

Community360

Person Specification

Job Title: Transport Scheme Minibus Driver

| Experience, Technical Skills & Knowledge | Essential | Desirable | Scoring |
|---|------------------|------------------|----------------|
| Extensive driving experience, ideally with larger vehicles and/or experience in a community transport environment | ✓ | | |
| Full, clean UK driving licence with D1 entitlement | ✓ | | |
| Current MIDAS certificate or be willing to undertake training | ✓ | | |
| Ability to carry out basic vehicle safety checks and basic routine maintenance | ✓ | | |
| Ability to read and interpret maps | ✓ | | |
| Ability to keep basic records of journeys and fares | ✓ | | |
| Ability to undertake physical tasks including the removal of heavy seats from minibuses | ✓ | | |
| Basic IT Skills, Email and Internet (including use of Microsoft packages) | | ✓ | |
| Statutory and Health & Safety requirements | | ✓ | |
| Experience of the not for profit sector | | ✓ | |
| Qualifications, Education and Training | Essential | Desirable | Scoring |
| Good, all round secondary education | ✓ | | |
| Qualifications either at 'A' Level or equivalent | | ✓ | |
| Commitment to self-development and continuing professional development | ✓ | | |
| Personal/ Behavioural Characteristics | Essential | Desirable | Scoring |
| Effective team player and able to use own initiative | ✓ | | |
| Ability to show empathy to service users and members of the public and to deal with them in a courteous manner | ✓ | | |
| Commitment to Diversity and Equal Opportunities | ✓ | | |
| Ability to work amongst a diverse range of people | ✓ | | |
| Ability to work under pressure and to prioritise workload | ✓ | | |
| Effective organisation and time management skills | ✓ | | |
| Able to adapt to different situations and environments | ✓ | | |
| A belief in continuous improvement and developing standards of quality | ✓ | | |
| Effective communication skills including written, verbal and listening skills | ✓ | | |
| Conflict resolution | | ✓ | |

This post is subject to a Disclosures and Barring Service check at an enhanced level.

Amendments – this description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.