

This role is subject to an enhanced DBS with a check against adult workforce. If children are being conveyed, then a check against child workforce and the child barred list is required. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Section.

Responsible to

Parish priest.

Role purpose

Operating the parish minibus, collecting passengers from designated pickup points along the route and delivering them to church in good time for services and returning them to their respective pickup point.

Main responsibilities

- 1) Whilst in charge of the minibus it is the driver's responsibility for promoting and safeguarding the welfare of all persons for whom they are responsible, or with whom they come into contact with as part of their duties.
- 2) If in the course of carrying out the duties of the role, the minibus driver becomes aware of any actual or potential risks to the safety or welfare of any person using the service, they must report the concerns to the parish priest or parish safeguarding representative immediately.

Insurance

Insurance for the position will be covered by either the parish or archdiocesan policy. The volunteer will therefore have to meet any criteria specified to enable such cover to be agreed.

Duties and responsibilities

- 1) Check the vehicle at the start of duty for any defects, including visual inspection of tyres, lights, oil, water and fuel.
- 2) Ensure that the minibus is kept clean and in good condition.
- 3) Ensure any health and safety signs inside the minibus are properly attached and in good condition.
- 4) Ensure that any faults/concerns are communicated immediately to the parish priest.

Person Specification

- a) Be 25+ years old (for insurance purposes).
- b) Clean driving licence – which must have been held for at least two years.
- c) Proven history of driving a large vehicle.
- d) Pleasant, patient and caring personality.
- e) Have good communication skills
- f) Able to work on own initiative.
- g) Reliable and trustworthy.
- h) Flexible working approach.
- i) Sensitive to the needs of others.
- j) Willing to undertake any training required.

Skills and experience

Ideally the person will hold a valid driving licence D1 unrestricted or a PCV licence¹ or a D1 restricted (car licence obtained prior to 1 January 1999).

¹ There are special licensing arrangements allowing you to drive minibuses and buses without holding the higher Passenger Carrying Vehicle (PCV) driving licence entitlement. Drivers of minibuses having nine to 16 passenger seats will need to hold a PCV licence category D1 or a category D licence to drive larger buses.