



## **Minibus Driver Honeypot Pen y Bryn, Newtown, Powys (Zero hours contract)**

This role is crucial to our services as you will be providing a safe and reliable transport service for children attending Honeypot respite breaks. You will be part of a small team collecting children from designated pick-up points and bringing them to our house and returning them after their break. Pick up locations will include Manchester, Birmingham, Bristol, Wales, and the surrounding areas. A travel chaperone will also travel with the minibus and children.

### **Key Responsibilities**

- Driving
- Transporting children and staff safely to and from Honeypot, and on occasional outings and trips
- Carrying out pre and post journey safety checks to ensure the minibus is safe, including daily visual inspection/checking of tyres, lights, oil and water
- Ensuring the minibus is adequately fuelled for each journey
- Ensuring the minibus is kept clean and in good condition
- Ensuring standards, boundaries and rules in place are implemented and maintained whilst travelling on the Honeypot vehicles, including Health & Safety recommendations and Child Protection issues.
- Ensuring that the driver is fully trained and holds relevant and current driving license prior to all journeys

### **Admin and Record Keeping**

- Report any accidents/incidents to your line manager and complete appropriate reports and paperwork
- Record and monitor mileage

### **Other**

- Attend and participate in team meetings and contribute to lessons learned for ongoing service improvement
- Attend regular supervision with your line manager
- Understand, promote and adhere to the Honeypot Children's Charity's Policies & Procedures

### **Salary**

£14.50 an hour (after training completed).

**Complete and submit the application form on our website.**