

Job Description and Person Specification

Job Title:	Minibus Driver (Weekend Day Care)
Hours of Work:	8 or 16 hours per week, normal working days/hours Saturday and/or Sunday, 9.00 am to 5:00 pm, although flexibility is required to ensure the objectives of the role are met.
Reporting to:	Service Coordinator
Responsible for:	No direct reports, however the ability to supervise Volunteers Passenger Assistants is essential
Annual Leave:	6 or 12 days per annum depending working hours per week
Location:	Within the London Borough of Ealing

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, Wellbeing Day Care, Befriending, Digital Inclusion, Shopping and Community Gardening Services**. We also run Greenford Community Centre, where our office and services are based alongside a range of other community activities.

Purpose of the role

Reporting to the Service Coordinator, the Minibus Driver is to provide good quality transport service to older people, 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 safely
- Responsible for the safety, comfort and welfare of the passengers
- Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance including oil and water levels check, tyre pressures etc.

- To be responsible for the operation of the passenger vehicle lift and ramp, securing wheelchairs and passengers before setting off strictly in accordance with the training and procedures.
- To report any accidents, incidents and vehicle damage, and possible offences under the Road Traffic Acts to the Weekend day-care Service Coordinator and complete paperwork as required.
- 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
- Compliance with the Age UK Ealing policies and procedures including finance, health & safety, safeguarding, data protection and to promote equality, diversity, and inclusion
- Plan alternative road routes to and from pickup and drop off points when necessary and keeping the Service Coordinator informed of any problems or 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

General Requirements

- Undertake duties of similar professional nature and commensurate with the role.
- The Driver will be based at a designated centre but may be needed to relocate to a different location if necessary.
- To act as a representative of Age UK Ealing when needed.
- To work within Age UK Ealing's ethos, values, principles, policies and procedures.
- To work effectively with others.
- To maintain high levels of discretion, confidentiality and professionalism always.
- To implement the delivery of new standards as they arise.
- To report any safeguarding and Health & Safety issues or concerns.

Person Specification Minibus Driver (Weekend Day Care)

Specification	Essential	Desirable
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	✓	
To maintain the most effective route each weekend, if possible	✓	
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	✓	
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	✓	
MiDAS trained		✓
PCV licence holder		✓

These details reflect the content of the post on the date prepared. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied, after discussion with the post holder, subject to the needs of the organisation and in keeping with the general profile of the post. Consequently, this job description may be revised from time to time. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.