

## Job Description and Person Specification

<b>Job Title:</b>	Minibus Driver
<b>Hours of work:</b>	14 or 21 hours per week
<b>Reporting to:</b>	Joint Day Centre Managers
<b>Responsible for:</b>	No direct reports, however the ability to supervise volunteer passenger assistants during journeys is essential
<b>Annual Leave:</b>	10 or 15 days per annum depending working hours per week
<b>Location:</b>	Vehicle based at Greenford Community Centre, Greenford

A job description is a written statement reflecting the main requirements and essential characteristics of the job. It is not intended to be an exhaustive list of the duties a post holder might be called upon to perform.

### Job Context

Age UK Ealing's mission is to promote the wellbeing of all older people in Ealing and empower them to achieve full quality of life. We provide a range of support services for older people in the London Borough of Ealing including Information and Advice Service, Well-being Day Centre, Befriending, Digital Inclusion and Community Gardening Services. We also manage the Greenford Community Centre, where our office and services are based alongside a range of other community activities.

### Purpose of the role

To drive Age UK Ealing minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

### Main Duties and Responsibilities:

- Driving Age UK Ealing vehicle
- Responsible for the safety, comfort and welfare of the passengers
- To provide good quality transport service to older people
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance including oil and water levels check, tyre pressures etc.
- Report any vehicle defects, faults, incidents and accidents promptly
- Be responsible for the cleanliness of vehicle, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use

- Refuel vehicle as required
- Maintain accurate records of vehicle usage
- Maintain accurate records of the older people using the service each day
- Maintain and help to promote the good name of Age UK Ealing
- Work uniform must be worn always and kept in a clean and tidy condition
- Work within health and safety guidelines and other guidelines of Age UK Ealing that may be issued from time-to-time
- Work within the limits and guidelines as directed by management
- Compliance with the Age UK Ealing policies and procedures including finance, health & safety, safeguarding, data protection and to promote equality, diversity, and inclusion
- To undertake other duties of similar kind and corresponding with the role as requested
- Plan alternative road routes to and from pickup and drop off points when necessary and keeping the line manager informed of any majors changes as soon as possible
- Attend relevant training courses as identified and agreed, this may include Minibus Driver Awareness Scheme (MiDAS) training and First Aid at work

## Person Specification

### Essential

- Hold a current, clean and valid driving licence D1 unrestricted or D1 restricted (car licence obtained prior to 01/01/1997)
- Good knowledge of the Borough of Ealing
- Able to maintain accurate vehicle and user records
- Able to undertake daily and weekly vehicle checks and carry out basic maintenance
- Reliable and punctual
- Pleasant and approachable personality
- Ability to help and support vulnerable people during journeys
- Able to communicate effectively with a wide range of people including service users, their families and carers, staff and volunteers etc.
- Ability to work on own initiative and as part of a team
- Honest, reliable and trustworthy
- Able to maintain confidentiality
- Flexible approach to working arrangements.
- Sensitivity to the needs of older people
- Willing to undertake training as appropriate
- Willing to undertake additional training to enhance the services delivered

### Desirable

- MiDAS trained
- PCV licence holder

*Age UK Ealing is committed to safeguarding and promoting the welfare of older people. Consequently, a Disclosure and Barring Service (DBS) Certificate will be required for this post.*

June 2025