



JOB DESCRIPTION

POST TITLE: Minibus Driver

Ref: HCFCATCH/77

**HCF CATCH Ltd
CATCH Facility
Redwood Park Estate
Stallingborough
Grimsby
NE Lincolnshire**

REPORTS TO: Facilities Team Leader

1. PURPOSE OF JOB

The Minibus Driver will be responsible for transporting the students between Hull and Stallingborough. Driving the minibus in a responsible and competent manner, ensuring the safety of all passengers and arriving at the destinations on time.

2. MAIN RESPONSIBILITIES

- To be responsible for carrying out driving duties
- Carry out vehicle checks before driving and report any problems to the Apprenticeship Coordination team
- Ensure the welfare, safety, and comfort of passengers and to offer assistance where appropriate.
- Drive the minibus in accordance with the rules and regulations of the Highway Code at all times.
- To be responsible for the cleanliness of the interior of the vehicle you are driving
- Ensure that yourself and all passengers always wear a seatbelt
- Refuel vehicle as required
- To undergo a Disclosure and Barring Service check
- To report any passenger comments or complaints
- Return vehicle keys when required
- Support the business by performing additional duties in keeping with the role.

3. CONTACTS AND RELATIONSHIPS

INTERNAL CATCH team members, CATCH trainers, Facilities Team Leader, CATCH Apprentices

EXTERNAL Member companies and their employees, parents

4. DECISIONS

Discretion – Makes day to day decision in accordance with the main tasks of the role and in accordance with CATCH policies and guidelines.

5. WORK ENVIRONMENT

- a) Work Demands** – The post holder will be required to work to overall targets set by the Chief Executive and the CATCH Board of Directors. On a daily basis reports to the Facilities Team Leader
- b) Physical Demands** – Refueling and driving the vehicle
- c) Working Conditions** – The post holder will be based on the minibus travelling between Stallingborough and Hull on a daily basis
- d) Hours of Work** – Some 'out of hours' working may be required to meet the needs of the role.

6. KNOWLEDGE & SKILLS

- Clean driving license
- Pleasant approachable personality
- Ability to keep control of the students
- Reliable and trustworthy
- Honest, sense of responsibility and confidentiality
- Excellent organisation and time management skills
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance
- The postholder will be required to have a driving license and the ability to travel to other sites.

7. GENERAL

- a) Other Duties** – The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties from time to time. Any such duties should not however substantially change the general character of the post. Key holders should refer to the employee handbook for guidance on building security and locking up procedures.
- b) Equal Opportunities** – The post holder must carry out his/her duties with regard to our Equal Opportunities policy.
- c) Health and Safety** – The post holder must carry out his / her duties with full regard to our Health and Safety Procedures.
- d) Training** – CATCH policy to provide relevant training and personal development opportunities to support the development of the individual and their role in the organisation.
- e) ISO 9001** – to comply with company policies and procedures and ensure that the ISO 9001 policy is adhered to at all times.

Job Description prepared by: J McIntosh

Job Description evaluated by: D Talbot

Received by Postholder: