



Shropshire
Gateway
Educational Trust

Driver Job Description

Lacon Childe School

This is a part time, term time only position

Hours of work are Monday to Friday 7.45am to 8.45am and 3.15pm to 4.15pm

Main purpose of the position

Reporting to the Trust Estates, Facilities and IT Infrastructure Leader

To facilitate and ensure the health and safety of pupils on school minibuses under the direction of the appropriate person as identified by the school whilst carrying out a transport service to and from school and for other school based journeys.

To be responsible for promoting and safeguarding the welfare of pupils and young people within the school.

Main responsibilities

- To supervise the pupils using the school minibuses at all times whilst on their journey to and from school on designated routes and for other school based journeys.
- To follow all appropriate direction to drive in a safe and considerate manner including following the driving risk assessment and with due care and attention to environmental scenarios, eg bad weather.
- To follow direction to ensure that pre driving safety checks are carried out and issues reported.
- To ensure that any incidents, including near misses are reported.
- To maintain the reputation of the school by being a considerate driver

- To undertake regular training for driver assessment and safety.
- To ensure vehicles are maintained in a clean manner and that fuelling is carried out to ensure uninterrupted use.
- Ensure that the pupils are behaving appropriately in line with the school behaviour policy at all times whilst on routes to and from school or on other school based journeys.
- To engage with the pupils and ensure that they are active in purposeful and co-operative behaviour throughout the journey period.
- In the event of any incident or disruption to the transport and journey to follow appropriate risk assessments to ensure safety of pupils at all times.
- To follow the school policy and procedures on child protection.
- To take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.
- In the event of any injuries or sickness making sure they are dealt with according to the school's policy.
- To engage with the pupils and ensure that they are active in purposeful, positive and co-operative behaviour throughout the journey period.
- Inform the appropriate member of staff with regard to behaviour during the journey to and from school this includes positive and negative behaviours.
- Keep the appropriate person informed of any information that may relate to a child's health and safety.
- To take reasonable precautions whilst in charge of the pupils to see that they do nothing that is likely to injure themselves or others.

- In the event of any injuries deal immediately with the situation referring to the appropriate person and following the school's policy and procedure.
- Ensure that you are a strong, positive role model for the pupils and other staff

It is the employee's responsibility to inform the Trust Estates, Facilities and IT Infrastructure Leader of any changes including pending changes to the driver's licence immediately.

September 2025

This job description may be amended at any time to accommodate changing needs of the school.