|  |
| --- |
| **Job Description** |
| Job Title: | **Minibus Driver**  |
| Contract: | Permanent (hours per week to be agreed) |
| Hours: | 4 hours per day  |
| Days: | Weekdays (regular days each week to be agreed) |
| Salary: | £10.90 per hour |
| Reports to: | Transport Lead |
| Main Location: | Bath and North East Somerset |

Age UK Bath & North East Somerset has four minibuses which provide transport for older people to and from our various Day Clubs and other venues where necessary. This transport is essential as, without it many older people would not be able to leave their homes and attend the Clubs.

The Transport Driver’s role is to drive one of the minibuses and to help people wishing to attend our clubs by being friendly, reliable and punctual. We ask our drivers to be flexible in their approach to the job, covering for colleagues where necessary to keep the service to the older people as effective as possible. The rewards include being part of a close knit team who take great pride in delivering a service that people really enjoy.

**Key Responsibilities**

**Driving and Passenger Care**

* Drive an Age UK Bath & North East Somerset minibus on designated routes
* Together with the Transport Lead, work out the routes for collecting people each day to ensure that the service operates effectively and safely.
* Accompany passengers safely from their home to the bus, ensure they get on and are seated safely and comfortably.
* Deal with any discomfort or emergency arising for the passengers during the journey
* Deliver the passengers to the agreed destination on time
* Ensure the passengers are able to get off the bus safely and see that they enter the building that they are delivered to, accompanying them if necessary
* Maintain logs of mileage driven and hours worked
* Keep the vehicle clean inside and out
* Notify the Transport Lead of any prosecutions for driving offences incurred whilst an employee
* Notify the Transport Lead of any illness or any medication you are taking which may affect your ability to drive safely

**Vehicle Safety**

* Drive safely, always complying with all regulations of the Highway Code and all legal requirements/parking regulations
* Participate in checking the safety of the vehicles such as checking tyres, tyre pressures, seat belts and deliver the vehicle to service stations for checking as required e.g. brake safety
* Immediately report all accidents of whatever severity to the Transport Coordinator, or, in their absence, a more senior member of the management team or the Chief Executive

**Vehicle Security**

* Ensure that the vehicle is kept in the designated storage area and is left secured whenever it is unattended

**Personal Safety**

* Ensure that you attend Manual Handling and First Aid training when requested and that you do not put yourself at risk in any way while carrying out your duties.
* Bring any matters of concern relating to safety to the attention of your line manager

**Age UK B&NES Policies and Procedures**

Become familiar with the content of our policies and procedures on the following subjects and ensure that you always work to the requirements: -

* Equal Opportunities
* Confidentiality
* Health and Safety
* Complaints

**Communications**

* Ensure that you can be always contacted by phone whilst on duty and that a message service will operate when you are driving.
* Pick up and deal with messages at regular intervals when it is safe to do so.
* Do not use a mobile phone whilst driving.

**Person Specification**

**Minibus Driver**

The following criteria will be assessed from information provided on your completed application form / at interview / by your referee:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Education & Training** | * D1 Licence/PSV Licence
* Good standard of education
 | * Minibus drivers’ licence (MIDAS)
* Advanced driving licence
* Safeguarding
* First Aid
* Manual handling
 |
| **Experience** | * Experience of driving passengers in a minibus or other passenger carrying vehicle
 | * Experience of working with older people, people with disabilities or vulnerable groups.
 |
| **Skills** | * Reliable
* Punctual
* Cheerful and polite
* Calm in a crisis
* Able to act responsibly in an emergency situation
* Exacting sense of road safety and customer care
* Excellent driving skills and awareness of vehicle safety issues
* Good communicator
* Flexible
 |  |
| **Knowledge and understanding** |  | * Good understanding of vehicle maintenance requirements
 |
| **Other job- related requirements** | * Able to work outside normal office hours when necessary, on occasion.
* Required to provide holiday cover for colleagues & during other absence
* Able to drive all types of minibus
 |  |