

Derby Grammar School

Minibus Driver

Part Time, Term Time only – 20 hours per

Start: September 2025

6.30am - 8.30am (Monday to Friday)

3.45pm – 5.45pm (Monday to Friday)

Derby Grammar School is looking to appoint a minibus driver for morning and evening school runs. The successful applicant must be a good timekeeper, have a DI category and a clean driving licence.

Derby Grammar School is a co-educational independent school that has provided excellent schooling to pupils from Derby and across the County. Our school setting dates back to the 18th century and is surrounded by extensive grounds.

Established in 1995, Derby Grammar School is a leading independent school for children aged between 4 and 18. Located in the Derby suburb of Littleover our secluded grounds provide the perfect setting for a first-class educational experience.

We are looking for a minibus driver who will be able to;

- Undertake minibus driving each school day during term time
- Carry out daily vehicle checks and basic maintenance (checking oil levels, etc)
- Ensure prompt departure from school or external collection points in accordance with the minibus schedule to ensure all pupils arrive and depart on time for all trips. Communicate with parents or guardians where appropriate
- Be aware and comply with the protocols and procedures in the event of an emergency/breakdown
- Fully comply with all school policies and procedures as well as external legislation, road traffic regulations and the Highway Code
- Ensure pupils adhere to all School regulations throughout the journey, including remaining seated and wearing seat belts
- Ensure that there is enough fuel left in the tank after every trip in support of other journeys
- Report vehicle defects to the Transport Manager
- Ensure the vehicle is clean and roadworthy before and after use
- Be responsible for the Health and Safety, comfort and welfare of pupils while in the minibus
- Be prepared to cover for absent colleagues and to be available for other minibus driving requirements outside the normal hours for this role
- Attend relevant training courses as required
- Ensure that pupils are met by adults when dropping off at scheduled parent collection points. Drivers must disembark the vehicle to ensure safe delivery and are responsible for ensuring pupils cross roads safely. A duty of care towards our pupils is paramount.
- Ensure that if the bus is anticipated to be late, on either inward and/or return journey, both the school, and parents must be immediately informed

- Fully comply with all vehicle security regulations, school and DVSA rules and regulations relating to licences, including updating the school as appropriate and allowing licence checks to be conducted every twelve months

Please apply by clicking <https://applicant.website/i/65A755/vacancy-info/0000000894>

We reserve the right to close this vacancy earlier than the date advertised. Interviews will take place on a rolling basis, as applications are received.

Derby Grammar School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS)