

1. JOB DESCRIPTION

1.1	TITLE	Minibus Driver
1.2	EMPLOYED BY	Crossroads
1.3	RESPONSIBLE TO	Premium Project Team Lead & Care Coordinator
1.4	STAFF MANAGED	None

2. OVERALL PURPOSE OF POST

- 2.1 To provide transport for service users to and from their residence to Crossroads services or from Crossroads services to external activities as required.

3. PRINCIPAL DUTIES AND RESPONSIBILITIES

- 3.1 Ensure the vehicles are kept in a clean and safe condition to maintain basic working order and prevent unnecessary deterioration of the vehicle. Remove any hazards and to be responsible for the security of these during working hours.
- 3.2 To record all journeys in accordance with the vehicle logbook.
- 3.3 Drive to an agreed daily route plan determined by Crossroads.
- 3.4 To operate tail-lift according to manufacturers instructions and follow Crossroads Transport procedures.
- 3.5 To undertake and record all vehicle checks in accordance with procedures and to report immediately to the office any defects, damage, or accident. In the event of using the minibus where seats may be removed, ensure the seats are refitted correctly.
- 3.6 To ensure First Aid kit is up to date and replenished.
- 3.7 To ensure that Crossroads uniform is always worn, and that the Crossroads ID card is available for the public to see.
- 3.8 To undertake D1 minibus driving test if necessary.
- 3.9 To prepare and deliver vehicle for Annual Roadworthy Test and deliver to garage for general maintenance.
- 3.10 To participate in supervision, appraisal, and training sessions to ensure that standards are constantly maintained.
- 3.11 Work within Health & Safety guidelines and comply with all regulations of the Highway Code and parking regulations, ensuring the safety of passengers, other road users and members of the public.
- 3.12 To attend regular team meetings. In the event of not being able to attend to ensure to read the minutes of the meeting.
- 3.13 To work and ensure all staff/volunteers work in a confidential manner concerning families and organisational matters.
- 3.14 To respect and ensure all staff/volunteers respect the personal choice of lifestyles of colleagues and people with care needs.
- 3.15 To work as part of a committed, enthusiastic, and dedicated team.
- 3.16 To comply with Crossroads policies and procedures and the IOM Safeguarding board procedures.

3.17 To undertake any other duties commensurate with the grade and level of responsibility of the post, for which the post holder has the necessary experience and/or training.

PERSON SPECIFICATION

Skills and Experience	D = Desirable E = Essential
Age 25+ (insurance purposes)	E
Previous van/minibus driving experience	D
Excellent communication skills	E
Ability to respect other people's property and lifestyle	E
Ability to conduct yourself in a punctual, honest, and reliable manner	E
Experience of working with clients with learning disabilities, physical disabilities, or associated conditions	D
Ability to follow guidelines and procedures laid down by the organisation and current legislation	E
Ability to work flexible hours	E
Commitment to undertake necessary training	E
Current First Aid certificate	D
Knowledge of carers' needs and the issues affecting them	D
A clean driving licence	E