Community Transport Driver

Job Description

Job Purpose

Drivers are responsible for providing a reliable, accessible and friendly transport service to a range of client groups, as an essential part of BRCC's community transport services across Bedfordshire. They report to the Road Team Leader

Job responsibilities

Driving and passenger assistance

- Drive BRCC vehicles according to Minibus Driver Awareness Scheme standards, with due care and consideration of passengers' needs
- Safely operate all specialist equipment on the vehicle
- Provide assistance to and from the vehicle as required
- Understand the various mobility needs of Passengers and adhere to the Risk Assessments and mobility instructions for each individual passenger whilst they travel and during their boarding and alighting of the vehicle.

Vehicles

- Carry out all required checks on the delegated vehicle
- Undertake simple vehicle maintenance (air, water, other fluids)
- Ensure delegated vehicle is clean and tidy both inside and out at all times

Administration and Reporting

- Liaise with Community Transport Operations Manager on shifts in order to have a full and complete understanding of when required for work, and routes to be followed
- Report any deviations from schedule immediately to the Operations Officer (or other office staff if necessary)
- Complete all relevant journey and vehicle documentation on the day of travel
- Operate the in-vehicle Smart Phone based Driver App for navigation, recording successful and cancelled pick-ups, dailychecks and refuelling.
- Report any urgent defects or damage to the Transport Office and complete the necessary documentation within the Driver App.

General

- Meet the highest standards of punctuality and reliability in order to ensure a high-quality service
- Adhere to GDPR best practise, keeping passenger details confidential and keep data safe and secure only within BedsRCC approved systems.
- Attend training as required
- Adhere to BRCC's policies and procedures at all times
- Undertake other duties as may reasonably be requested

Person Specification

	Essential Attributes	**Desirable Attributes**
EDUCATIONAL QUALIFICATIONS	Minibus Driving Awareness Scheme (MiDAS) trained / equivalent or higher or willingness to gain qualification within 3 months of starting work	Qualified in relevant discipline, e.g. vehicle maintenance
EXPERIENCE	Previous experience in driving minibuses / buses	Working with children and/or vulnerable adults
SKILLS AND KNOWLEDGE	Excellent driving skills Customer care and interpersonal skills Detailed knowledge of law relating to driving Comfortable using email, navigation/GPS software, other communication tools and a Transport Route Scheduling application on a Smart Phone.	Knowledge of the voluntary & community transport sector Knowledge and understanding of the needs of disabled people Knowledge of Health & Safety Knowledge of law relating to operation of minibuses
PERSONAL ATTRIBUTES	Ability to work on own and as part of a team Ability to use initiative Caring nature Determined and hard working Able to work under pressure Physically fit – able to assist clients with mobility problems	
OTHER	Able to travel independently within Bedfordshire as required Prepared to work flexible hours including occasional weekends and/or evenings Prepared to undergo Disclosure & Barring Service (DBS) check	Own vehicle and full driving licence First Aid at Work certificate and/or Fire Safety training