Netherley Youth & Community Initiative Ltd

Damson Road, Netherley,

Liverpool, L27 8XR

Tel/Fax: 0151 487 6421

Email:admin@nyci.co.uk

 Reg. Charity No.1112225

Registered company 5531622





 **NY&CI**

Revised – January 2023

**Job Description & Job Specification for Minibus Driver**

**at Netherley youth and community Initiative - (NY&CI) Charity.**

Mini Bus driving Post available

16 hours @10.50 per hour

Term time only contract -38 weeks

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| Job Description Purpose of Job | * 17 seater Mini bus driver
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| Duties and responsibilities  | * Driving NY&CI Charities Mini bus vehicle
* Responsible for the safety, comfort and welfare of the children.
* Carry out driver’s daily and weekly vehicle checks, and to carry out basic maintenance.
* Report any vehicle defects, faults, incidents and accidents
* Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.
* Refuel vehicles as required
* Maintain accurate records of vehicle usage.
* Maintain accurate records of the children using the service each day.
* Maintain and help to promote a good school image, working attire should be worn at all times and kept in a clean and tidy condition.
* Work within health and safety guidelines and other guidelines that may be issued from time-to-time
* Work within the constraints and guidelines as set out in the school handbook.
* To undertake any other associated duties as required by the Manager.
* Plan alternative road routes to and from school when necessary and keeping parents informed of any changes.
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| Training will be provided-Training essential must Attend relevant Training courses | * Attend relevant training courses as identified and agreed,
* Minibus Driver Awareness Scheme (MiDAS) training
* First Aid at work & pediatrics
* Health and safety
* Food & Hygiene
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| Job Description Role Job Specification Essential  | Job Description & Job Specification for Minibus Driver at Netherley youth and community Initiative - (NY&CI) Charity. Essential * DBS enhanced Certificate
* To drive a 17 Person Specification mini bus
* Values and Attitudes
* Clean driving license
* Pleasant approachable personality.
* Ability to keep control of children
* An ability to communicate with a range of people
* Ability to work on own initiative and as part of a team.
* Reliable and trustworthy.
* Honest, sense of responsibility and confidentiality.
* Flexible approach to working arrangements.
* Sensitivity to user needs
* Willing to undertake training as appropriate.
* Willing to undertake additional training to enhance the services delivered by school. Experience, Skills and Knowledge Essential
* Hold a current, clean license
* Valid driving license See details -D1 unrestricted or a PSV licence, D1 restricted (car license obtained prior to 01/01/1997) considered.
* Capability to maintain accurate vehicle and user records.
* Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.
* MiDAS trained
* PCV license holder.
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A completed application form and an up-to-date CV should be sent to Chair of trustees Mr. M Ord

**(Chair of NY&CI) Netherley youth and Community initiative 41 Damson Road Netherley Liverpool L27 8XR or** **admin@nyci.co.uk** **by no later than 5pm -Monday 13th March 2023.**

**The Chair is committed to safeguarding and promoting the welfare of children.**