



School Bus Driver Job Description

Position Title:	School Bus Driver
Department:	Transport / Facilities
Reports To:	Facilities & Transport Manager
Location:	Durham International School Kenya,
Employment Type:	Full Time

Job Description

To safely transport students, staff, to and from school, field trips, and school related activities while ensuring the highest standards of safety, punctuality, discipline, and professionalism in accordance with school transport policies and road safety regulations.

Key Responsibilities

1. Student Transportation

- Safely transport students on assigned routes to and from school according to the established timetable and route.
- Ensure students board and disembark the bus in a safe and orderly manner.
- Ensure that everyone in the bus remain seated while the bus is in motion.
- Ensure that only authorized passengers use the bus service.
- Assist younger students when boarding or alighting if necessary.
- Ensure students cross the road safely when exiting the bus where applicable.
- Maintain appropriate discipline on the bus and report behavioural issues to the Transport Manager.

2. Safety Responsibilities

- Conduct daily pre-trip and post-trip vehicle inspections including brakes, lights, tyres, mirrors, emergency exits, fire extinguisher, and first aid kit.
- Ensure seat belts are used appropriately by students.

- Comply with all traffic laws, school policies, and transport regulations.
- Maintain safe driving practices at all times.
- Avoid distractions such as mobile phone use while driving.
- Follow emergency procedures in the event of accidents, breakdowns, or medical emergencies.
- Ensure emergency evacuation procedures are understood and practiced when required.
- Immediately report any safety hazards, incidents, or accidents.

3. Vehicle Care and Maintenance

- Keep the assigned bus clean and presentable at all times.
- Check fuel levels daily and ensure timely refuelling.
- Report mechanical faults, damages, or maintenance needs promptly.
- Maintain a vehicle logbook documenting mileage, fuel consumption, and daily inspections.
- Ensure the bus is parked safely and securely after each route.

4. Route Management

- Follow assigned and approved routes and schedules as provided by the School.
- Notify the Transport Office of delays, breakdowns, or traffic disruptions.
- Maintain communication with the transport office when required.
- Assist in identifying safer or more efficient route options when necessary.

5. Student Safeguarding & Conduct

- Maintain a professional and respectful relationship with students at all times.
- Ensure the safety and welfare of students during transportation.
- Report safeguarding concerns immediately according to school safeguarding policy.
- Ensure the bus is checked after every trip to confirm no student is left behind or students' effects.

6. Field Trips and School Activities

- Safely transport students and staff for school trips, sports activities, and educational visits.
- Follow trip schedules and instructions provided by the trip coordinator.
- Support staff in ensuring student safety during travel.

7. Documentation and Reporting

- Complete and submit daily route logs and inspection checklists.
- Report accidents, incidents, student misconduct, or mechanical problems immediately.
- Maintain valid driving credentials and ensure they are up to date at all times.

Qualifications and Experience Requirements

- Minimum Secondary School Certificate (KCSE) or equivalent.
- Valid Public Service Vehicle (PSV) Driving License.
- Valid Certificate of Good Conduct.
- Valid Defensive Driving Certificate (preferred).
- Valid First Aid Certificate (preferred).
- Clean driving record with no serious traffic violations.
- Minimum 3–5 years of professional bus driving experience.
- Experience driving school buses or passenger buses is highly preferred.
- Experience working in a school or with children is an advantage.

Key Skills and Competencies

- Safe and defensive driving skills
- Strong sense of responsibility and reliability
- Good communication skills
- Patience and ability to work with children
- Punctuality and time management
- Problem-solving in emergency situations
- Professional conduct and integrity

Working Conditions

- Early morning and afternoon driving shifts.
- Occasional evening or weekend driving for school events, sports activities or trips.
- Exposure to varying traffic and weather conditions.

Qualifications and Experience Requirements

- 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 by 17th April 2026. No applications will be accepted after the closing Date.

Applications should include all the information listed below:

- A letter of application addressed to The HR Manager, 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, two of whom must be your recent and 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.

Confidentiality

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

Safeguarding and Child Protection

The school is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to adhere to the school's safeguarding policies and undergo appropriate background checks before employment.