

JOB DESCRIPTION

Job Title:	Minibus Driver
Job Location:	The Jubilee Centre, Mosley Avenue, Bury, BL9 6NJ / Hybrid working
Responsible to:	Friends Together Co-ordinator
Responsible for:	
Hours of Work:	16 hours per week, working Monday to Thursday, 9.00 – 11.00 am and 15.00 - 17.00 pm
Salary:	£12.21 per hour, £10,158 per annually and contribution to pension scheme after 3 months.
Leave:	20 days per year on a pro-rata basis, plus all statutory bank holidays and one compulsory day off from Age UK Bury. In addition, 3 days paid leave for you to undertake voluntary work for a charity of your choice.
Contract:	This scheme will be on-going until we are notified the funding is no longer available. Part/time 4 days a week. 6-month probationary period.

JOB SUMMARY

In order to support our Friends Together service, the main duties are to pick up members from their home and return them home. We recognise that driving conditions differ from day to day and overtime will be paid to cover excess time. The minibuses are parked next to the Clarence Park Lodge on Walmersley Road, Bury, BL9 6LL in a secure yard. This vehicle is parked at this location every evening. All staff will be subject to a DBS (Disclosure and Barring Service) check to verify their record status. Training on Safeguarding Vulnerable Adults and First Aid will be provided.

KEY RESPONSIBILITIES

1. To drive vehicles owned by Age UK Bury during normal service operating hours.
2. To assist members from their pickup point to the vehicle and from the vehicle to their destination and to have due consideration for the safety and comfort of the members.
3. To perform the prescribed daily vehicle and safety equipment checks and immediately record and report any defects which become apparent.
4. To immediately report and record details of any accident or mishap, no matter how minor, and to secure witnesses to confirm.
5. To ensure that Age UK Bury procedures are met in respect of:
 - Vehicle and associated equipment checks
 - Accident Procedures
 - Breakdown Procedures
 - Health & Safety Policy
 - Driving Standards
6. To inform the Chief Officer immediately if they incur penalty points on their driving license.
7. To report any passenger comments or complaints.
8. To undertake where necessary duties normally performed by other members of staff as identified by Supervisory staff.
9. To undergo any training as defined by Company Policy.

ADDITIONAL INFORMATION

- A minibus being driven under the circumstances of being paid with 9-16 passenger seats requires a D1 licence. Can you check to see if your licence was issued before 1997 it is likely to automatically cover this. A D1 allows the individual to drive a minibus with 16 passengers or less.
- If your licence was passed after 1997 the applicant will need have passed the tests (including CPC test and practical driving tests) to obtain your PCV Passenger Carrying Vehicle licence and a PSV Public Service Vehicle operator licence will also be needed for vehicles carrying over 9 passengers or more. I believe the latter needs to be renewed every 5 years.
- Age 70 and over your entitlement to drive a minibus is not automatically renewed at age 70. Requirement to continue: to drive a minibus over 70, you must complete a D2 application form to renew your entitlement. Provide a D4 medical reports (PCV standard from your doctor which must be reviewed every 3 years. Ensure your licence show the 79 (NFHR) restriction code (not for hire or reward)

Minibus Driver - Person Specification

Essential Criteria	Assessment Method
A current driving license held for at least 2 years.	Application/Interview
Experience driving a large vehicle with evidence of D1 eligibility.	Application/Interview
Ability to undertake vehicle checks and carry out basic maintenance.	Application/Interview
A pleasant, patient and helpful personality.	Application/Interview
Ability to communicate with a range of people.	Application/Interview
Ability to work on your own initiative and as part of a team.	Application/Interview
A flexible approach to working arrangements.	Application/Interview
Good organisational ability.	Application/Interview
Understanding of the needs of people aged 50+ and how age may affect a person's mobility and confidence.	Application/Interview
A geographical knowledge of Bury and the surrounding boroughs.	Application/Interview

The Organisation

Quality Assurance

We are proud to have achieved the **Age UK Charity Quality Standard**. Our achievement of the Age UK Charity Quality Standard recognises the high standard of our performance as an organisation. It certifies that our organisation is well governed and managed; has a clear direction and strategy; and is committed to ensuring the well-being and safety of people 50 and over, our staff and volunteers.

This quality award examines our financial controls and the work of the finance, admin staff and committee members in following good practise in the management of charitable funds.

We are also proud to have achieved the **QAS Quality Advice Standard** accreditation for our **Information and Advice Service**. This quality award examines and certifies that the work we are delivering is following good practice.

Location

The office is based at the Jubilee Centre in Moorside, Bury. The Centre is situated in a park and overlooks the beautiful Clarence Park Lido. The Jubilee Centre is an activity for people over 50+ and has a popular café for all visitors.

