



Community Transport (Brighton, Hove & Area) Ltd

Preston Barracks, Lewes Road, Brighton, BN2 4GL
Tel: 01273 677559/Fax: 01273 677742

PART-TIME MINIBUS DRIVER

Job Title:	Part-Time Minibus Driver
Salary:	Please contact the office for current rate
Hours of Work:	Variable (in accordance with the Working Hours Scheme)
Place of Work:	Offices / Services of Community Transport (Brighton, Hove & Area) Ltd
Holidays / Holiday Pay:	In accordance with hours worked, up to 21 days per year, plus statutory holidays and additional entitlement for long service, as set out in the Working Hours Scheme (the holiday year runs from 1 April to 31 March); pro rata for periods of employment that are less than a full holiday year
Responsible to:	Deputy General Manager

This post is subject to a probationary period of **three months**, during which training and support will be given and the performance and suitability of the postholder for continued employment will be monitored.



VAT registration No. 792 4246 11
Registered Office at the address shown
Industrial and Provident Society Reg. No. 27319R

JOB DESCRIPTION

Main purpose of Job: To contribute to the provision of high quality passenger transport for our customers, by driving vehicles, including school services, Easylink and similar shopping services and Group Hire services, maintaining records relating to such services, handling cash as required and contributing to the efficient operation of Community Transport.

Tasks *(not listed in order of priority)*

- Carry out driving duties as allocated, in accordance with the contractual obligations of Community Transport that arise from the operational and service contracts that the company has entered into.
- Drive minibuses with due consideration, at all times, of the needs, comfort and safety of passengers.
- At all times, be responsible for the safe operation of any vehicle that is in use, including compliance with all legal requirements.
- Undertake safety checks of vehicles, in accordance with good practice set out in the MiDAS Minibus Driver's Handbook, published by the Community Transport Association. This includes the daily checking of oil, water, tyres and exterior bodywork. Report all defects immediately.
- Determine the route of all journeys, taking into consideration instructions issued by Community Transport, passenger needs, traffic conditions, economy and efficiency.
- Collect and deliver passengers as required, parking the vehicle so that passengers can board or alight safely.
- Have consideration for the needs of passengers, by waiting for them to board, and allowing them reasonable time to do so, even if they are not immediately ready when the vehicle arrives to pick them up.
- Work flexibly as a team with allocated escorts and passenger assistants, ensuring a safe service, of high quality.
- Be responsible for the safe operation of doors, ramps, steps and lifts that provide access to the vehicle.
- Ensure that all passengers are sitting safely and comfortably in their designated seats, before the vehicle moves and that seatbelts and safety equipment, such as wheelchair restraints, are properly used.
- Maintain mobile phone contact with Community Transport's office and report any operational problems as soon as they arise.
- When driving school transport services, operate in strict accordance with the schedules provided, monitor the service timetable and advise Community Transport's office of any adjustments that appear to be necessary, should operational difficulties arise on a regular basis.
- Comply with all operational requirements notified by the local authority on whose behalf services are being provided, where these requirements have been drawn to the attention of Community Transport staff.
- Ensure that school pupils disembark from the vehicle only if supervised by an escort, a member of the school staff or a responsible adult.
- If instructed to do so, pick up or drop off escorts at locations other than Community Transport's premises.

- When driving Easylink or similar shopping services, assist passengers at their homes or destinations to or from the vehicle, carrying light shopping where necessary.
- Collect fares and keep records of money collected, as required.
- Be responsible for money collected and ensure that it is paid into Community Transport's office on the day of the service.
- In the event of school transport, Easylink, or other transport services being provided without an escort or passenger assistant, ensure that passengers receive any necessary personal attention that would normally be provided by an escort or passenger assistant.
- Record trip data as required, complete worksheets and timesheets and submit them in a timely manner to Community Transport's office.
- Be responsible for maintaining vehicles in a clean and tidy condition and undertake routine vehicle cleaning when requested by the Transport Manager.
- Report any accidents, incidents, vehicle damage and possible driving or parking offences to Community Transport's office as soon as practicable, and complete appropriate documentation, as necessary.
- Be responsible for the payment of any penalty charges or fines arising from the contravention of Highway Code regulations during the course of driving duties.
- Conform at all times with health and safety requirements set down in legislation and adhere to safe working practices, health and safety policies and other procedures.
- Maintain the duty of care owing to Community Transport's passengers, customers and staff.
- Assist the Organisation in promoting Community Transport's services to customers, potential customers and the wider community.
- Perform other routine tasks necessary to ensure the efficient and effective day to day operation of the Organisation, including the delivery and collection of vehicles to and from the premises where they are maintained.

This job description is subject to amendment in the light of changes to Community Transport's operational requirements. Such amendments will normally only be introduced after consultation with the postholder.

The postholder will be required to comply with any Policies of Community Transport (Brighton, Hove & Area) Ltd that are drawn to the attention of staff.

PERSON SPECIFICATION

The role of driver is an important position in the Organisation. Drivers and escorts are the main point of contact with users of community transport, many of whom are older people, people with disabilities or children with special needs. Team work is an essential aspect of the job, which requires a responsible attitude, the ability to work flexibly, sometimes under pressure, and an aptitude for relating well to colleagues and service users.

ESSENTIAL

- Aged over 21 and have held a full UK driving licence for at least two years. In the case of drivers who passed their test for car entitlement before 1 January 1997, this must include Group A entitlement (on an old-style licence) or Categories B and D1 not for hire and reward (on a new-style licence). In the case of drivers who passed their test for car entitlement after 1 January 1997, this must include Category D1 entitlement.
- In the case of a driver aged over 70, he or she must have passed a medical examination to PCV standards and retained D1 entitlement on the driving licence.
- Not more than one conviction for a major traffic offence (as defined in Community Transport's Policy Statement) for at least two years.
- Be successfully assessed and certificated as a minibus driver through the Community Transport Association's MiDAS scheme.
- Honest and reliable.
- Ability to work flexibly, as part of a team.
- Awareness of and positive attitude towards disability issues.
- Awareness of and positive attitude towards equality issues.

DESIRABLE

- Clean driving licence.
- Good accident record.
- Extensive experience of driving minibuses or comparable large vehicles.
- Personal experience of disability and equality issues.

CRIMINAL RECORD BUREAU CHECK

Appointment to this post is subject to the postholder satisfactorily passing an **Enhanced** level Criminal Record Bureau check.

Standard CRB checks contain details of any spent or unspent convictions, together with any cautions, reprimands or warnings recorded on the Police National Computer. In addition to recording all the information that would be recorded on a Standard check, an **Enhanced** check will also contain any relevant non-conviction information held locally by the police.