

Job description and person specification

Job title:	Community Transport Minibus Driver(s) – a number of positions are available
Team	Community Transport
Reporting to	Community Transport coordinator
Responsible For:	Vehicle, Passengers, Volunteers and safe driving practices
Contract	Fixed term, variable hours
Rate of Pay	£9.75 per hour
Band	A

Role Overview

Our drivers play a key role in the safe delivery operations of the Community Transport service. We transport some of the most vulnerable members of our community. You are not just a driver, you become a member of the passenger’s support team and as such must be empathetic, caring and patient with them.

Reporting to the Community Transport coordinator to provide a professional, safe, efficient, and reliable transport service for members of the public including vulnerable adults and/or vulnerable children and young people. The driver/PA will work co-operatively with each other and all members of the team and clients.

Drivers/PA’s are ambassadors for the organisation and should always be customer and safety focused and courteous.

Drivers will be required to be flexible and will be needed to also carry out Passenger Assistant duties as required.

Main Responsibilities and duties:

Overall Job Purpose

- To ensure high standards of customer service are applied at all times.
- To adopt and follow all safe driving practices at all times.

- To drive the vehicles or undertake the role of PA on the routes assigned as and when required. To be responsible for the day-to-day safe driving operation of the vehicle, passengers and staff. The driver/PA may be required to help passengers on and off the bus and accompany them to and from their front door when necessary.
- To perform routine checks daily. Complete vehicle check sheets daily prior to the start of the shift, including, fuelling the buses. Reporting any concerns, problems, and defects with the vehicle or other matters to the Community Transport team.
- To be responsible for the security of the vehicle at all times during the shifts allocated.
- To pick up passengers according to running sheets and using /storing any personal information about clients in line with the Data Protection Policy at all times.
- To be able to read a map and plan a route around the areas covered by Dial-A-Ride.
- To be responsible for picking up the vehicle from its depot and returning it there at the end of the shift. Ensuring vehicles are brushed out and litter removed at the end of the day.
- To keep appropriate records and to be responsible for the accounting and paying in of takings.
- To understand the role and responsibilities in applying safe evacuation of vehicle procedures in the event of an emergency
- To always wear safety jackets (and any other PPE that has been issued) and make sure an identification badge is clearly visible at all times
- To follow all health and safety requirements including Lone Working

Usual accountabilities

- To receive, store and process data (in whatever form or medium such data takes – e.g. electronic and/ or documented) in a confidential manner and in accordance with the Company's agreed data management policies.
- To attend all team and organisational meetings
- To promote the conduct and ethos of the organisation at all times
- To understand and apply all CLT policies and procedures in all areas of your employment.
- To be fully aware of the Safeguarding Policy and procedures and to report any concerns in line with the policy.
- All members of staff are expected to be committed to the aims and objectives of the Equal Opportunities Policy.
- To attend any relevant team meetings and or training to support continued professional development
- The driver/PA may be asked to carry out other duties as required. These duties will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular occurrence it will be included in the job description after consultation with the employee.

- This job description is subject to regular review in accordance with changing organisational needs and consultation.

Person specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • D1 Licence Required • GCSE Maths, English Level C or above (or equivalent) 	<ul style="list-style-type: none"> • MIDAS or equivalent • First Aid Certificate • Health and Safety qualification
Knowledge and understanding	<ul style="list-style-type: none"> • Recent experience of working within a driving environment Or Recent experience of Driving a Minibus Or • Working with older people, vulnerable adults, children & Young people 	<ul style="list-style-type: none"> • Previous experience of working within the charity sector • Handling Cash
Skills and aptitudes	<ul style="list-style-type: none"> • Health and Safety focused • Excellent Customer Service Standards • Organised • Understanding of working in a confidential manner • Map reading skills • Can work as part of a team 	
Personal qualities	<ul style="list-style-type: none"> • Responds to challenges • Empathy with the client group • Flexible Approach • Adaptability • Shares CLT values 	

Criteria	Essential	Desirable
Special requirements	<ul style="list-style-type: none"> <li data-bbox="479 276 1128 304">• This post is subject to an Enhanced DBS Check 	

Changing Lives Together is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

Please note we do not score CV's please use the Application Form.

Please return your completed application form by email or post to:

Email: hr@changing-lives-together.org.uk marking the header Recruitment Private and Confidential

Post - Private and Confidential (Human Resources)
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