

Community360

JOB DESCRIPTION

Job Title: Transport Scheme Minibus Driver

Employer: Community360

Reporting to: Operations Coordinator

Responsible to: Chief Executive Officer

Purpose of the Job

To drive the Community360 Transport Scheme minibuses to fulfil the aim of the Project – to provide accessible transport for members of the public unable to access public transport.

Principal Duties

1. To work closely with the Operations Coordinator to ensure the smooth running of the Transport Scheme.
2. To ensure that all services are provided in line with Community360 Diversity and Equal Opportunities policy.
3. To transport members to and from their destination using the fully accessible minibus and act in a responsible and sympathetic manner at all times.
4. To provide relevant and appropriate assistance (abiding by MiDAS (Minibus Driver Awareness Scheme) training at all times) to members whilst transferring from their homes to the minibus and to their destination safely, ensuring passengers are wearing their seat belts as appropriate.
5. To be responsible for the safe and comfortable access of the vehicle by passengers using wheelchairs through the accessible lift, or other devices which must be operated in the manner recommended by the manufacturer's instructions. To secure all wheelchairs safely, ensure that all walking aids are secured properly and that the aisle is clear before driving off.
6. To ensure that the minibus is at all times kept in a clean, tidy and safe condition and has regular maintenance checks as defined by the Community360 Operations Coordinator. To reconfigure seating arrangements as required.
7. To carry out vehicle safety checks, basic routine maintenance as required and complete vehicle defect sheets where appropriate. To ensure an adequate supply of fuel is maintained at all times.

8. To report to the Operations Coordinator 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 scheme.
9. To work closely and in co-operation with the other drivers to ensure the smooth running of the Scheme and to ensure continuous cover for the minibus service.
10. To keep accurate records of all journeys i.e. mileage, fares, expenses etc.
11. To make the Operations Coordinator aware of any complaints received.
12. To undertake any other work deemed necessary by the CEO and Operations Coordinator to further the aims and objectives of the Community360.

General:

1. To ensure that Community360's equal opportunities and quality policies are followed in all areas of work of Community360.
2. To attend as appropriate, and participate in, internal meetings of the organisation, including, but not limited to, staff meetings, board meetings, the Annual General Meeting and Away Days promoting staff professional development and awareness.
3. To work co-operatively with other members of staff and act as an effective team member, promoting mutual respect amongst colleagues.
4. To comply with the internal and external monitoring and recording requirements of the organisation for accountability purposes.
5. To provide local intelligence and knowledge to the organisation, galvanising communicational throughout, which would usefully inform discussions and decision making.
6. Assist with co-ordinating and attend community events during the year.
7. Contribute to marketing Community360 services including but not limited to social media, website, newsletters, leaflets, presentations and any other marketing tool including monthly funding inserts.
8. To pursue and undertake any training and personal development of skills necessary for the effective performance of your role, as agreed with your line manager, maintaining your training record in conjunction with Support & Supervision.
9. To ensure all information (including the shared drive) is kept confidential, in appropriate files, up to date and accurate.
10. To carry out other duties in line with the above primary duties, which are held to be within the scope of this post

11. To adhere to all Community360 policies & procedures including but not limited to health & safety, quality assurance and fire safety.
12. To ensure that all services are provided in line with all Community360 policies and delivery plans.
13. To take ownership and responsibility of communication both internally externally ensuring the sharing of appropriate information where necessary. Continuously explore effective ways of working within the Community360 Team.
14. From time to time you may be required to work unsocial hours (evenings and week-ends) for which time off in lieu (TOIL) will be given.
15. The job role may require at times, travel across Essex, the region and nationally.

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.