

Job Description – Part-time Minibus Driver

Reporting to:	Children & Young Adults Service Manager
Salary:	£15.52 per hour
Location:	KCA Harrow, with journeys to local schools, family homes and other agreed destinations
Hours of work:	Flexible/varies

Purpose of the role

To provide safe, reliable and welcoming transport for children and young people aged 5–25 with learning disabilities, autism and additional needs.

Working alongside passenger assistants, the Sessional Minibus Driver will transport passengers safely and comfortably to and from KCA after-school clubs, weekend clubs and school holiday activities.

The role requires a calm, responsible and respectful approach, with a strong commitment to safeguarding, passenger inclusion. lives.



to safeguarding, safety, dignity and

Key responsibilities

Safe and Reliable Transport

- Drive KCA minibuses safely and responsibly, in accordance with the Highway Code, agreed routes and journey schedules.
- Adapt driving appropriately to traffic, weather and individual passenger needs.
- Communicate any delays or changes to the planned journey promptly.
- Ensure passengers are transported in a safe, comfortable and respectful manner.
- Follow individual transport plans and relevant risk assessments.

Passenger Safety & Support

- Work closely with passenger assistants at pick-up and drop-off points to ensure safe boarding, travel and handover to authorised adults.
- Never leave passengers unattended.

- Before setting off, confirm with the passenger assistant that all passengers are safely seated and that seatbelts, harnesses and wheelchair restraints are correctly secured.
- Use wheelchair access equipment and other specialist equipment only where trained and authorised to do so.
- Maintain focus on driving at all times while passenger assistants supervise and support passengers.
- If a passenger requires attention or an incident occurs that could affect safety, stop in a suitable and safe location before taking further action.

Vehicle Safety and Maintenance

- Complete and record all required vehicle checks before each journey.
- Check fuel levels and safety equipment and report any defects or concerns promptly.
- Do not drive a vehicle that is considered unsafe.
- Report vehicle faults, damage or maintenance issues to the appropriate manager.
- Keep KCA minibuses clean, tidy and presentable.

Emergencies and Incidents

- Follow KCA procedures in the event of a breakdown, collision or other emergency.
- Prioritise the safety and wellbeing of passengers at all times.
- Contact the appropriate manager and/or emergency services when required.
- Record and report relevant incidents, transport risks and safety concerns promptly.

Communication and Safeguarding

- Communicate politely, clearly and professionally with passengers, families, passenger assistants and colleagues.
- Treat every passenger with dignity, patience and respect.
- Maintain confidentiality and handle personal information appropriately.
- Follow KCA safeguarding procedures and promptly report any safeguarding concerns or changes in a passenger's needs.
- Complete all required journey, vehicle and incident records accurately.

Teamwork, Training and Professional Responsibilities

- Work collaboratively with passenger assistants and the wider KCA team.
- Attend relevant induction, briefings and training.
- Follow KCA policies, procedures, individual transport plans and risk assessments.
- Inform the Service Manager promptly of any changes to availability, driving licence status or fitness to drive.
- Undertake any additional duties reasonably required to support the safe and effective delivery of KCA transport services.

The role requires flexibility to meet the needs of the organization. You may be asked to take on tasks not listed in the job description within the scope of the role.

Person Specification

Applicants must meet the essential requirements below. Relevant induction and training will be provided.

Essential Requirements

- Full UK driving licence with **D1 entitlement**, appropriate for the vehicle and KCA's transport arrangements.
- At least **two years' driving experience** and aged **21 or over**, in line with the role's stated insurance requirements.
- Safe and confident driving skills, with good timekeeping and the ability to follow agreed routes and instructions.
- A calm, patient, friendly and respectful approach to working with children and young people with additional needs.
- Good communication skills and the ability to work effectively with passenger assistants and the wider KCA team.
- A strong commitment to **safeguarding, confidentiality, equality and inclusion**.
- Willingness to follow KCA policies and procedures and report concerns appropriately.
- Ability to carry out basic vehicle safety checks, identify potential safety issues and report defects promptly.
- Ability to complete basic written or electronic records accurately.
- Willingness to undertake relevant training and maintain required standards of competence.
- Availability to work agreed after-school shifts on **at least one weekday**.
- Willingness to undertake weekend and/or school holiday work where agreed, although this is optional.
- Willingness and ability to complete an **enhanced DBS check and other required recruitment checks**.
- Meet all applicable driving, licensing and fitness-to-drive requirements.

Desirable Requirements

- Experience of working with, or an understanding of, children and young people with learning disabilities, autism or other additional needs.
- First Aid training.
- MiDAS (Minibus Driver Awareness Scheme) training.
- Experience using wheelchair restraints, passenger lifts, ramps or other accessibility equipment.

Working Arrangements and Support

Working days and shifts will be agreed with the Service Manager according to service requirements and the driver's availability.

KCA will provide appropriate **induction, training and support** for the role.

Any assistance with passenger boarding, accessibility equipment or specialist transport arrangements must be carried out in accordance with the passenger's individual plan, relevant safe-handling procedures and the driver's level of training and authorisation.

All staff are expected to contribute to a safe, inclusive and welcoming environment for children and young people using KCA services.