

## Minibus Driver

### Core Purpose:

To work as part of the facilities team and be a minibus driver for the school's home/school transport provision, including routine safety checks on the vehicle.

There are a number of students who find it difficult to access public transport from their home. By running a college Minibus it will enable a group of students to gain access to the UTC quickly and more efficiently. The UTC Minibus will have a defined route which it will travel twice a day picking up and dropping off students and predetermined stop off points.

**Responsible to:** Principal/Leadership team member of staff/Premises Manager

### Main Duties and Responsibilities:

- To act as UTC driver to transport students and/or staff as required – this may include outside of normal UTC hours, or at weekends by negotiation
- Ensure that all relevant UTC procedures are adhered to at all times.
- To safely transport college equipment/resources to and from the outreach sites.
- To understand and be committed to the UTC equality and diversity policy and how it relates to all aspects of the post.
- Be willing to undertake further relevant training in line with both the position and changing legislation, including first aid and health and safety training
- To adhere to UTC Health and Safety and Equal Opportunities policies and to comply with relevant legislation.
- To undertake any professional development as identified by the leadership team.
- To undertake any other such duties as may be reasonably required of you commensurate with your grade, at your initial place of work or at any of the other college sites as determined by the Principal.

### Safeguarding and promoting welfare of children

We are committed to safeguarding and promoting the welfare of its pupils and the successful applicant will be subject to all recommended checking procedures including an enhanced DBS disclosure and a check against the Children's Barred List

## Person Specification

### Qualifications

- Clean driving licence with cat D1
- First aid certificate or willingness to work towards one
- Driving licence Cat D1+E

### Experience

- Experience of working with groups of people in a supportive role.
- Previous experience of working with young people
- Previous experience of the use of driving skills in a job role.
- Awareness of Health and Safety and Safeguarding issues

### Skills and competencies

- Ability to work unsupervised
- Ability to form and maintain appropriate relationships and personal boundaries in an environment with young people
- Maintain a neat and tidy working environment and appearance

### Personal qualities

- Be able to act on specific work instructions
- Excellent communication skills
- Awareness of customer care

### Other requirements

- Flexibility to work occasionally outside of normal working hours
- Willingness to undertake training and personal development