

## **JOB DESCRIPTION**

**Post:** **Casual Minibus Driver**

**Responsible To:** College Estates Team

**Summary of Post:** To transport passengers to and from designated locations

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### **Specific Duties:**

1. Safely operate a minibus, following all UK road laws and regulations.
2. Transport passengers to and from designated locations, ensuring punctuality and route efficiency.
3. Conduct routine vehicle safety checks before and after each journey, including fuel, oil, and tyre inspections.
4. Maintain cleanliness of the vehicle and report any maintenance issues promptly.
5. Assist passengers, including those with mobility needs, ensuring safe boarding and disembarking.
6. Monitor passenger behaviour and adhere to safeguarding procedures to ensure a safe journey for all.
7. Keep accurate records of journeys, mileage, fuel consumption, and any incidents that occur while driving.
8. Communicate professionally with passengers, staff, and stakeholders to provide a reliable and courteous service.
9. Follow emergency procedures in case of accidents, breakdowns, or unexpected delays.
10. Undertake training as required, including refresher courses for driving, safeguarding, and first aid.

### **General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.

2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

**Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	<b>PERSON SPECIFICATION</b>	<b>Application</b>	<b>Interview</b>	<b>Shortlisting Weighting</b>
<b>Skills</b>				
1.	Ability to safely operate a minibus, demonstrating excellent driving skills and knowledge of UK road laws	✓	✓	6
2.	Good time management and organisational skills to ensure punctual service	✓	✓	6
3.	Good communication skills to interact courteously with passengers, staff, and stakeholders	✓	✓	4
4.	Ability to carry out vehicle safety checks and report maintenance issues efficiently	✓	✓	4
5.	Awareness of safeguarding practices, ensuring passenger safety at all times		✓	6
6.	Ability to handle emergency situations calmly and effectively	✓	✓	6
7.	Excellent record-keeping skills to log journeys, fuel usage, and vehicle incidents	✓	✓	4
8.	Ability to assist passengers with mobility needs, ensuring inclusive and supportive service		✓	6
9.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
<b>Experience</b>				
1.	Previous experience driving a minibus or similar vehicle in a professional capacity	✓	✓	6
2.	Experience working with passengers, including vulnerable individuals, in a transport or customer service role	✓	✓	4
<b>Education</b>				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C / 4 or above)	✓		4
3.	Possession of a valid UK driving licence with D1 Category	✓	✓	6
4.	Completion of relevant driver training (MiDAS) or qualifications (eg CPC)	✓		4
5.	First Aid certification or willing to work towards	✓		4

## **Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.