

## GUIDANCE FOR APPLICANTS



Thank you for your interest in a Minibus Driver/Support worker position with us. We are a friendly and well known Charity that is based at Swarcliffe Community Centre Leeds. We are currently looking to take on a Minibus Driver/Support Worker to join our team. Full training and support will be given.

Swarcliffe Good Neighbours Scheme is a well established community-based charity working with and for older people and their carers living in Swarcliffe, Stanks and Whinmoor. Our aims are to provide services, activities, advice and support to promote the health and wellbeing of older people and their carers to live independently in the local community.

Swarcliffe Good Neighbours Scheme is strongly committed to the safeguarding and protection of all our clients through safer recruitment practices. As such, this position will be subject to a satisfactory Enhanced Criminal Record Check with the Disclosure and Barring Service (DBS).

To apply, you will need to have a clean driving licence and you must have a category D1 (101) entitlement.

The enclosed job description and person specification outline the requirements of the job. Please read these carefully to see if you think you are a good fit. If so, show us in the application form how you have the necessary skills and qualities. Make sure that you complete all the sections clearly.

We very much look forward to hearing from you. If you are shortlisted we will contact you. For further information regarding our Scheme please visit [www.sgns.org.uk](http://www.sgns.org.uk).

# **MINIBUS DRIVER JOB DESCRIPTION**

## **Duties and Responsibilities**

To assist in the fulfilment of Swarcliffe Good Neighbours (SGNS) stated aims and objectives.

### **1. Main Duties**

The Minibus Driver/Support Worker will report to the Chief Executive Officer.

- To drive SGNS vehicles with due care and consideration.
- To carry out vehicle safety checks (including oil & water levels, on-board equipment and exterior bodywork).
- To promptly and accurately report any vehicle or safety equipment defects or concerns to Chief Executive Officer.
- In line with relevant duties, to reconfigure vehicle seating layouts to make wheelchair space as required.
- To adhere to safe working practices, Health & Safety policies and other procedures, wearing appropriate personal protective equipment and ensuring a duty of care is maintained to themselves, their passengers and colleagues.
- To ensure (if required) the correct use of the appropriate equipment on the vehicle for the carriage of passengers using wheelchairs and to always ensure that passenger restraint systems are used.
- To assist in the safe loading, stowage and unloading of shopping, luggage and other personal equipment as required.
- To provide assistance to passengers in a sensitive, caring and responsive manner.
- To ensure that all passengers wear seat belts whilst the vehicle is in motion.
- To ensure that SGNS accident, 'near misses' and emergency procedures are followed and correctly reported.
- To have a good geographical knowledge of Leeds area, especially Swarcliffe, Stanks and Whinmoor.
- To adhere to all instructions regarding pick-ups, drop-offs, parking etc.
- To maintain confidentiality about personal user details.
- To ensure vehicle exteriors/interiors are kept in a clean and tidy condition.
- To ensure that vehicles are correctly and adequately fuelled.
- To immediately report any passenger problems.
- To hand in any lost property left on vehicles.
- Follow all safeguarding procedures and work in line with Swarcliffe Good Neighbours Scheme values and policies.
- To prepare the main hall for the luncheon clubs e.g. set tables, tidy and clear away, support serving meals, assist/support service users.
- To prepare the main hall for annual events e.g. set tables, tidy and clear away, support serving food, assist/support service users.
- To work with the Chief Executive Officer/Volunteers to deliver a programme of activities and outings for service users.

### **Other Duties**

- To attend appropriate training courses as required.
- To undertake any other duties that may from time to time be reasonably requested.
- To promote, through behaviour and appearance, a positive image of SGNS to users and the general public.

## **MINIBUS DRIVER/SUPPORT WORKER PERSON SPECIFICATION**

This person specification details the necessary requirements, abilities, experience and skills required for the job. Shortlisting for the post will be carried out on the basis of candidates demonstrating in their application how they meet those listed below.

