

# Community Action Ledbury

## Job Description

### Minibus Driver (JM223)



#### Overview

Community Action Ledbury is a small, well-established charity providing community transport and related services to the elderly and disabled in Ledbury and surrounding villages. We also provide minibuses for the use of local groups, clubs and schools as well as providing home to school transport under contract to Herefordshire council. Our minibus drivers undertake an important role transporting school children and vulnerable adults.

#### 1 Key objectives/responsibilities of role

- Drive safely at all times, complying with the Highway Code and the laws of the UK.
- Responsible for the safety, comfort and welfare of passengers.
- Provide a friendly, respectful and considerate service to passengers/parents.
- Undertake regular basic checks to confirm vehicles are roadworthy and in good order.
- Represent Community Action Ledbury in a professional, smart manner

#### 2 Hours of work

- 15 hours per week
- 07.30 – 09.00, 14.45- 16.15
- School term time only (39 weeks per year)

#### 3 Responsibilities

##### 3.1 Vehicle checks/maintenance

- Undertake daily vehicle checks in accordance with checklist.
- To-up fluid levels as necessary (AdBlue, radiator and screen wash)
- Report any faults, defects or maintenance issues to the Community Transport Manager in a timely manner.
- Re-fuel vehicle as an when required (to ensure always sufficient fuel for day's use), record on paper work and provide receipts to office.
- Maintain vehicle cleanliness inside and out
- Take the vehicle you are responsible for in for 10-week checks, MOTs and services

##### 3.2 Driving

- Drive safely, in accordance with the Highway Code and UK laws at all times.
- Comply with agreed route timings.
- Report any proposed changes to routings/timing to the Community Transport Manager for approval

July 2024

- Ensure pupils/passengers are embarked and disembarked in a safe manner (wear Hi-Vis jacket when doing this)
- Ensure parents are provided with your contact details for notifying absences.
- Liaise with parents over any pupil no-shows.
- Ensure passengers wear safety belts at all times when vehicle is in motion.
- Ensure smaller children (less than 135cm) sit in seats with height adjustable seatbelts and these are adjusted accordingly to provide maximum protection.
- On completion of each run check vehicle for any remaining pupils/passengers, lost property and any damage to vehicle (inside and out)
- In event of an accident
  - Inform Police if anyone is injured.
  - Record appropriate information
  - Take photographs (location, damage to vehicles etc)
  - Do not admit liability.
  - Inform Community Transport Manager as soon as possible

Note: Community Action Ledbury will not pay speeding fines or parking penalties.

### **3.3 Documentation**

- Complete route/trip documentation correctly and return to the Community Transport Manager on a weekly basis.

## **4 Dress code/presentation**

The minibus driver is expected to represent CAL in a smart and professional manner. Dress should be smart casual (no jeans, t-shirts). CAL shirt/fleece to be worn if provided.

ID badge (CAL or Herefordshire Council) must be worn at all times whilst driving.

## **5 Skills and experience**

### **5.1 Essential**

- D1 Endorsement on driving licence
- Confident, safe driver
- Current MIDAS training (will be provided and renewed every four years)
- Minimum Level 1 Children and Young Adults Safeguarding (will be provided)
- Enhanced Disclosure and Barring Service check

### **5.2 Desirable**

- Experience of driving 16 seat minibuses
- Experience of school transport.
- Advanced driver qualification

### **5.3 Personal qualities**

- Friendly out-going personality

July 2024

- Systematic approach with good attention to detail
- Accurate record keeping

## **6 Reporting**

Minibus Drivers report to the Community Transport Manager