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



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**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 |
| 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. |
| 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 |
| 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. |

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**](mailto: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.**