

Samuel Marsden Collegiate School School Bus Driver – Term Time Only – Class 1 Car Licence

Start Date: Term 1, 2026 (Tuesday 27 January)

Hours: Monday to Friday, approximately 4–5 hours per day (school term time only)

Location: Marsden Campus, Karori

Reports to: Facilities Manager

About the Role

Samuel Marsden Collegiate School is seeking a reliable and professional School Bus Driver/s to join our team. Only a standard Class 1 car licence is required for this position. The role is responsible for transporting students safely between Eastbourne, Lower Hutt, and the Karori campus each school day.

The successful applicant/s will take pride in providing a friendly, punctual, and safe service for our students and families. You'll represent Marsden on the road each day, ensuring our high standards of care, courtesy, and safety are consistently upheld.

The role includes collecting the school bus from Marsden each morning, completing the scheduled route to ensure students arrive by 8:15am, and carrying out the return trip after school at 3:35pm. A job share may be considered, with one person covering the morning route and another the afternoon route.

Key Responsibilities

- Drive the Marsden school bus safely and courteously at all times.
- Ensure students are collected/dropped off according to the scheduled route and timetable.
- Supervise student behaviour on the bus to maintain a calm, respectful environment.
- Use the RollCall app to record student tag-ons and tag-offs (training provided).
- Complete daily pre- and post-trip vehicle checks and report any issues promptly.
- Keep the vehicle tidy, refuel as required, and park it securely at Marsden after each run.
- Communicate with the Facilities Manager regarding incidents, absences, or route adjustments.
- Uphold Marsden's standards and values as a visible representative of the school community.

Qualifications and Experience

- Full New Zealand Class 1 driver's licence (standard car licence).
- Passenger (P) endorsement.
- Clean driving record and proven safe driving history.
- Experience working with or supervising young people is preferred.
- Good communication skills and a calm, professional manner.
- Commitment to student safety and wellbeing at all times.
- Must complete Police Vetting (required under the Vulnerable Children's Act).

Hours and Employment Terms

This is a part-time, term-time only role with the potential for a job share arrangement. The total approximate hours are 4–5 hours per day, Monday to Friday, during the school term (no work during school holidays). Occasional paid additional driving opportunities may arise for school events or excursions, by mutual agreement. The role is paid hourly and reports to the Facilities Manager.