



## Role Profile

### Job Title

**Volunteer Minibus Driver**

#### Main location

Portland College

#### Hours

Flexible, ad-hoc hours – volunteers can commit as and when opportunities arise.

#### Reports to

Fundraising & Volunteer Coordinator

#### Start date

Immediately

We are looking for friendly and reliable Minibus Drivers to support learners in Mansfield and the surrounding areas. This role involves driving learners and citizens to trips, activities, and events, as well as assisting with tasks such as collecting donations or supplies.

Volunteering is ad-hoc and flexible, with shifts arranged around your availability and the needs of the learners.

No prior experience is required — MiDAS training can be provided. While a Category D1 licence or previous minibus training is ideal, it is not essential.

Your support helps learners travel safely, access trips and activities, and assists with essential tasks such as collecting donations or supplies.

#### What you will be doing

- Driving minibuses (8-16 seats) to transport learners safely to trips, activities, and events
- Assisting with collection or delivery of donations and supplies
- Supporting passengers, including wheelchair users where required
- Carrying out vehicle checks and recording mileage
- Reporting any incidents, accidents, fines, or tickets

#### Other information

Volunteering is flexible, with shifts that fit your schedule. Opportunities arise on an ad-hoc basis as trips are planned or donations need collecting.

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff and volunteers 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.

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#### Signature of post holder

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

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#### Date