

Job Description

JOB TITLE:	Minibus driver
SALARY:	Support Pay Scale
HOURS:	20 per week / 38 weeks (Term Time Only)
REPORTS TO:	Director of Health & Safety and Transport
CAMPUS:	BCA
JOB PURPOSE:	Driving students and staff to various locations.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:

1. Transport by car or minibus, college students, staff and visitors to and from the colleges and to various destinations.
2. Carry out daily driver checks and report any issues regarding safety and vehicle roadworthiness.
3. Move fleet vehicles between sites.
4. Refuel fleet vehicles as required.
5. Clean the fleet vehicles inside and out, as and when required.
6. Carry out basic maintenance of vehicles when required.
7. Deliver and collect vehicles from the service dealerships, as and when required.
8. Carry out deliveries on an occasional basis as and when required.
9. Attend relevant training courses, as identified and agreed and this will include MiDAS.
10. To engage with any reasonable request from the Transport Manager or Transport Supervisor.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION

Minibus Driver

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Maths GCSE or Equivalent (Level 2).	x		AF / IV
English GCSE or Equivalent (Level 2).	x		AF / IV
Basic IT skills.	x		IV
EXPERIENCE			
Driving more than 7 people.	x		IV
Driving with D1.	x		AF
Driving with HGV or PSV.		x	AF
SKILLS, KNOWLEDGE AND ABILITIES			
Working with engines.		x	AF
Working in Education or similar.		x	AF
Pleasant approachable personality.	x		IV
Able to communicate with a range of people.	x		IV
Patient manner.	x		IV
Flexible approach to working arrangements.	x		IV
Reliable and trustworthy.	x		IV

KEY:

- Evidence of all the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview.
- All of the elements marked IV will be assessed at interview.
- All of the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test / Presentation.