PSV licence (min D1) and a Driver CPC qualification or be prepared to obtain them.

Informal discussions with the Transport Manager: 01527 579679 Ext.256

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

JOB DESCRIPTION

Line Manager:	Transport Manager
Hours of Work:	Monday to Friday 6.00 am.-9.00 am, term time only (15 hours per week) Or Monday to Friday 3.30 pm.-7.30 pm, term time only (20 hours per week) Additional hours may also be available
Salary*:*	£ 13.03 per hour
Holidays:	Paid entitlement is 6.4 weeks pro-rata pro-rata).
Pension Scheme:	A contributory pension scheme is available up to 7%.
Additional Benefits:	Free car parking, uniform provided.

GENERAL OVERVIEW

To ensure the safe transit of pupils in your charge on daily school transport and school activities.

SPECIFIC RESPONSIBILITIES

As Driver

1. To transport pupils to and from school as outlined and directed by the Transport Manager.
2. On every journey, to keep an accurate register of those pupils using school transport.
3. To carry out daily maintenance checks and valeting of minibuses as necessary to ensure safety at all times.
4. To advise the Transport Manager of any pupils who do not adhere to the school transport rules.
5. To transport on the various day and night time school activities as requested by the Transport Manager.

6. To report any problems/faults with designated minibus and other minibuses used in conjunction with the transport of pupils.
7. To maintain a level of discipline on the minibus to ensure the safety of all those aboard and other road users.
8. To attend any driving assessments / training necessary to renew driving permits or qualifications.
9. To assist in the delivery and collection of overseas pupils from all major airports.
10. Any other duties that may be required in order to ensure the efficiency of the school transport service.

As Escort

1. Is responsible for the care and supervision of the students whilst they are travelling to and from school.
2. Must meet and board the vehicle before the first student is collected.
3. Must register every student travelling.
4. Must supervise loading/unloading of luggage from vehicle lockers.
5. Must ensure students are securely seated and seat belts are fastened before the vehicle proceeds.
6. Must see the vehicle stops at each appointed stopping place and the students board the vehicle safely.
7. Must see the students leave the vehicle safely and are handed over to any acknowledged responsible person.
8. Must see that students alight at their appointed stops. No student should be allowed to leave the vehicle except at the appointed stop unless a change has been confirmed by the Transport Office.
9. To have regard to the safety and welfare of all passengers being transported at all times, including yourself.
10. To be a qualified first aider and to administer first aid as required.
11. To monitor key issues and report back to the Transport Office regularly on the following; vehicle condition, driver and student behaviour, route timeliness, incidents affecting students or the safety of the transport and proposals for improving the route and student care during transportation
12. May be asked to supervise one or more students.

Airport transfers

All the above

1. Outward journey - Check student/s in at the airline desk
2. Outward journey - Stay with students until airline staff take full responsibility
3. Inward journey – arrive at the terminal / airport before the flight lands
4. Inward journey – Sign and show ID to airline to take responsibility of UM student/s
5. Inward journey – Supervise students back to Bromsgrove School boarding Houses

This job description is not necessarily a comprehensive definition of the role and the job holder may be required to undertake other duties which may reasonably be given to him/her by the Transport Manager from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment at any time, after consultation with the post holder.

PERSON SEPCIFICATION:

	Essential	Desirable
Experience and Qualifications:		
Full, clean driving licence	*	
LEA Assessed		*
PSV/PCV D1 holder		*
CPC Driver qualified		*
Similar work experience		*
Skills, Knowledge and Abilities:		
Good local knowledge of the area	*	
Basic vehicle maintenance knowledge	*	
Mechanical knowledge		*
Good communication skills	*	
Good Timekeeping	*	
Ability to be a team player	*	
Personal		
Able to use initiative	*	
Well-presented	*	
Friendly	*	
Reliable	*	

How to Apply

Please complete the online application form.
Closing date is 20 November 2026

The successful candidate will be subject to DBS checking and receipt of references before an offer can be made.

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