



## JOB DESCRIPTION

### Mini-Bus Driver

<b>Post Title:</b>	Mini-Bus Driver	<b>Pay Scale:</b>	£5,948.80 per annum (pay increase pending)
<b>Department:</b>	Day Service	<b>Hours of Work:</b>	10 hours per week over 2 days (split shifts)
<b>Responsible to:</b>	Sybil Levin Service Operational Manager	<b>Tenure:</b>	Permanent
<b>Based:</b>	Sybil Levin Centre	<b>Date of issue:</b>	January 2025

**Our charity shares a common goal, no matter what job role we carry out: that older people can find the help and support they need to enjoy their later life as much as possible.**

#### **PURPOSE OF THE DEPARTMENT/SERVICE**

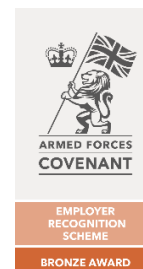
The Sybil Levin Day Service is a specialist supporting people with dementia and their carers using SPECAL principals.

#### **PURPOSE OF THE POST**

We are seeking a minibus driver with exceptional driving and interpersonal skills. You will collect each person from their home address in the morning and return them home at the end of the day. The post requires you to do split shifts to enable both pick up and drop offs.

#### **KEY DUTIES & RESPONSIBILITIES**

The post holder is expected to demonstrate an acceptable level of competence in their role for each of the key duties and responsibilities listed below. Competence means demonstrating the required skills, abilities, attitude and behaviours in your work role.



### **Communication and Customer Service (C&C)**

1. To drive the minibus bringing people to and from the day service.
2. Assisting the minibus escort by helping each person on and off the minibus.
3. To use the minibus tail lift safely and respectfully.
4. To prepare the minibus so it is easily accessible for service attendees, e.g., putting the steps in position, assisting people to their seats and securing their seatbelts.

### **Planning and Organisation (P&O)**

1. To be responsible for route planning for the minibus to ensure journeys are kept as short as possible.

### **Recording & Monitoring (R&M)**

1. To record mileage and be responsible for refueling and cleaning the minibus.

### **Quality (Q)**

1. To ensure that all vehicle checks are undertaken on a daily basis and be responsible for its day to day maintenance e.g. water, oil levels, and a log of such checks.
2. To work in conjunction with the charity estates manager to ensure the minibus has an annual service (including tail lift) and MOT.
3. To keep the bus clean and tidy.
4. To ensure the safety of service attendees whilst they are on the minibus (ensuring seat belts are worn) as well as when they are entering and exiting the minibus.
5. To ensure that the bus is kept running safely and legally at all times and to report back any bus or other problems to your line manager.

### **Team Work (TW)**

1. To work cooperatively with the minibus escort to ensure the smooth running of the minibus service.

### **Specialist Knowledge (SK)**

1. To attend SPECAL training.
2. To work as part of a team delivering a day service for people with dementia using SPECAL principals at all times.

*Please note that all posts within the charity carry this level of expectation.*

## **Charity Responsibilities - Standard Clauses**

### Your Needs

- You will keep under review your own developmental needs, keep yourself informed of current issues and be alert to the Age UK Notts training programmes and policies and attend all supervision meetings advised by your line manager. It is your responsibility along with your line manager to identify training and development needs and to inform your line manager of these (C&C, P&O).

### Equality, Diversity and Inclusion

- You will uphold the Age UK Notts Equality, Diversity & Inclusion policies and practices thereby promoting fair and quality services to all. If Age UK Notts deem you have breached any of these policies this may be dealt with under the disciplinary procedure. All policies can be viewed on the Oracle - please ensure you refer to the Equality, Diversity & Inclusion Policy and the Bullying and Harassment Policy (Q, CF).

### Health and Safety

- You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and actively encourage, promote and reinforce all Health and Safety procedures in accordance with the guidelines laid down in the Age UK Notts Health and Safety Manual (Q).
- You will exercise proper care in handling, operating and safeguarding any equipment or appliance provided, used or issued by Age UK Notts or provided by a third party for individual or collective use in the performance of your duties (Q, C&C).

