



Job Title	Minibus Driver
Responsible To	Senior Management
Salary	£11.50
Hours	10-15 hours per week Core hours 2:15pm-4:15pm Opportunity for additional hours when required

Job Summary

The Minibus Driver will be responsible for transporting children and young adults to and from Unique Kidz and Co along with ensuring the safety and maintenance of the charities minibuses.

Job Description

- To work under the direction of the Senior Management Team
- To safely transport children and young adults to and from the centre ensuring that relevant training is being applied at all times
- To follow set minibus and route plans to ensure the safety of all passengers
- To be responsible for the safety of the charity's minibuses, including reporting any defects and transporting buses to the from garage for maintenance
- To carry out all necessary vehicle checks
- To ensure that the minibuses are kept to a high standard of cleanliness at all times
- To provide additional maintenance support across the charity as and when required
- To safeguard the confidentiality of all service user information and records
- To work to the charity's Policies and Procedures at all times
- Such other duties or responsibilities as may reasonably be required

This job description will be reviewed regularly in light of changing service requirements and any such changes will be discussed with the post holder.

Due to the restrictions of our current insurance, the post holder must be over the age of 21 and have held a driving licence for a minimum of 2 years.

Person Specification: Minibus Driver

Requirement	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> • Level 1 and 2 Safeguarding Children and Young People or the willingness to attend training • Full UK Driving Licence with a category D1 	<ul style="list-style-type: none"> • Training in First Aid, MiDAS, Moving and Handling 	Application Form
Experience & Knowledge	<ul style="list-style-type: none"> • Knowledge of good practice • Knowledge and understanding of Risk Assessments and Health and Safety • Experience of working in a team 	<ul style="list-style-type: none"> • Knowledge and understanding of children with disabilities • Experience of driving minibuses 	Application Form / Interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication, interpersonal and writing skills 	<ul style="list-style-type: none"> • Specialist skills and interests that would be of benefit to Unique Kidz and Co 	Application Form / Interview
Personal Attributes	<ul style="list-style-type: none"> • Friendly, positive and professional manner • Enthusiasm • Team player 	<ul style="list-style-type: none"> • Commitment to undertaking relevant training and development 	Interview
Other	<ul style="list-style-type: none"> • Evident passion for the charity and excellence in service provision 	<ul style="list-style-type: none"> • Knowledge of Unique Kidz and Co and the services it provides 	Interview