

Community Action Fareham

Job Description

Title: Minibus Community Transport Driver

Place of work: Fleetlands Depot or 163 West Street, Fareham as agreed.

Hours of work: As required and without a guarantee of specific hours however currently we estimate that there will be about 20 Hours per week most of the time.

Pay £8.05 an hour.

Accountable to: Mobility Manager

Main Purpose

- To drive Community Transport or Dial-a-Ride minibuses in the boroughs of Fareham and Gosport and locality
- To drive very safely being aware of other road users. To be vigilant about the safety and well-being of passengers, especially those who may be frail or have disabilities.
- To cover for staff absence and to take buses for maintenance.

Key Responsibilities

1. To drive mini-buses as rota or when required and to be flexible and co-ordinate with scheduling team.
2. To accurately and legibly log daily mileage on forms supplied.
3. To ensure adequate fuel in bus.
4. To be aware of road and traffic conditions and to report to the scheduling team.
5. To undertake daily routine checks
6. To assist with the cleaning and basic maintenance (oil, water, tyre pressure etc.) of vehicles as appropriate.
7. To help with carrying shopping from bus to door where needed.
8. To maintain records of fares received.
9. To change travel vouchers and check relevant passes and account accordingly.
10. To promote the service throughout the area of operation.
11. To contribute effectively to the team operation of community transport.
12. To undertake MIDAS training.
13. To report any concerns that effect the safe transporting of passengers
14. To observe requirements relevant to transporting children.
15. Maintain awareness of the wellbeing of passengers and report changes so that passenger safety and inclusion are undertaken in accordance with the risk assessment.
16. To enable passengers to enjoy their trips, through conversation or enabling conversation between other passengers; to include personal safety messages when appropriate.
17. To respond and report complaints and compliments in accordance with the policy.
18. To undertake any other tasks as reasonably suitable within the charity.

Person Specification

Number	Aspect	Relative importance 0 desirable, 5 Essential
1	Good customer orientated approach	5
2	Able to operate cash accounting system	5
3	Flexibility in working practice	5
4	Able to drive large minibuses	5
5	Honest and reliable	5
6	Able to handle operational problems	4
7	Practically minded	4
8	Interest in charity work and community development	4
9	Understanding of transport issues for vulnerable or disadvantaged people	4
10	Good knowledge of Fareham and Gosport	4
11	Already hold a MIDAS certificate	2
12	Experience of minibus maintenance requirements	2

Employment

Details of Community Action Fareham's procedures, about Health & Safety, Equal Opportunities, grievance etc. are given in the Terms and Conditions and the staff handbook.

Criminal Records Declaration

The role of minibus driver for vulnerable groups is specifically included as subject to the Exclusions Order of the Rehabilitation of Offenders Act. It is classed as Regulated work. Candidates will be asked to disclose all convictions, cautions and warnings that would not be filtered by current legislation. An enhanced DBS check with access to the relevant lists will be required. Having a conviction, caution or warning will not exclude a person from appointment; due consideration of its relevance will be made by the appointments group.

Community Action Fareham has a policy on the rehabilitation of offenders which is available on the website or on request.