

# Compaid

JOB TITLE: Accessible Minibus Driver

RESPONSIBLE TO: Transport Lead

HOURS 45 hours per week term time and 22.5 hours per week during school holidays

SALARY: £24,570.00 gross annual

LOCATION: Canterbury area

## JOB DESCRIPTION:

1. To undertake transport duties on a daily basis as pre-arranged with the Transport Lead/ Office
2. To drive Compaid vehicles, transporting disabled and other vulnerable adults and children to and from pre-agreed destinations. This may involve manoeuvring and securing wheelchairs.
3. To provide assistance to clients where required, ensuring their safety and comfort during the journey.
4. To ensure the safe handling of all cash fares
5. To maintain the vehicles at all times as required, including cleaning, daily checks and minor repairs.
6. To keep records of the journey, including mileage readings, departure and arrival times, and reports of any accidents or incidents
7. To maintain daily contact with the Transport Service, informing the Transport Lead or Transport Office team of any delays, incidents or other problems
8. To undertake such training as may be required in order to undertake and develop the role including MiDAS and First Aid.
9. To undertake other tasks as directed by the Line Manager

# Compaid

## Person Specification –Driver

### Skills

- Excellent driving skills
- Ability to work to agreed schedules
- Confident and adaptable when dealing with disabled and elderly people and children
- Ability to communicate effectively (e.g. discussing absences and changes to route with Transport Office)
- Ability to read, understand and apply or follow simple written instructions and information
- Ability to deal with unexpected/difficult situations (e.g. sudden illness etc)
- Ability to work without close supervision

### Experience

- Minimum of 2 years professional driving experience
- Working with disabled people (desirable)
- Experience of dealing with children

### Knowledge

- Knowledge of road safety and the Highway Code
- Awareness of special educational needs for children

### Qualifications

- Clean, Full UK Driving Licence with minimum D1 (101) category or equivalent