

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Minibus Driver
Reporting to (Job Title):	Transport Coordinator
Grade:	£9.12 per hour
Hours of Work:	Various contracted hours available Mon to Fri 8.45am-10.45am & 2.45pm-4.45pm (4hrs per day)
Place of Work:	Northampton based – covering Day Centres across the county
Purpose of Role:	To drive a specially adapted minibus to convey older people as directed and to adhere to all legal requirements relating to the vehicle operation.
Main Tasks:	<ul style="list-style-type: none"> • To drive the minibuses as required in accordance with Age UK Northamptonshire instructions for drivers ensuring adherence to Health and Safety legislation for manual handling and use of transport plans. • To carry out daily maintenance and safety checks and to complete the relevant documentation. • To ensure the serviceability of ancillary equipment i.e. wheelchairs, clamps etc. used in conjunction with the mini-bus. • To liaise with the transport coordinator and placement officer regarding passenger schedules. • To report to the transport coordinator, any passengers not answering, safeguarding issues, diversions, breakdowns, etc. • To maintain the vehicle in a clean condition, both internally and externally. • To complete all necessary documentation i.e. vehicle mileage record, defect report and maintenance check sheets as required. • To undergo MiDAS (training, assessment & refreshers) and all relevant training as required. • To attend driver meetings as required

The tasks and responsibilities shown above are not exhaustive, and should be regarded only as a guide. The post holder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review, and may be amended to meet the changing needs of the service. The post holder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.

Person Specification

Education/ Training D1 on driving licence MIDAS trained	E
Experience/Skills & Abilities Working in a Transport Environment Working with Volunteers Working as part of a team	D D E
Customer Focus – Dedicated to meeting the expectations and requirements of the internal and external customers, ensuring and maintaining effective relationships, and building trust. Know how to treat older people with dignity and respect	E
Communication – Always communicates clearly and accurately. Listens to others and absorbs information.	E
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