

# IMPERIAL

## Transport Assistant

Department/Division/Faculty:	Imperial College Union
Campus/Location:	South Kensington (with work at other campuses)
Rate of Pay (incl. Holiday Pay):	£15.39
Responsible to:	Student Activities Manager (Operations)
Line management for:	Not applicable
Key working Relationships (Internal):	Student Activities Team/ Imperial College Departmental Staff
Key Working Relationships (External):	Community Transport Association / DVLA
Contract type:	Casual Hours Agreement

### Purpose of the Post

Assist with all operational aspects of the minibus fleet open to student group bookings, including but not limited to minibus testing, vehicle maintenance, general upkeep, and administrative tasks. You will be responsible for carrying out weekly checks and regular practical tests for approved drivers.

### Key Responsibilities

1. Inspect and assess the Imperial College Union vehicle fleet, reporting any serious issues and resolving minor issues.
2. Lead Driver Assessments. Compromising of a guided driving test, explanations of safety checks, and the skills required whilst driving larger vehicles and an overview of the vehicle hire process.
3. Carry out relevant administrative work to support driver testing and vehicle booking.
4. Maintain and log relevant fleet equipment and stock.
5. Undertake transport of the vehicle fleet when necessary (for example to and from garages).
6. Maintain regular contact with the Student Activities staff.
7. Ensure the Union's Health and Safety Policy and appropriate Health and Safety legislation are always adhered to.
8. Uphold the Unions equality and diversity policy, and values.

## Person Specification

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### Requirements

Candidates/post holders will be expected to demonstrate the following:

Essential (E)/  
Desirable (D)

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### Education

Current Imperial student	(E)
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### Skills & Abilities

Full UK driver's license with no points or offences held for at least two years	(E)
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Experience driving personal vehicle or minibuses in the past	(E)
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Knowledge of the Union's driver approval and testing process	(D)
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Experience maintaining vehicles for personal or business use	(D)
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Good organisation and communication skills	(E)
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Understanding of the colleges and Union's Health & Safety policies and procedures	(D)
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Competent in Microsoft Word, Excel, and other IT systems	(E)
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## Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

To apply, send your cover letter to Robert Fenner, Activities Manager, at [robert.fenner@imperial.ac.uk](mailto:robert.fenner@imperial.ac.uk)

**26 November 2024**