

Example Role Outline: Youth Club Minibus Driver

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Co-ordinator.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Working in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- The promotion of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above.

Role	Minibus Driver (Youth Club)	
Responsible to	Youth Club Leader/PCC	
Key Responsibilities of the Role (tasks to be undertaken)		
<ul style="list-style-type: none"> ➤ Driving the minibus ➤ Responsibility for condition and safety of the vehicle ➤ Responsibility for ensuring maintenance and checks ➤ Responsibility for passenger safety (risk assessment etc.) 		
Any arrangements for induction, training & support		
<p>Appropriate tests and training Current valid driving licence Attend safeguarding training every three years</p>		
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)		
<p>Maintain a Log Book Record of mileage On rota by negotiation and for additional special events</p>		
Role to be reviewed <i>(insert date)</i>		
The role is eligible for a criminal record check which is renewable every five years		Yes