

Job Description

Position:	Minibus Driver
School/Service:	Facilities
Reference:	FAC-107/P
Grade:	Grade 2
Status:	Permanent
Hours:	35 hours per week
Reporting to:	Assistant Facilities Manager

Main Function of the Position:

The role is to provide Minibus Driver support to the University and the Facilities team, transporting students, staff and stakeholders across the campus during term times in order to support the teaching and business needs of the University.

To offer a helpful and friendly customer service.

To provide a regular minibus shuttle service between sites and provide support in the delivery of items between sites.

Provide General Assistant support as required e.g litter picking and general tidying of the campus.

Principal Duties and Responsibilities:

1. To represent the University of Bolton in a professional, courteous and friendly manner to all users and points of contact.
2. To provide driving services as required or requested in relation to the provision of scheduled minibus services, field trips and the transportation of items or persons between locations.
3. To undertake routine domestic maintenance duties as deemed necessary to ensure high levels of cleanliness are maintained to minimise risk to all, including duties as follows:
 - a. Check tyres, water/oil and petrol levels each day
 - b. Wash outside and maintain cleanliness of the inside of the minibus daily
 - c. Ensure all seatbelts are in place and are in good working order prior to every journey
 - d. Ensure that first aid/emergency equipment is in place and correct
 - e. Report any accident or incident and document appropriate information.

4. To ensure passengers they are transported in comfort and safety to their destination, with due regard to other road users.
5. To ensure the safe stowage of luggage when transporting passengers, ensuring compliance with appropriate legislation.
6. To maintain accurate, up to date records with regard to the use of vehicles; to complete vehicle log book after each journey.
7. To be aware of, and ensure compliance with, legislation relevant to the transport of passenger items accordingly to the vehicle in use.
8. Ensure a safe working environment and abide by and promote University health and safety policies and practices.
9. Observe the University's Equality and Diversity policy at all times.
10. Maintain confidentiality in all aspects of the University's business to ensure the integrity and credibility of the University is maintained and protected.
11. To be flexible and adaptable, where required, to meet the changing needs of the business, which may involve operating outside of normal working hours/pattern on occasion.
12. Able to cope with the physical demands of the job as outlined with a good standard of health
13. To undertake other duties commensurate with the grading of the role as determined by the line manager.

The successful candidate will also be expected to carry out occasional minor Facilities support duties as workloads permit and circumstances dictate. Such services may include general assistance duties and litter picking on site.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Minibus Driver		Reference: FAC-107/P	
School/Service: Facilities		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Clean UK Drivers Licence with PSV (Public Service Vehicle) operator licence including D1 entitlement with no restrictions	1	Application Form/ Documentation
1 b)	A good general education to GCSE of equivalent level experience	1	Application Form/ Documentation
2	Skills / Knowledge		
2 b)	Knowledge of regulations and legislation pertaining to road and vehicle use	1	Application Form/Interview
2 c)	Knowledge of general vehicle administration duties	2	Application Form/Interview
3	Experience		
3 c)	Confident vehicle driver with credible experience of driving vehicles and carrying passengers	1	Application Form/Interview
3 a)	Broad experience of working with young/vulnerable adults in a customer service, educational or facilities environment	2	Application Form/Interview
3 d)	Experience of manual duties including cleaning, general assistance or minor maintenance works	2	Application Form/Interview
4	Personal Qualities		
4 a)	Commitment to providing a helpful and friendly customer service	1	Interview
4 c)	Flexibility in approach to work and dedication to duties	1	Interview
4 d)	Reliable and professional approach to work at all times which may require sensitivity to other people's needs	1	Interview
4 e)	Able to demonstrate sensitivity in dealing with customers, colleagues, partners and stakeholders from different cultural backgrounds	1	Interview
5	Other		
5 a)	Willing to undertake continuing professional development and undertake training as appropriate to the role	1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the service	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. Please note it is normally expected that a new appointee will commence at the bottom of the grade.

