

# COLLINGWOOD COLLEGE

## Job Description

### Casual Minibus Driver

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to obtain an Enhanced Disclosure with the Disclosure and Barring Service. Collingwood College is an Equal Opportunities Employer*

<b>POST:</b>		<b>Casual Minibus Driver</b>
<b>REPORTING TO:</b>		<b>Premises and Facilities Manager</b>
<b>JOB PURPOSE:</b>		Drive the minibus to transport College students in accordance with the Rules and Regulations of the Highway Code and in accordance with good practice to maintain student, staff and public safety whilst on the highway. Provide basic maintenance of the minibus e.g. oil levels, cleaning of vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle.
<b>DIRECT INVOLVEMENT WITH:</b>		College staff and students
<b>KEY RESPONSIBILITIES:</b>	1.	To be responsible for carrying out driving/escort duties
	2.	To work co-operatively and collaboratively with staff at all levels across the college
	3.	To be responsible for carrying out vehicle checks before driving and report any problems to the Premises and Facilities Manager.
	4.	To be responsible for ensuring that the required number of seats are in place and secure, and that the necessary wheelchair restraints are available for the planned journey.
	5.	To be responsible for the welfare, safety and comfort of passengers at all times, and to offer assistance where appropriate.
	6.	To be responsible for returning vehicle keys at reception or to leave them as advised if outside office hours.
	7.	To be responsible for the correct use of safety and security equipment in accordance with the instructions given, and the wearing of safety clothing.
	8.	To undertake appropriate training, when necessary, in consultation with the other staff, e.g. Safeguarding, MIDAS, Manual Handling, First Aid at Work.
	9.	Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
	10.	Not to drive any vehicle or use any equipment unless fully trained and confident.
	11.	To supply a copy of your driving licence every 6 months on request, and to immediately advise the College of any changes or endorsements to your licence.
	12.	To be responsible for ensuring that you and all passengers wear a seat belt at all times.
	13.	To undergo a Disclosure and Barring Service check
	14.	To undertake any other duty that may from time to time be reasonably required.

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## PERSON SPECIFICATION

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Ideally, the successful candidate will be able to meet most if not all the following criteria:

Selection Criteria	Assessment Method
<b>Qualifications and Training</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Hold a current, clean and valid UK driving licence D1 unrestricted or a D1 restricted (car licence obtained prior to 01/01/1997). The licence must have been held for at least two years.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• MIDAS or similar previous training in driving minibuses</li> </ul>	<p>Application form Certificates</p>
<b>Values and Attitude</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Pleasant and approachable</li> <li>• An ability to communicate with a range of people</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• Reliable and trustworthy</li> <li>• Honest, sense of responsibility and confidentiality</li> <li>• Flexible approach to working arrangements.</li> <li>• Sensitivity to user needs</li> <li>• Willing to undertake training as appropriate</li> </ul>	<p>Application, Interview Relevant Documentation</p>
<b>Experience, Knowledge and Understanding</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Age 21 - 69 (for insurance purposes)</li> <li>• Capability to maintain accurate vehicle and user records.</li> <li>• Understands and able to apply Health and Safety procedures relevant to the job such as:               <ul style="list-style-type: none"> <li>○ manual handling; - safe use of machinery and/or equipment;</li> <li>○ COSHH;</li> <li>○ First Aid and Hygiene Practice;</li> <li>○ lone working procedures and responsibilities</li> </ul> </li> <li>• Able to recognise and to respond appropriately to emergency situations</li> <li>• Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.</li> </ul>	<p>Written statement Interview Relevant Documentation</p>