### Safeguarding

- You will raise any concerns regarding safeguarding and report all allegations of abuse in line with the Age UK Notts Safeguarding policy (Q, CF, C&C).

### Customer Care

- You will promote and deliver services in a way which is sensitive and responsive to those receiving such services and be aware of and implement the Age UK Notts customer care policies and service level agreement requirements (if applicable) (C&C, Q, CF).

### Professional Integrity

- You will maintain at all times the professional integrity of the Charity and represent its main interests in any dealings with other bodies, groups and individuals (CF, Q).

Quality Assurance

- You will uphold and proactively contribute to the Age UK Charity Quality Standard (Q, CF).

Other

- Participate in, and promote fundraising & income generation (CF, C&C).
- Promote all Age UK Notts services and trading products (CF).
- You will attend staff meetings, the annual staff conference and other meetings as requested in order to keep up to date with information within the Charity (CF, C&C, Q).
- You will provide for your line manager regular timesheets, and any other reports or information as required (C&C).
- You will carry out any other specified tasks that may be reasonably required by the relevant Manager, with the proviso that any changes of a permanent nature will be included in the job description (TW).

This job description is intended as a summary of the main elements of the job described. They may be varied from time to time in consultation with the job holder without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**I confirm that I have discussed the content of this Job Description with my line manager and that I understand its content.**

<b>Name of Employee:</b>	
<b>Signature of Employee:</b>	<b>Date:</b>
<b>Name of Supervisor:</b>	
<b>Signature of Supervisor:</b>	<b>Date:</b>



## Person Specification Mini-Bus Driver

**Please indicate on enclosed application form evidence to show why you fulfil each individual point below:**

### **Essential Requirements**

1. The ability to relate well to others and to be sensitive to their needs (SK)
2. Ability to undertake SPECAL training and attend briefings on a regular basis (SK)
3. To commit to supporting people with dementia using the SPECAL method at all times (SK)
4. To be aware of all safety issues in providing a transport service (Q)
5. To hold a full UK driving license (SK)
6. To have passed a community transport test or to have appropriate driving qualifications for the post. To take a minibus test if required (at your own expense). (SK)
7. To have the ability to keep accurate and up-to-date records for the bus (R&M)
8. To have the ability to work as part of a team and to help where needed (TW)
9. Knowledge and understanding of Equality, Diversity & Inclusion issues and a commitment to implement the Age UK Notts Equality, Diversity & Inclusion policy. (C&C, Q, TW, CF)



## Summary of Main Conditions of Service Mini-Bus Driver

<b>Salary:</b>	£5,948.80 per annum (pay increase pending)
<b>Start Date:</b>	As soon as possible
<b>Hours of Work:</b>	10 hours per week over 2 days (split shifts) Age UK Notts consider a full-time working week to be 37 hours, Monday to Thursday 9.00 a.m. to 5.00 p.m. and 9.00 a.m. to 4.30 p.m. Friday with 30 minutes for lunch (which is unpaid). Age UK Notts operates a scheme of flexible working hours.
<b>Holidays:</b>	24 working days (pro rated for part time hours). Employees are granted 8 Public Holidays. One additional days leave is added to the annual leave entitlement for each year of service up to a maximum of 8 additional days.
<b>Mileage Allowance:</b>	Currently 45p per mile.
<b>Pension:</b>	The Charity will contribute 4% of basic salary into our NEST pension scheme after 3 months service, with an employee minimum contribution of 4% (in line with auto-enrolment rules). However, employees may contribute more than the minimum required employee contribution.
<b>Place of Work:</b>	Sybil Levin Centre, 577a Nuthall Road, Cinderhill, Nottingham, NG8 6AD

**N.B.** Due to financial constraints, applicants who are not short-listed will not be notified. If you have not received an invitation to attend an interview within three weeks of the closing date you may assume that your application has not been successful.