

 Portland College	Role Profile
Job Title	Volunteer Minibus Driver

Main location	Portland College
Hours	Variable – Including Weekends and Evenings
Reports to	Volunteer Coordinator
Start date	June 2021

Portland College is a vibrant national charity that supports people with a wide range of disabilities and associated learning difficulties.

Our Newstart Hall is being transformed into a contemporary, multi-use sports centre, theatre and coffee shop and will be completed this summer. It will be available for public use on evenings and weekends, so our local communities can benefit from these fantastic facilities.

We have an exciting opportunity for volunteer minibus drivers to join our friendly volunteering team for a few hours per week. You will be providing a local transport service within Mansfield and the surrounding areas, transporting people to and from campus for evening and weekend activities at the Newstart Hall.

Ideally, you will hold a category D1 licence or have previously undertaken minibus driver training, however, MiDAS training may be provided.

If you have a few hours spare each week and are interested in this role, apply today, or contact us for more information.

What you will be doing

- Driving a number of our minibuses from 8 seaters to 16 seaters.
- Transporting people to and from pre-agreed locations to Portland College.
- Ensuring the safety of all passengers.
- Carrying out defect checks before use of the college vehicle.
- Manual handling and support for wheelchair users.
- Recording vehicle mileage before and after each trip.
- Reporting any accidents, fines, tickets etc.
- Hours may vary each week.
- All drivers must be fit and well to drive, and not under the influence of alcohol and drugs.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.