



## Bus Driver Job Description

The bus driver role requires the safe transporting of students and other passengers on designated routes, following schedules, and providing excellent customer service.

The key day-to-day duties of this role involve performing pre- and post-trip vehicle inspections, adhering to all traffic laws, assisting students/passengers with boarding and disembarking, and maintaining a clean and safe environment on the bus.

## Job Description

### General Responsibilities

- Transport students from home to school and from school to home
- Safely drive the school buses on scheduled routes while following traffic laws and regulations.
- Ensure student and passenger safety at all times when on the bus.
- Drop students only at authorized stops
- Provide assistance to students as needed when getting on and off the bus.
- Perform school related errands
- Obey all traffic laws
- No driver will report to work or drive a bus while under the influence of alcohol
- Be at the bus 15 minutes before departure from school, or before a field trip
- Be attentive to the traffic and weather conditions, stay on schedule and ensure the safety of passengers.
- Uphold a positive image of the School by applying good and safe driving habits
- Ensure that the bus is in good operating condition by testing the brakes, tires, lights and other components, complete the pre-trip inspection on a daily basis, and submit it to the Transport Manager
- Ensure that the bus is washed twice a week, inside and outside, and sweep the bus and empty the bins daily.
- Notify the Transport Manager in case of mechanical failure or lateness
- Ensure all seatbelts are in working condition before leaving the campus
- Ensure that all passengers have their seatbelts fastened before moving the bus, and maintain rules of conduct, and respond to emergencies.
- Notify the Transport Manager if you are running late
- Notify the Transport Manager if there are any route deviations
- Transport only authorized students

- Maintain discipline when students are on the bus
- Report undisciplined students to the Transport Manager
- Keep track of the number of students on the bus, and ensure that all students are delivered to school and back to their home safely. The bus should be parked in a safe manner, and no student should cross the road to board or exit the bus.
- Maintain a safe and calm environment for all passengers at all times
- Drive the bus for school fieldtrips
- Work overtime if required
- Complete incident and accident reports as required
- Complete diesel and oil log when filling the bus with petrol
- Obtain the Transport Manager's permission and complete the security log when exiting or entering the school premises
- Other duties as may be assigned

## **Person Specification:**

### **Skills and Experience**

- KCSE certificate
- A valid bus driver's license
- A clean driver's record is essential
- 5 years minimum experience driving in Nairobi
- Experience of working in a school would be preferable
- Know the appropriate safety and security measures associated with the role
- Have a good knowledge of the Nairobi city roads and routes

### **Personal Qualities**

- Strong customer service and communication skills.
- The ability to remain calm, alert, and professional, particularly in high-stress situations.
- Physical fitness to perform duties such as bending, crouching, and assisting passengers.
- Flexibility to work various hours, including early mornings, evenings and weekends
- Welcoming, polite but also assertive when required
- Have a good sense of customer service
- Be focussed and pay good attention to detail
- Be patient, responsible and reliable
- Have a high sense of responsibility

## How to Apply

Interested applicants are invited to send an application by email to [hr@durhamkenya.com](mailto:hr@durhamkenya.com) by 2<sup>nd</sup> February 2026. Applications should include all the information listed below:

- A letter of application addressed to The Headteacher, of no more than one side of A4, explaining why you would like this role and the skills and experiences you can bring to it
- A fully completed Durham International School Non-Teaching Application Form – [Click here](#)
- The names and accurate addresses, email addresses and telephone numbers of three referees, one of whom must be your current employer, to be completed in full in the Application Form.

Please be advised that an incomplete application form or an application that does not provide a Covering Letter and Durham Application Form as stipulated, will unfortunately not be considered. Applications will be reviewed as they are received, and the school reserves the right to make an earlier appointment.

## Confidentiality

References will only be requested at short-list stage and we will let you know before we approach referees.

## Safeguarding and Child Protection

Durham International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to thorough screening to ascertain their suitability to work with children and will be required to provide a Certificate of Police Clearance.