

Job title: Minibus Driver

Reports to: Facilities Co-Ordinator / Estates Manager

Date reviewed: June 2026

Job Purpose

To drive the College minibuses on the scheduled bus routes operating in the morning and afternoon.

Responsibilities

- To drive one of the scheduled bus routes in the morning collecting pupils and delivering the to College.
- To drive one of the scheduled bus routes in the afternoon from College to allocated stops.
- To assist, if required, on airport runs
- To carry out regular daily tasks:
 - Cleaning inside and outside of the vehicles
 - Carrying out safety checks, oil and water
 - Reporting any issues found to the Facilities Co-ordinator
 - Refuel of vehicles if required

Person Specification

	Essential	Desirable
Qualifications		
Basic literacy and numeracy skills	✓	
Driving license including D1	✓	
PCV qualification		✓
Experience		
Previous bus driving experience	✓	
Previous experience in a school setting		✓
Skills and Attributes		
Effective communication	✓	
Personal organization	✓	
Sensitivity and a desire to work with children	✓	
High standards and expectations	✓	
Ability to work in a team and individually	✓	