



JOB DESCRIPTION

Job title:	Mini Bus Community Driver
Team	Community Transport
Reporting to	Community Transport Manager
Responsible For:	Vehicle, Passengers, and Volunteers and safe driving practices
Hours	Variable – Please call for further information asking for the Community Transport Manager
Rate of Pay	£8.28 per hour

Role Overview

The Driver will play a key role in the safe delivery operations of the Community Transport service.

Reporting to the Community Transport Manager to provide a professional, safe, efficient and reliable transport service for member of the public including vulnerable adults and/or vulnerable children and young people. The driver/PA will work co-operatively with each other and all members of the team and clients.

Drivers/PA's are ambassadors for CCDT, and, should be customer and safety focused and courteous at all times.

Drivers will be required to be flexible and may be needed to carry out Passenger Assistant duties from time to time.

Main Tasks

1. To ensure high standards of customer service are applied at all time.
2. To adopt and follow all safe driving practices at all times.
3. To drive the vehicles or undertake the role of PA on the routes assigned as and when required. To be responsible for the day to day safe driving operation of the vehicle, passengers and staff. The driver/PA may be required to help passengers on and off the bus and accompany them to and from their front door when necessary.
4. To perform routine checks daily. Complete vehicle check sheets daily prior to the start of the shift, including, fuelling the buses. Reporting any concerns, problems, and defects with the vehicle or other matters to the Community Transport manager, Deputy. Ensure mobile phones are fully charged ready for operation and passed to PA and only to be used for the purpose of the business. (Safe mobile use only were Driver only.)

5. To be responsible for the security of the vehicle at all times during the shifts allocated.
6. To pick up passengers according to running sheets and using /storing any personal information about clients in line with the Data Protection Policy at all times.
7. To be able to read a map and plan a route around the areas covered by Dial-A-Ride.
8. To be responsible for picking up the vehicle from its depot and returning it there at the end of the shift. Ensuring vehicles are brushed out and litter removed at the end of the day.
9. To keep appropriate records and to be responsible for the accounting and paying in of all takings to the office.
10. To understand role and apply safe evacuation of vehicle procedures in the event of an emergency
11. To always wear safety jackets (and any other PPE that has been issued) and make sure an identification badge is clearly visible at all times

Usual Accountabilities

1. To receive, store and process data (in whatever form or medium such data takes – e.g. electronic and/ or documented) in a confidential manner and in accordance with the Company's agreed data management policies.
2. To attend all team and organisational meetings
3. To promote the conduct and ethos of the organisation at all times
4. To understand and apply all Cheshire CDT policies and procedures at all times in all areas of your employment.
5. To be fully aware of the Safeguarding Policy and procedures and to report any concerns in line with the policy.
6. All members of staff are expected to be committed to the aims and objectives of the Equal Opportunities Policy.
7. To attend any relevant team meetings and or training to support continued professional development
8. The driver/PA may be asked to carry out other duties as required. These duties will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular occurrence it will be included in the job description after consultation with the employee.
9. This job description is subject to regular review in accordance with changing organisational needs and consultation.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Assessment Method ¹
Qualifications	DI Licence Required GCSE Maths, English Level C or above (or equivalent)	MIDAS or equivalent First Aid Certificate	A, I
Knowledge and understanding	Recent experience of working within a driving environment Or Recent experience of Driving a Mini Bus Or Working with older people, vulnerable adults, children & Young people	Previous experience of working within the charity sector Handling Cash	A, I
Skills and aptitudes	Health and Safety focused Excellent Customer Service Standards Organised Understanding of working in a confidential manner Map reading skills Can work as part of a team		A, I
Personal qualities	Responds to challenges Empathy with the client group Flexible Approach Adaptability		A, I
Special requirements			
¹ Assessment method key – A = Application, I = Interview, Q= Recognised Qualification, T = Test			

Cheshire Community Development Trust is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.