

Community Transport Driver

Post	Community Transport Driver	Department	Mole Valley Life
Salary Grade	N/A	Salary Range	£10.47 p/h including holiday rate
Hours	As and when required	Location	Dorking & Leatherhead
Reports to	Community Transport Manager		

Post Objective

As a mini bus driver for our Community Transport scheme, you will provide a service for our elderly and/or disabled members of the public, who request transport from door to door. Many of our clients require assistance and therefore drivers need to be physically fit, with a caring personality.

Main Duties

Driving Customers to their destination, ensuring their comfort and safety during the journey and assisting them to disembark. Following approved procedures at all times.

To be responsible for observing all the necessary legal requirements, which apply to road users, together with those requirements which apply specifically when driving a minibus.

To be responsible for the care and safeguarding of the service user, whilst ensuring to follow company policies and procedures as set out in the Drivers' Handbook.

Collecting fares, completing daily worksheets and depositing fares in accordance with written procedures.

Where necessary, to assist/escort those people who experience difficulty in leaving and returning from their homes. This may require the use of wheelchairs, walking aids, and tail-lifts.

To ensure that the Mini Bus is in a roadworthy condition by daily inspection. Report any defects to the Community Transport Operations Co-ordinator / Manager.

To use own initiative and to liaise with other drivers within the Section as a member of the Team, to co-ordinate temporary changes to daily rotas and order of pick up.

Drivers will act as first aiders, ensuring first aid vehicle kits are fully stocked at all times.

To be aware of the Council's policy on Risk Management and to escalate any new, emerging or potential risks to the post holder's line manager.

Carry out such duties as may be required by your manager as appropriate to the post

To ensure that all necessary data is provided in an accurate, reliable and timely manner and, is fit for purpose in accordance with the Council's Data Quality Policy.

Health and Safety – to work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures

Because of the nature of the duties of the post, at interview applicants will be asked to disclose details of any criminal record. The post is exempt from the Rehabilitation of Offenders Act 1974, which means that all cautions, reprimands and final warnings given by the Police need to be disclosed. DBS disclosure will be sought in the event of a successful application.

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Person Specification

	Essential
Experience and Knowledge	<p>To be able to drive Category D1 and D1E vehicles (preferred)</p> <p>To have a good knowledge of the local area</p> <p>To have a basic vehicle knowledge in order to be able to carry out a daily vehicle inspection and ensure that the mini bus is in a roadworthy condition</p>
Qualifications	<p>English literacy to fulfil duties e.g. Production of accurate records, ability to follow written protocols.</p> <p>Numeracy to fulfil duties e.g. checking driver's hours worked, preparing schedules, reconciling cash.</p> <p>First Aid at Work trained or be capable of passing the First Aid at Work qualification</p>
Skills	<p>To be a competent driver of a mini bus or larger vehicle</p> <p>Ability to learn and understand new systems</p>
Special Aptitudes	<p>To be physically fit</p> <p>To have a caring, considerate, and courteous manner</p> <p>Demonstrates commitment to equality and diversity in both the delivery of service and in relationships with colleagues</p>
Job Requirements	<p>To have a flexible attitude towards working hours</p> <p>To be prepared to offer the highest standard of customer care to all passengers</p> <p>Full Drivers licence to be able to drive Category D1 and D1E vehicles (preferred)</p>

We have to disclose to our motor insurers anything which may materially affect their underwriting of our fleet, and they may not be willing to insure you as a driver. You must be willing to disclose to our insurers any unexpired convictions apart from minor speeding or parking penalties and fines.