

Job Description

PART-TIME MINIBUS DRIVER

General Comments

- 1.1 The driver is expected to complete their duties as part of high quality passenger transport services.
- 1.2 The driver is responsible to the Operations Manager, or in her absence to the Operations Director. Day to day supervision is delegated to the Transport team.
- 1.3 The driver is expected to work as part of an efficient team providing a quality service for individuals who have mobility difficulties and cannot use public transport, working closely with the Transport team as required
- 1.4 The driver must be over 21 and under 69 years old, 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.
- 1.5 The driver must have at least a D1 entitlement on their driving licence or a PCV licence if they passed their test after January 1997.
- 1.6 The driver is expected to have extensive driving experience, preferably larger vehicles. The driver is expected to show an ability of driving in urban areas and have a good accident record.
- 1.7 The driver will be dealing extensively with disabled and older people and the driver must demonstrate their ability to deal sensitively with their needs.
- 1.8 The driver is authorised to carry Ealing Community Transport driving duties and to carry out specified tasks in compliance with Ealing Community Transport and ECT Group IMS (Integrated Management System) procedures.
- 1.9 The driver is expected to adhere to ECT's Equal Opportunities and Diversity Policies.
- 1.10 As the driver may be in sole charge of his/her passengers, the post is subject to an Enhanced Disclosure from the Criminal Records Bureau (CRB) in accordance with the Code of Practice and ECT's Recruitment of Ex-Offenders Policy.

Duties

- 2.1 To drive light vehicles adapted to transport individuals who may have mobility difficulties eg. disabled and older members of the community with due consideration to their needs and comfort.
- 2.2 To work schedules as required by various contracts. Some of these may be regular routes, others may be on a casual basis.
- 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 destination as required.

- 2.5 If an escort is provided by the schedule, then the driver and escort 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.
- 2.7 The driver is responsible for the safe and comfortable access of the vehicle by passengers using wheelchairs through the accessible lift. All wheelchairs must be secured safely before driving off.
- 2.8 The driver must ensure that all passengers are sitting safely and comfortably in their designated seats or belts as required before driving off.
- 2.9 If the passenger is not ready for collection, the driver must wait five minutes beyond the scheduled collection time and check with office before moving off.
- 2.10 For the homeward journey, if parent/carer are not available to receive the passenger, where appropriate, the driver is expected to follow strict pre-defined procedures.
- 2.11 The driver will remain in contact with the Operations Team and be responsive to operational needs.

Duties: School driver

- 2.12 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.
- 2.13 The driver will collect the children from school in the afternoon and take them to their homes as per schedule.
- 2.14 The driver is expected to monitor timetables and keep the Manager informed if regular difficulties arise as well as recommending amendments where appropriate.
- 2.15 The driver must ensure that pupils do not arrive at school earlier than 10 minutes prior to the start of lessons and schedules have been drawn up on this basis.
- 2.16 The driver will pick up the escort prior to picking up the children and drop the escort off at the end of the schedule.
- 2.17 The driver must ensure that pupils are only allowed to disembark from the vehicle if they are either supervised by the escort or a member of school staff.

Duties: Relief driver

- 2.18 The driver will cover the duties of other drivers and must familiarise themselves with those duties and their specific requirements.
- 2.19 The driver will work shift rotas, split shifts, evenings and weekend rotas as and when required.
- 2.20 The driver will assist passengers where necessary from their homes and destinations to and from the vehicle.

- 2.21 The driver will assist passengers with their light shopping where necessary.
- 2.22 The driver will collect fares and keep daily records of fares collected where appropriate. The driver is responsible for the security of the money collected and paying into the designated machine.

Other

- 3.1 The driver will complete paperwork and fill in log-sheets, as required, on a daily basis.
- 3.2 The driver will attend training courses relevant to the transportation and safety of people with disabilities and the elderly.
- 3.3 The driver will be responsible for daily safety checks of the vehicle. These include the daily checking of oil, water and exterior bodywork before the commencement of their round. All defects must be immediately reported.
- 3.4 The driver will be responsible for the cleaning and maintaining of their vehicles in a clean and tidy condition.
- 3.5 The driver will report to the Transport Office any accidents and vehicle damage, and possible offences under the Road Traffic Acts as well as all matters affecting the efficiency and day to day running of the transport service.
- 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. To report all accidents and incidents in accordance with procedures.
- 3.8 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.
- 3.9 The driver will assist the Transport team in promoting ECT services to the community.
- 3.10 The driver will undertake all other reasonable duties as delegated to them by the Passenger Operations Director or other ECT Manager.
- 3.11 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.