

JOB DESCRIPTION



MINIBUS DRIVER and Transport Coordinator (Part time – 19 HOURS PER WEEK)

THE MAIN OBJECTIVES OF THE POST

In line with charity objectives, the postholder will provide a range of support services to the clients and the Management Committee of AVSED. These to include duties associated with

- driving/escorting AVSED's minibus for regular and ad hoc outside organisation's minibus bookings, during a 5-day week, Monday to Friday inclusive, as directed by the Transport Manager (TM) and Project Coordinating Manager (PCM)
- leading on the weekly maintenance of the minibuses (including cleaning regimes)
- aid the Volunteer Engagement Officer in organising minibus driver and escort rotas
- setting up and breaking down seating arrangements for AVSED activities
- providing car support for outings
- any other duties pertaining to the activities of AVSED as required

Details of Duties and Responsibilities

1) DRIVING

- (a) To work 19 hours between Monday – Friday (as indicated on the timetable below) and transport members to the relevant activities (with some flexibility if required)
- (b) To ensure the comfort and safety of the passengers throughout their journey (door to door, not just whilst aboard the minibus). This may require wheelchair handling and use of the tail lift.
- (c) To ensure that the orientation of seating and provision of wheelchairs is correct prior to each journey when transporting clients to and from their homes
- (D) To drive an AVSED minibus when outside groups, without a MiDAS qualified driver, make a booking

The postholder will ensure that their mobile phone is switched on during working hours so that AVSED staff and volunteers are able to make contact

	Part time Driver		
	Hours Worked	Tasks	No. of hours
Monday	9am – 2pm	Maintenance and Monday Exercise	5
Tuesday			
Wednesday	8.30am – 4.30pm	Cuppa and Company and Wednesday Social Centre	8
Thursday	10.30am – 4.30pm	Staff meeting and Thursday Social Centre	6
Friday			
		Total hours	19

2) MINIBUS MAINTENANCE

- (a) To maintain the cleanliness (both inside and out) of 2 of our 3 minibus, and help with the cleaning of the remaining minibus if required.
- (b) To aid the TM with MOT, Service, Tail Lift Service, Maintenance and Safety Checks as scheduled
- (c) To complete and maintain an accurate record of weekly checks of oil, water and tyre pressures for all 3 buses.
- (d) To take the lead role in maintaining fuel levels and refuelling all 3 minibuses as required, keeping accurate records of fuel usage/mileage (i.e. data for use with AVSED’s regular claims for Fuel Rebate)

3) ROOM SET UP

To be responsible for “setting up” and “breaking down” the seating and table arrangements at the ‘Hub’ based activities as required

4) OTHER DUTIES

(a) Aiding the Volunteer Engagement Officer in organising minibus driver and escort rotas

(b) Accompanying the minibus in their own car on trips out in case of an emergency, and to transport additional members/volunteers. (mileage paid via expenses at 45p/m)

(b) Assisting volunteer teams at our various activities as and when required.

(c) The Postholder may be asked to undertake other ad hoc duties which may require flexibility of working hours throughout the week

Responsible to: Project Coordinating Manager

Date Job Description Reviewed: 04/09/2019

Person Specification

Essential

- A full, clean standard UK Driving Licence, held for a minimum of 2 years, and with a D1 entitlement
- Over 25 years of age
- MiDAS Trained or above (or willing to undertake the training)
- Ability to work flexible hours
- Ability to work on own initiative
- Willingness to carry out other roles pertaining to AVSED activities as required
- Clean and presentable
- Physically able to push a wheelchair (training will be provided)
- Empathy with older people

Desirable

- Previous experience of minibus driving
- Awareness of the needs of people with disabilities
- Geographical knowledge of Aireborough