

# Job Description & Person Specification: Minibus Drivers



## Casual Driver Vacancy

We are looking for an experienced driver to join our small team of minibus drivers. Drivers play a vital role in delivering our services, transporting our members to and from groups each day of the week, driving them to additional events and day trips, and (occasionally) driving other community groups who wish to hire the bus and driver for trips out.

The ideal candidate will be able to reliably commit to the same one or two groups each week, demonstrating excellent communication skills to build up relationships with members and carers. Some evening and weekend work may also be available depending on minibus hire from our local community groups.

As part of a busy team, you may occasionally be asked to provide cover for other drivers during leave or sickness periods.

## Rates of pay

This role is available as a paid or voluntary role.

We pay a minimum of £45 for each return journey that is made. If total driving time on any occasion exceeds 3hrs 30 minutes, For anything over that drivers can claim an extra £6.30 per half hour.

- Drivers will be paid on a sessional, self-employed basis at the end of each month.
- Drivers will be insured to drive the minibus under the TDS insurance policy

## Role description

The role of the driver is a busy but rewarding one. You will be friendly, approachable and helpful by nature, reliable and with excellent time-keeping skills. You will safely and confidently drive either our 16-passenger Together Dementia Support minibus or our MPV (Ford Torneo) to and from groups, picking up passengers, ensuring they are safely secured inside the vehicle, and making sure they have a pleasant trip out.

You will perform basic health and safety maintenance, carrying out pre-journey vehicle checks, checking fuel levels and making sure you have the most efficient route for your current journey. Trustworthy and dependable, you will ensure that members leave their homes safely and enter safely when they return home. You will keep accurate records of attendees and miles driven on your trips. Drivers are welcome to stay and participate in group activities, but this is not an essential part of the role.

With an enthusiasm for helping people and an interest in learning, you will have the opportunity to attend training and development as part of your work for TDS.

\* a split shift is defined as any shift where there is a significant period of waiting between driving hours. Parameters of this will be clarified to the successful candidate.

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## Role breakdown

- Drive the TDS vehicles to and from a group, to an event or on a day trip
- Carry out vehicle checks before driving the van
- Report issues/defects to TDS
- Devise an efficient route before setting off
- Collect and welcome TDS members – people living with dementia, family, carers, volunteers
- Assist the passengers on and off the minibus and to sit down
- Ensure that all passengers have seat belts on and stay on
- Be vigilant of any H&S concerns regarding members and report to TDS
- Drop off passengers at group venue, trip venue etc.
- Drop off passengers back at home
- Keep a record of passengers on each trip
- Secure the van in its designated parking space
- Return keys to the TDS office
- Re-fuel van when required
- Keep a record of fuel purchased
- Keep a record of mileage done on trips
- Attend induction and other occasional training

## Person specification

Criteria	Essential	Desirable	How assessed (Application Form (AF) or Interview (I).)
The ideal candidate will:			
Have a full driving licence, including D1	E		AF
Declare all points, convictions etc. when asked	E		AF
Be physically able to carry out the role	E		AF / I
Be willing to undergo DBS clearance checks	E		AF
Have a mobile phone	E		AF
Have an email address	E		AF
Be able to use a SatNav device	E		AF / I
Be willing to undergo MIDAS training (if necessary)	E		AF / I
Experience of driving vehicles in a professional or voluntary setting		D	AF / I
Be friendly, approachable and have good communication skills	E		I
Understanding of Dementia and how it can affect people		D	I
Understand health & safety issues when working with people living with dementia		D	I
Ability to adhere to risk assessments and able to use judgement to deal with issues that might arise	E		I

If you are interested in driving for Together Dementia Support and know that you have the personality, experience and skills, please head to [www.togetherdementiasupport.org](http://www.togetherdementiasupport.org) and clicking the 'Get Involved' tab to download our application form.

Please email [admin@togetherdementiasupport.org](mailto:admin@togetherdementiasupport.org) if you would like any further information about the role.