

## **JOB DESCRIPTION**

### **1. JOB DETAILS**

- 1.1. Job Title: CPC D1 Minibus Driver
- 1.2. Employer: Down Armagh Rural Transport Ltd
- 1.3. Responsible to: Partnership Manager
- 1.4. Reporting to: Operations Manager
- 1.5. Hours/week: Minimum 20 hours, up to 40
- 1.6. Location: Portadown

### **2. ROLE OUTLINE**

- 2.1. To provide an essential Door-to-Door and Group transport service for Individuals and group members.
- 2.2. Provide support and assistance to passengers in getting into and out of the vehicles.
- 2.3. Maintain the vehicles and equipment.

### **3. MAIN RESPONSIBILITIES**

- 3.1. Drive passengers (including unaccompanied children and vulnerable adults) to/from their destination, ensuring that all walking aids, wheelchairs and any other items to be conveyed are safely stowed and secured.
- 3.2. To maintain a current and valid driving licence of the appropriate category, and to immediately report any driving related offences that may affect the status of the driving licence to the Partnership Manager or Operations Manager.
- 3.3. Adhere to agreed quality standards as per the MiDAS (Minibus Driver Awareness Scheme) standard.
- 3.4. Drive vehicles managed and operated by Down Armagh Rural Transport Ltd in a safe and courteous manner, accurately complete all paperwork and documentation associated with the vehicle.
- 3.5. Be familiar with and maintain all safety equipment fitted to the vehicles, and carry out the prescribed vehicle and equipment checks, defect and reporting procedures. Carry out any necessary corrective action.
- 3.6. Complete online log sheets, and tachograph charts where required, ensuring that

accurate records of all journeys undertaken are recorded.

- 3.7. To maintain all fleet vehicles in a clean and tidy state, internally and externally, on a regular basis including daily and weekly checks.
- 3.8. Record and report any details of accidents or mishaps, however minor, to the Operations Manager – or as soon as reasonably practicable, including all possible driving offences; such as, but not restricted to, speeding or parking infringements.
- 3.9. Report any comments or complaints from passengers to the Partnership Manager or Operations Manager.
- 3.10. Participate in all mandatory training programmes and in the delivery and training of other drivers to MIDAS standards (Minibus Driver Awareness Scheme).
- 3.11. Carry out the role of driver in a helpful, caring and confident manner – within the aims, objectives and values of Down Armagh Rural Transport Ltd.
- 3.12. Be self-motivated and sensitive to the needs and wishes of the passengers and staff of Down Armagh Rural Transport Ltd.

#### **4. GENERAL**

- 4.1. Employees shall carry out their duties with full regard to the organisations Policies and Procedures, as laid out in the Staff & Members Handbook.
- 4.2. Ensure that all information received, whether verbal or written, concerning passengers is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.
- 4.3. To act at all times with due regard to the organisations Health and Safety Policies and related Codes of Practice.
- 4.4. Attend and participate in training and/or development events from time to time, as required to update on relevant policies and procedures.
- 4.5. Drivers are to wear, and maintain in a tidy manner, the Down Armagh Rural Transport Ltd issued uniform including Identity Badges where issued.
- 4.6. Employees are not to expect, or to solicit, payment in cash or kind, nor gifts from passengers.
- 4.7. In addition to the duties and responsibilities listed above, employees may be required to perform other duties assigned by the Manager or Operations Manager from time to time. However such 'other duties' must be reasonable in relation to the employees' skills, abilities and status.

## PERSONNEL SPECIFICATION

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### EXPERIENCE:

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| 1.  | Current <u>clean</u> driving licence with Category D1                          | <b>Essential</b> |
| 2.  | Aged over 21 years (insurance requirement)                                     | <b>Essential</b> |
| 3.  | At least 2 years <u>relevant</u> driving experience of driving larger vehicles | <b>Essential</b> |
| 4.  | IT literate in order to complete online forms related to the role              | <b>Essential</b> |
| 5.  | Access to a car  | <b>Desirable</b> |
| 6.  | Category D driving licence   | <b>Desirable</b> |
| 7.  | GSCE Maths & English   | <b>Desirable</b> |
| 8.  | Experience in the use of passenger lifts and safety equipment                  | <b>Desirable</b> |
| 9.  | Experience of dealing with people with disabilities & the elderly              | <b>Desirable</b> |
| 10. | Basic knowledge of mechanics and vehicle repair                                | <b>Desirable</b> |
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### SKILLS AND ABILITIES:

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| 11. | The ability to work a flexible week, including weekends and evenings | <b>Essential</b> |
| 12. | Flexibility to work up to 40 hours per week, as & when required      | <b>Essential</b> |
| 13. | Ability to work on own initiative as well as part of a team          | <b>Essential</b> |
| 14. | Ability to communicate effectively                                   | <b>Essential</b> |
| 15. | Ability to complete forms relevant to the job                        | <b>Essential</b> |
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### VALUES AND ATTITUDES:

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| 16. | Knowledge and understanding of the needs, including mobility needs, of people with disabilities and a commitment to their equal rights | <b>Desirable</b> |
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**(Only candidates who possess the essential criteria will be considered for short-listing)**