**Job Description**

**Community Driver**

**Reporting to:** Community Transport Manager

**Job purpose:** To help us provide safe, reliable, and accessible transport services, so that our passengers can get out and about in their local community.

**Key responsibilities:**

**Driving**

* Driving minibus routes and trips as required, making sure that routes are well planned, and driven safely in accordance with the law and with NNCT procedures at all times
* Supporting with other routes and trips to cover driver holiday and periods of absence, including trips in our wheelchair accessible cars
* Supporting passengers with accessing the vehicles as appropriate and providing excellent customer service and passenger support

**Record keeping and reporting**

* Handling all cash/fares received on the buses with due diligence and ensuring adequate records are held
* Reporting on passenger numbers and vehicle defects as appropriate
* Ensuring driver log sheets and mileage sheets are completed, as required

**Fleet upkeep and maintenance**

* Supporting with the upkeep of the fleet, ensuring vehicles are clean and tidy

To support colleagues in covering the work of NNCT and to carry out other appropriate duties as required.

NNCT reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the business.

**Person Specification: Community Driver and Passenger Assistant**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Excellent verbal communication skills | 🗸 |  |
| Community mindedness and a desire to connect people to local services and the community | 🗸 |  |
| Non-judgemental approach and an awareness of disability and age-related equality issues | 🗸 |  |
| Experience of driving a community minibus and supporting passengers |  | 🗸 |
| An enthusiastic approach to the development of the organisation and its services | 🗸 |  |
| Excellent team player and a supportive colleague | 🗸 |  |
| A genuine wish to support people and help them improve their health and wellbeing | 🗸 |  |

**Other requirements:**

* A clean driving licence with category D1 and a clear DBS check (checks will be carried out by the organisation)
* Minibus Driver Awareness Scheme (MIDAS) training – to be provided by the organisation