



## Job Description

Post:	<b>Driver/Passenger Assistant</b>
Salary:	£16,863 per annum
Managed by:	CATT Project Manager
Responsibility for:	Passenger safety
External Relationships:	Service users
Place of work:	The driver will be based in the @Symes Building, Peterson Ave and drive mainly in South Bristol

## Main Purpose of Job

To assist in establishing and maintaining an effective, safe and accessible community transport service.

### Principal Accountabilities

1. Work to a schedule of duties which consist of transporting passengers to/from various destinations.
2. Carry out a daily maintenance check of the designated vehicle and its equipment and ensure the vehicle is clean and presentable and to the required standard.
3. Assist in the gathering of statistical information by the completion of daily records i.e. vehicle, passenger and driver records.
4. Be accountable for the collection, reconciliation and hand over of fare/token monies.
5. Work in a helpful, caring, confidential manner and assist passengers as and when required.
6. Refer passenger complaints and issues about the service to the CATT Project Manager
7. Report immediately to the CATT Project Manager, any changes which may affect the validity of your driving licence and work in conjunction with CATT to ensure relevant driving legislation is being followed at all times.
8. Report immediately to the CATT Project Manager in writing any faulty equipment or vehicle faults.
9. Report immediately to the CATT Project Manager, all traffic incidents/accidents or any accidents affecting passengers and complete all relevant paperwork at first opportunity and to the police if necessary within 24 hours.

10. To undertake a MiDAS training course and gain the relevant qualification. Also to attend any associated training courses in order to assist CATT in achieving its aim of being a centre of excellence for community transport in South Bristol. This will be identified in conjunction with your immediate line supervisor.

### **General Accountabilities**

1. Duties must be carried out within the commitment of the HWCP to the promotion of community involvement, equal opportunities and environmental sustainability in its own work and throughout the programmes it supports.
2. Ensure that the output and quality of work is of a high standard, working in a way that contributes to the continuous improvement of the quality of the service being delivered.
3. Be aware of current Health and Safety regulations. Work carried out must be in accordance with current legislation, regulations, codes of conduct, procedures and policies of HWCP.
4. All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace. They must ensure that safe working practices are adopted and a safe working environment maintained in work areas they are responsible for at all times.
5. To develop and maintain a detailed knowledge of relevant statutory and administrative requirements and regulations and to keep an up-to-date knowledge and understanding of issues relevant to this post.
6. To attend staff meetings, participate in training and professional development, negotiate and work towards targets and deadlines as agreed with the Line Manager-
7. To participate in staff supervision sessions and employee development reviews.
8. To undertake such other tasks as may reasonably be required commensurate with the grading and nature of the post.

### **Notes**

This post will require some evening & weekend working.

Postholder should be available for emergency call-outs as previously agreed with the CATT Project Manager.

The post-holder may be required to travel and attend meetings across the area.

The post is subject to a Disclosure Barring Service (DBS) check.

### **Hours of Work**

Various starting and finishing times normally between 7.30am and 5.30pm

# HARTCLIFFE AND WITHYWOOD COMMUNITY PARTNERSHIP

## Driver/Passenger Assistant

### EMPLOYEE SPECIFICATION

#### Essential Criteria

1. Must hold a full clean UK (manual) driving licence, with at least D1 entitlement for at least 2 years.
2. No motoring convictions for at least five years and no bans for at least ten years.
3. An ability to pass the MiDAS (Minibus Driver Awareness Scheme) Certificate.
4. An ability to communicate effectively, both written and verbally with people from all backgrounds.
5. A commitment to teamwork with other members of staff.
6. Flexible approach to duties.
7. Ability to carry out daily vehicle checks.
8. Honest, reliable and trustworthy.
9. Able to work well unsupervised.
10. An understanding of Health and Safety Issues.
11. Good level of health and fitness.
12. Commitment to the promotion of community involvement, equal opportunities and environmental sustainability.

#### Desirable Criteria

1. Knowledge of the local area and understanding of opportunities and challenges presented to people living in Hartcliffe & Withywood or similar areas.
2. Qualification in Health & Safety legislation.