

Job title: Minibus Driver

Responsible to: Estates Manager

Job Purpose: To transport pupils and staff from the college to educational, sports and social activities. A clean UK Driver Licence with D1 entitlement is essential as well as College approval of the completed Authorised Driver Declaration form. A Minibus Driver will be expected to drive in accordance with the Highway Code to a very high standard and work towards achieving HCC MiDAS (Minibus Driver Awareness Scheme) accreditation if not already obtained.

Responsible for:

- This role involves driving a 16-passenger seat minibus and transporting students and staff to a venue or location in or around the Winchester area, the southern region, or further afield. You may also be asked to drive other College vehicles.
- Start and finish times may be at unsociable hours.
- Expect some variation to include driving a different type of vehicle, driving individuals in a car, driving groups from a different school or organisation or supporting teaching staff as directed when away from base.
Check vehicle condition before use in accordance with the College Vehicle Policy. Vehicle familiarisation, training and guidance will be covered by MiDAS training which is a mandatory requirement. Other duties include refuelling using a fuel card and ensuring luggage has been stowed securely. Passengers must be directed to use seat belts when necessary.
- Plan a route in advance and have knowledge of alternative routes in case of road closure or congestion.
- At the end of a journey, check for lost property, clear away any litter, secure the vehicle and return the keys. All vehicle defects, accidents or damage should be recorded and reported to the Estates Manager. Accidents and damage must also be recorded on the relevant accident and motor insurance forms.
- A Minibus Driver may be asked to undertake additional tasks within reason from time to time. This could include vehicle cleaning and preparation or other work around the college.

Other

1. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
2. Prioritising the safeguarding of all students and participating in training on safeguarding and Prevent matters.
3. Any other duties as may reasonably be required by the Principal.

Job Title:

Category	Essential	Desirable	Ascertained by
Qualifications	MiDAS		Application form /original certificates at interview
Experience		Working with young people aged 16 – 19.	Application form//interview/references
<u>Additional Skills and Abilities</u>	A clean, valid driver's licence. Strong communication skills. College approved, completed Authorised Driver Declaration form	Experience driving larger vehicles	Application form/ interview/references
<u>Other</u>	Display a commitment to the protection and safeguarding of children and vulnerable adults. Display a commitment to meeting the individual needs of each student, to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.		