

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>JOB TITLE:</b>	Mini Bus Driver
<b>RESPONSIBLE TO:</b>	Senior Disability Development Officer
<b>RESPONSIBLE FOR:</b>	No Direct Reports

**JOB SUMMARY:**

Transport passengers to and from Amputee fixtures and tournaments and other assigned destinations using foundation vehicles.

**MAIN DUTIES:**

Direct or Indirect responsibility

Duties/Responsibilities	D/I
<ul style="list-style-type: none"> <li>• Drive foundation vehicles locally, regionally, and nationally;</li> </ul>	D
<ul style="list-style-type: none"> <li>• Responsible for the health and safety, comfort, and welfare of all passengers while in the vehicle;</li> </ul>	D
<ul style="list-style-type: none"> <li>• Report any vehicle defects, faults, incidents, and accidents;</li> </ul>	D
<ul style="list-style-type: none"> <li>• Ensure vehicles are in a clean and roadworthy condition before and after use;</li> </ul>	D
<ul style="list-style-type: none"> <li>• Re-fuel vehicles as required;</li> </ul>	D
<ul style="list-style-type: none"> <li>• Attend any relevant training courses as identified and agreed;</li> </ul>	D
<ul style="list-style-type: none"> <li>• Any other reasonable duties.</li> </ul>	D

**PERSON SPECIFICATION**

Essential or Desirable Requirement

Qualification/Education	E	D
<ul style="list-style-type: none"> <li>• Full Clean UK Driving Licence, with Mini Bus D1 Category</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Basic First Aid Qualification</li> </ul>		D
<ul style="list-style-type: none"> <li>• Safeguarding Qualification</li> </ul>		D

Experience	E	D
<ul style="list-style-type: none"> <li>Ability to work flexible hours as required and at short notice</li> <li>Be reliable with good timekeeping skills</li> <li>Basic understanding of Microsoft Office packages</li> <li>Previous mini bus driving experience</li> </ul>	E E E E	

Specialist Training	E	D
<ul style="list-style-type: none"> <li>EDI Training (Will be provided)</li> </ul>		D

Aptitude or Skill	E	D
<ul style="list-style-type: none"> <li>Strong communication</li> <li>Planning and organisational skills</li> <li>Geographical knowledge of local, region and national area</li> <li>Relationship management</li> </ul>	E E E	D

Personal Characteristics	E	D
<ul style="list-style-type: none"> <li>Commitment to the mission, aims and values of the Foundation</li> <li>Attention to detail, ensuring all work is accurate, concise, and understandable</li> <li>An understanding of and commitment to equality, diversity and inclusion</li> </ul>	E E	D

### Special Terms

Special Conditions
<p>0 hours basis. Working pattern to be agreed in advance This post is subject to an Enhanced DBS check. Some evening and weekend will be required as and when required</p>
Working in different locations
<p>This post will be based at NUCASTLE, NE4 6BQ with travel around the UK.</p>

*In addition to these functions, employees are required to carry out such other duties as may reasonably be required.*

#### **GENERAL STATEMENT**

All employees of the Foundation must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

#### **SAFEGUARDING & WELFARE STATEMENT**

The Foundation is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

If a role requires a CRC at Standard or Enhanced level (which may include checks against the Barred List), it is exempt from the Rehabilitation of Offenders Act (1974). Therefore, all convictions, including all spent convictions that may not be subject to filtering by the disclosure should be declared on the documents provided as part of the recruitment process.

#### **EQUALITY STATEMENT**

The Foundation is also committed to equality and diversity and believes in equal opportunities for all. We require all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

You are required to ensure a positive attitude towards equality and diversity at all times. You must ensure that you treat others fairly and with respect. Your behaviour must align to the principles of equality as outlined in the Foundations equality policy. You must not commit any form of direct or indirect discrimination, victimisation or harassment of any description and must promote positive working relationships between all internal and external stakeholders.

**DECLARATION**

I acknowledge receipt of this job description. I have read, understood and agreed the terms outlined above. I understand that I must adhere to the requirements of this role for the duration of my employment. I further acknowledge and understand that the requirements of this role will change and evolve over time and that I must adhere to the requirements of the role as they apply from time to time. I also acknowledge and agree that I may be issued with an alternative job description to reflect my role as it changes over the course of my employment.

Following an offer, and acceptance, of employment I acknowledge and agree that I may be added to one or many of the different software system providers that the Foundation uses (which may change from time to time) in order to administer my employment, to facilitate my role and my employee benefits and for the purposes of effective communications.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LM Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HOD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_