

JOB DESCRIPTION

Job Title:	Driver - Back & 4th Contract
Reporting to:	Project Manager
Hours:	Guaranteed 9 hours per week, during Warwickshire Term Time
Salary	NJC scale point 12 (pro rata - currently £9.81 per hour)
Location:	Based from Warwick University-Wellesbourne Campus

Purpose

To drive a minibus for the purpose of School contract transport for children and other residents of South Warwickshire.

1. General

- 1.1. The driver is expected to complete their duties as part of high quality passenger transport services.
- 1.2. The driver is expected to work as part of an efficient team providing a quality service for individuals who may have mobility difficulties.
- 1.3. 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.
- 1.4. 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.
- 1.5. The driver is expected to have extensive driving experience, preferably minibus sized vehicles. The driver is expected to show an ability of driving in rural and urban areas and have a good driving record.
- 1.6. The driver must deal sensitively with the needs of their passengers who may be older people or people with learning or physical disabilities.
- 1.7. The driver is expected to complete their duties in accordance with procedures and training.
- 1.8. 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.
- 1.9. 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 (formerly Criminal Records Bureau).

2. Duties

- 2.1. To drive accessible minibuses to transport individuals who may have mobility difficulties and / or disabilities with due consideration to their needs and comfort.
- 2.2. The driver will work shift rotas and split shifts as and when required by mutual agreement.
- 2.3. The driver will undertake route planning, taking into consideration passenger needs and traffic conditions.
- 2.4. The driver will collect and deliver passengers to and from their destinations as required.
- 2.5. If a passenger assistant (PA) is provided by the schedule, then the driver and PA must work as a team to provide a safe and quality service. This will require flexibility from both members of the team.
- 2.6. The driver is responsible for parking the vehicle so that passengers can board safely. The driver will provide a door to door service where required.
- 2.7. 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. All wheelchairs and equipment must be secured safely before driving off.
- 2.8. 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.
- 2.9. The driver must ensure that all passengers are sitting safely and comfortably in their designated seats with seat belts before driving off.
- 2.10. The driver will remain in contact with the office and be responsive to operational needs.
- 2.11. On home to school routes the driver will collect children from their home address in the mornings strictly in accordance with the schedules laid out by the contract and take them to school.
- 2.12. The driver will collect the children from school in the afternoon and take them to their homes as per schedule.
- 2.13. On scheduled bus routes the driver will not leave a stop before the advertised time.
- 2.14. The driver is expected to monitor timetables and keep the office informed if regular difficulties arise as well as recommending amendments where appropriate.
- 2.15. The driver must ensure that school pupils do not arrive at school earlier than 10 minutes before the designated time, and schedules have been drawn up on this basis.
- 2.16. The driver will pick up the PA prior to picking up the children and drop the PA off at the end of the schedule as per management instructions.
- 2.17. The driver must ensure that pupils are only allowed to disembark from the vehicle if they are either supervised by the PA or a member of school staff.
- 2.18. The driver may be required to cover the duties of other drivers and must familiarise themselves with those duties and their specific requirements.

3. Other

- 3.1. The driver will complete specified paperwork and timesheets and fill in log-sheets, as required, and return to the office in a timely manner.
- 3.2. 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.
- 3.3. The driver will be responsible for daily safety checks of the vehicle before the commencement of their route. These include the daily checking for fuel and oil leaks, glass and exterior bodywork, vehicle interior, serviceability of tail lifts and other specialist equipment, replenishment of fuel oils and water. All defects must immediately be reported to the office.
- 3.4. 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.
- 3.5. 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 Transport Project Manager.
- 3.6. 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.
- 3.7. The driver is expected to conform to Health and Safety requirements in respect of Health & Safety at Work Act and other relevant legislation at all times, to adhere to safe working practices, Health & Safety policies and other procedures and to report all accidents and incidents in accordance with procedures.
- 3.8. The driver will carry out all necessary tasks to facilitate the safe and legal use of any vehicle.
- 3.9. The driver should aid the resolution of conflicts and / or deal with disruptive customers.
- 3.10. The driver is responsible for day-to-day health and safety issues, wear appropriate PPE and to ensure that a duty of care is maintained to him/herself, their passengers and other colleagues. The uniform provided should be worn at all times when on duty and its cleanliness should be maintained to an appropriate standard.
- 3.11. The driver will assist the office in promoting Back & 4th's services to the community as appropriate.
- 3.12. The driver will undertake all other reasonable duties as delegated to them by the Transport Project Manager.
- 3.13. 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.
- 3.14. Where a mobile phone has been issued drivers should reasonably be contactable when off duty in order to respond to unforeseen incidents and emergencies.

PERSON SPECIFICATION – Back & 4th Contract Driver

The successful candidate will need to demonstrate:

CRITERIA	E = Essential D = Desirable	Assessed: A = Application Form I = Interview	
		A	I
QUALIFICATIONS/KNOWLEDGE			
Current full clean driving licence	E	✓	✓
Driving licence includes Category D1	E	✓	✓
Current DBS/CRB Check (though another will have to be completed)	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	D	✓	✓
Ability to work as part of a team	E	✓	✓
Caring attitude	E	✓	✓
Manual dexterity and ability to assist in the loading of occupied wheelchairs	E	✓	✓
Excellent communication and customer service skills	E	✓	✓
Ability to maintain accurate and clear administrative records	E	✓	✓