



## Job Description

- 1. Job Title** Community Transport Minibus Driver
- 2. Location** Based in Basingstoke, Bordon, Fareham, Gosport, Havant, New Forest or Winchester
- 3. Grade/Salary** Band A/B
- 4. Hours** You will be required to work Mon – Fri and on occasion at weekends. Hours are variable according to contract and bookings.
- 5. Responsible to** Local Transport Manager and Schedulers through to Community First Transport Managers (North & South)

## Job Purpose

To provide an efficient, punctual, safe and high quality transport service for clients travelling to and from various previously agreed locations.

## Responsibilities

- Take responsibility for the safety, welfare and comfort of all individuals whilst transporting them to and from previously agreed locations which may include working with an HCC Passenger Assistant.
- To adhere to HCC's Code of Conduct for Drivers.
- To communicate in a professional, constructive and non-discriminatory manner with service users, carers and members of the public, where necessary referring concerns to the Transport Manager/Scheduler.
- To assist people with their mobility as necessary, using safe moving and manual handling techniques.
- To deal with and respond to any emergency situation in accordance with training and procedures set out by Community First.
- Be clean and smart at all times and polite, patient, courteous, caring and kind to passengers and other road users.

- To undertake training courses as appropriate.
- On a day-to-day basis drive any vehicle that Community First has a responsibility for and ensure that:
  - passengers are carried safely and in accordance with the Legal requirements and the Health & Safety policies and the Community Transport (CT) Operating Procedures of Community First.
  - passengers have their seat belts fastened at all times.
  - wheelchair users have their wheelchairs secured correctly either using tie downs or appropriate approved restraint.
  - wheelchair users have the passenger restraint secured and fitted correctly.
- Be responsible for all safety factors related to the journey.
- To contribute to risk assessments with colleagues.
- To carry out a daily check on the vehicle and a more detailed vehicle and safety check once a week.
- Refuel vehicles as required (e.g. if fuel gauge is reading half).
- Be responsible for the cleanliness and overall condition inside and out of the vehicle.
- Discourage, address and report any behaviours or inappropriate actions by passengers or passenger assistants that might endanger other passengers, road users or distract the driver.
- To maintain vehicle records as required.

### **Clauses Common to All Community First Job Descriptions**

- To promote Community First's Equal Opportunities and Diversity policy.
- To comply with all Community First policies and Conditions of Service as laid out in the Community First Staff Handbook.
- In discharging the duties of the post to have due regard to the provisions of Health & Safety at work legislation.
- To undertake such additional responsibilities appropriate to the role as may be required and agreed by the funding partners, commensurate with the grade and responsibilities of the post.



**Community Transport Minibus Driver Person Specification:**

<p><b>Essential Qualifications</b></p>	<ul style="list-style-type: none"> <li>● Full Driving Licence for 2 years minimum</li> <li>● Hold a Driving Licence with D1 Category code</li> <li>● For insurance purposes be over 25 years of age</li> <li>● Clear enhanced DBS check</li> </ul>
<p><b>Essential Knowledge, Skills and Experience</b></p>	<ul style="list-style-type: none"> <li>● Ability to drive a minibus to the standard required by Hampshire County Council's MIDAS assessment and confident driving large accessible minibuses.</li> <li>● Ability to operate all minibus equipment, for the comfort, security and safety of passengers and driver.</li> <li>● Good written and verbal communication skills and ability to record information accurately along with good literacy skills.</li> <li>● Ability to demonstrate a caring nature and relate effectively to adults and children with severe disabilities.</li> <li>● Clear understanding of Health &amp; Safety at work, including moving and handling techniques.</li> <li>● Ability to work well within a team and to be flexible in working.</li> <li>● Commitment to attend all staff training and participate in own development through supervision and performance development.</li> <li>● Demonstrate a commitment to, and an understanding of equal opportunities.</li> <li>● Physically able to carry out manual handling and operate equipment on the vehicles and assist wheelchair users and secure wheelchairs to vehicle floor tracking.</li> <li>● Able to carry out routine maintenance (oil, water, tyre pressures) on the vehicle.</li> </ul>
<p><b>Desirable Knowledge, Skills and Experience</b></p>	<ul style="list-style-type: none"> <li>● Experience of operating passenger transport and possible completion of MIDAS or equivalent.</li> <li>● Knowledge of recording procedures, e.g. log sheets, reporting of incident and accidents forms and systems.</li> <li>● Ability to communicate appropriately, sensitively and effectively with service users and carers.</li> <li>● Experience of working with people with disabilities.</li> <li>● Experience of training in moving and handling techniques.</li> <li>● Experience in undertaking risk assessment.</li> <li>● Knowledge of diesel engines</li> </ul>