

JOB DESCRIPTION

Job Title:	Minibus Driver - Back & 4th
Reporting to:	Contract Services Manager
Hours:	various hours per week
Salary	NJC scale point 4 (pro rata)
Location:	Based from Sir Frank Whittle Business Centre - Rugby

Purpose

To provide transport to residents of Rugby Borough by way of a Demand Responsive Transport Service

1. General

- 1.1. The driver is expected to work as part of a team providing a quality service for individuals who may have be of any age, or people with learning or physical difficulties.
- 1.2. The driver must have held a full clean UK driving licence for at least 2 years and have had no serious motoring convictions for at least five years and no bans for at least ten years.
- 1.3. The driver must have a D1 entitlement on their driving licence. The driver shall be required to maintain this D1 entitlement if held at the time of appointment or subsequently gained.
- 1.4. The driver is expected to carry out their duties in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the WRCC Equal Opportunities Policy.
- 1.5. As the driver may be in sole charge of his/her passengers, the post is subject to an Enhanced Disclosure under the arrangements established by the Disclosure and Barring Scheme.
- 1.6. The Driver must adhere to the WCC Schedule 2 Duties and Responsibilities of Drivers and Attendants.

2. Duties

- 2.1 To drive an accessible minibuses transporting residents of Rugby Borough.
- 2.2 The driver will work shift rotas as and when required by mutual agreement.
- 2.3 The driver will collect and deliver passengers to and from their destinations as detailed on their daily schedule.
- 2.4 The driver is responsible for the safe and comfortable access and egress of the vehicle by all passengers, ensuring that wheelchair users and those unable to manage steps do so safely using the tail lift.
- 2.5 The driver will assist passengers where necessary from their homes and destinations to and from the vehicle including carrying light shopping

- 2.6 The driver is responsible for ensuring that sufficient equipment is available to securely fix wheelchairs and walking aids and stow any shopping or luggage and that vehicles are correctly configured for the number of passengers to be carried.
- 2.7 The driver must ensure that all passengers are sitting safely and comfortably in their designated seats with seat belts before driving off.
- 2.8 The driver is expected to monitor timetables and keep the office informed if difficulties arise.
- 2.9 The driver will collect fares and keep daily records of fares collected. The driver is responsible for the security of the money collected.
- 2.10 On home to school routes the driver will collect and deliver children to and from their home address strictly in accordance with the schedules laid out by the contract.
- 2.11 The driver will remain in contact with the office and be responsive to operational needs.

3. Other

- 3.1. The driver will undertake training courses including MiDAS (Minibus Drivers Awareness Standards), PATs (Passenger Assistant Training), Moving and Handling, First Aid, Safeguarding and any other appropriate training relevant to the transportation and safety of their passengers.
- 3.2. The driver will be responsible for daily safety checks of the vehicle before the commencement of their route. All defects must immediately be reported to the office.
- 3.3. The driver will be responsible for maintaining the internal and external cleanliness of the vehicle including washing the exterior as required, sweeping, mopping and tidying the interior as required.
- 3.4. The driver will report any accidents and vehicle damage, possible offences under the Road Traffic Acts as well as all matters affecting the efficiency and day to day running of the transport service to the Contract Service Manager.
- 3.5. The driver is responsible for payment of any penalty charge incurred as a result of contravening a Highway Code regulation during the course of their duties.
- 3.6. The driver is expected to conform to Health and Safety requirements in respect of Health & Safety at Work Act.
- 3.7. The driver should aid the resolution of conflicts and / or deal with disruptive customers.
- 3.8. The driver is responsible for day-to-day health and safety issues and wear appropriate PPE. A uniform is provided and should be worn at all times when on duty and its cleanliness should be maintained to an appropriate standard.
- 3.9. The driver will undertake all other reasonable duties as delegated to them by the Contract Services Manager.
- 3.10. This job description is subject to amendment in the light of changes in its work, priorities or requirements. Such amendments would be introduced only after consultation.

PERSON SPECIFICATION – Contract Driver

The successful candidate will need to demonstrate:

CRITERIA	E or D = Essential or Desirable	Assessed: A = Application Form I = Interview	
QUALIFICATIONS/KNOWLEDGE		A	I
Current full clean driving licence	E	✓	✓
Vocational driving licence at Category D1	E	✓	✓
Current DBS Check (though another will have to be preformed)	D	✓	✓
Current First Aid Certificate	D	✓	
MIDAS certificate	D	✓	
WORK EXPERIENCE/KNOWLEDGE			
Experience of driving appropriate vehicles	E	✓	✓
Awareness of legislation affecting driving work	E	✓	✓
Understanding of confidentiality	E	✓	✓
SKILLS AND ABILITIES			
Ability to understand and carry out instructions	E	✓	✓
Reliable and trustworthy	E	✓	✓
Ability to handle cash	E	✓	✓
Ability to work as part of a team	E	✓	✓
Caring attitude	E	✓	✓
Manual dexterity and ability to load and secure wheelchairs	E	✓	✓
Excellent communication and customer service skills	E	✓	✓
Ability to maintain accurate and clear administrative records	E	✓	✓
Ability to respond to changes and work flexibly	E	✓	✓
Ability to keep calm in an emergency and ensure self and others are kept safe	E	✓	✓