Job Description

1.	**Job Title**	Community Transport Minibus Driver
2.	**Location**	Based in Portsmouth
3.	**Grade/Salary**	Band A
4.	**Hours**	You will be required to work 3 days out of 6 Mon – Sat on a 4 week rolling shift pattern.
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:

Essential Qualifications	• Full Driving Licence for 2 years minimum • Hold a Driving Licence with D1 Category code • For insurance purposes be over 25 years of age • Clear DBS check
Essential Knowledge, Skills and Experience	• Ability to drive a minibus to the standard required by Hampshire County Council's MIDAS assessment and confident driving large accessible minibuses. • Ability to operate all minibus equipment, for the comfort, security and safety of passengers and driver. • Good written and verbal communication skills and ability to record information accurately along with good literacy skills. • Ability to demonstrate a caring nature and relate effectively to adults and children with severe disabilities. • Clear understanding of Health & Safety at work, including moving and handling techniques. • Ability to work well within a team and to be flexible in working. • Commitment to attend all staff training and participate in own development through supervision and performance development. • Demonstrate a commitment to, and an understanding of equal opportunities. • Physically able to carry out manual handling and operate equipment on the vehicles and assist wheelchair users and secure wheelchairs to vehicle floor tracking. • Able to carry out routine maintenance (oil, water, tyre pressures) on the vehicle. • Ability and confidence in using IT including apps
Desirable Knowledge, Skills and Experience	• Experience of operating passenger transport and possible completion of MIDAS or equivalent. • Knowledge of recording procedures, e.g. log sheets, reporting of incident and accidents forms and systems. • Ability to communicate appropriately, sensitively and effectively with service users and carers. • Experience of working with people with disabilities. • Experience of training in moving and handling techniques. • Experience in undertaking risk assessment. • Knowledge of diesel engines

Community First
CONDITIONS OF EMPLOYMENT

1. Job Title
Community Transport Minibus Driver (Casual contract) – initially to 31 March 2027, continuation subject to funding.

2. Salary
£13.01 per hour (+ £2.24 for unsocial hours worked)

3. Hours of work
28.5 average hours per week over 3 days on a rolling 6 week shift pattern.

4. Holiday Pay (Casual contracts only)
14.5% of hours worked.

5. Conditions of Appointment
A three month probationary period applies to this post.

6. Place of work
Portsmouth

7. Pension Scheme
Following successful completion of your probationary period, you will be automatically enrolled in CFW's NEST pensions scheme, provided you meet the Qualifying requirements. CFW will provide employer contribution in line with the provisions of the scheme. You will retain the option to opt out the scheme should you so wish.

8. Accountability
The Community Transport Minibus Driver will be accountable to the local Transport Manager and Schedulers.

9. DBS Check
A Disclosure & Barring Service (DBS) check is a requirement for this role.

November 2026