

**Job Description**

**Relief Mini Bus Driver** |CATCH

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| **Perm/Contract:** | 0 Hours  |
| **Location:** | CATCH, Redwood Park Estate, Stallingborough, DN41 8TH |
| **Hours:** | 06:30 – 08:30 & 16:00 – 18:00 |
| **Reports to:** | Facilities Team Leader  |
| **Team:** | Operations |
| **Ref:** | 85 |

**About CATCH**

CATCH is a membership led, skills, competency and apprenticeship providers supporting the process, energy, engineering and renewable industries in Lincolnshire, Yorkshire, and Humber.

**About the role**

The Relief 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.

**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.

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.

**Candidate requirements**

**Essential**

* 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 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.

**Work Environment**

* 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.
* Working Conditions – The post holder will be based on the minibus travelling between Stallingborough and Hull as and when required on an ad hoc basis
* Hours of Work – Some ‘out of hours’ working may be required to meet the needs of the role.

**General**

* **Confidentiality -** To manage the learners and learning environment with due respect to government guidelines on Safeguarding, Prevent and Data Protection and all CATCH procedures pertaining to these initiatives.
* **Safeguarding**- The role will involve regulated activity relevant to children as you will be teaching, training and/or instructing children in a classroom environment. It will also be your duty to recognise and report any safeguarding incidents that you become aware of.
* HCF CATCH LTD is dedicated to and recognises our moral and statutory responsibility to safeguard and promote the welfare of all apprentices, learners, service users and staff. All those involved in training must adhere to the ethos that **‘it could happen here’** to reinforce the protection of individuals and the identification/reporting of concerns.
* HCF CATCH LTD recognises the importance of providing an ethos and environment that will help apprentices and learners to be safe and feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children, young people and adults receive effective support, protection and justice.
* HCF CATCH LTD has a zero tolerance approach to abuse and any other harmful behaviour.
* **The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)-** provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974.
* The role is dependent upon the completion of a successful DBS certificate.

**Job Description prepared by:** Paul Snowden

**Job Description evaluated by**: D Talbot

**Received by Postholder:**