### **Essential Requirements, Experience, Abilities & Skills**

It is essential that the candidate:

- Be over 25 years of age, with a full, clean UK driving licence for at least 5 years (with a D1).
- Has proven experience of regular driving commitments, ideally in a professional capacity.
- Has a proven ability to drive a larger vehicle safely showing due consideration to passengers and other drivers.
- Has a good geographical knowledge of the Leeds area.
- Is able to undertake route planning.
- Is able to communicate well with passengers and colleagues.
- Can take care of the travelling needs of passengers of all ages and abilities.
- Is physically capable of undertaking regular manual handling activities.
- Can work as part of a team and can show initiative in resolving problems when required.
- Can take and follow instructions and learn quickly in a changing situation.
- Is willing and able to undertake regular vehicle checks (including fluid levels) and maintain their vehicle in a clean and hygienic condition.
- Is reliable, conscientious and punctual.
- Is honest, friendly and caring
- Can work independently without supervision.
- Can stay calm in difficult situations.
- Is flexible in their approach to their work.
- Is committed to doing their job well.
- Has a patient and caring nature.
- Is able to get on with people from all backgrounds and in all circumstances in a polite and sensitive way.
- Is sympathetic to the needs of older and disabled people.
- Has a good standard of personal cleanliness and tidiness.

## SUMMARY OF TERMS OF EMPLOYMENT

**General:** The post holder will cover their duties as directed by the Chief Executive Officer.

**Location:** The post holder will be based at the office of Swarcliffe Good Neighbours Scheme which is located in the Swarcliffe Community Centre on Stanks Gardens in Swarcliffe, LS14 5LS.

<b>Hours:</b> 25 hours a week:	Tuesday	11.30am – 3.30pm
	Wednesday	8.30am – 4.00pm
	Thursday	8.30am – 4.00pm
	Friday	8.30am – 2.30pm

Some flexibility in the working hours and hours worked as time in lieu may be required.

**Pay:** Payment in arrears through our payroll system into a bank account. Salary £15873.00.

**Holidays:** Annual leave entitlement will be 20 days + statutory holidays which fall on the day of work.  
New employees will be entitled to holiday pro-rata to the full year.  
Leave must be taken in agreement with Chief Executive Officer.

Successful applicant will usually be required to take leave during school holiday periods.

**Uniform:** All drivers must wear high visibility vests and any other personal protective equipment as appropriate.

**Training:** It is an initial and ongoing requirement to undertake training as directed.

**Checks:** All staff are required to undergo regular driving licence and Enhanced DBS Checks.

**Trial Period:** The appointment is subject to a probationary period of 3 months, during which time the period of notice from the post-holder to SGNS will be 4 weeks and SGNS period of notice to the post-holder will be 1 week

**APPLICATION FORM:  
Minibus Driver/Support Worker**



**Swarcliffe  
Good  
Neighbours  
Scheme**

**Please read our application guidance before completing  
all the sections in this form.**

*If possible, please attach a copy of your driving licence – both sides of photocard*

**Personal Details**

Surname	
Forenames	
Address	
Postcode	
National Insurance Number	
Telephone Number (s)	
Email	

**Driving Licence**

Date of passing Driving test	<b>Manual</b> <input type="checkbox"/> <b>Automatic</b> <input type="checkbox"/>
<i>You <u>must</u> hold a D1 category on your licence to apply for this position.</i>	
Please give details of any previous experience of driving minibuses.	

## Education, Training & Qualifications

Please give details of all formal qualifications obtained. Please include any work-based or government training courses (use separate sheet if necessary)			
SCHOOLS/COLLEGES/ UNIVERSITY/OTHER TRAINING	DATES ATTENDED	QUALIFICATIONS	GRADE

## Current Employment

Name & Address of Present/ Most recent employer	
Telephone number	
Your job title	
Date appointed	
Brief outline of responsibilities	
Period of notice required	
Reasons for leaving (please be specific)	

## Previous Employment (add on a separate sheet if necessary)

Employer's Name, Address & Telephone	Job title and brief details of responsibilities	Dates	Salary	Reasons for leaving (please be specific)
If you left any previous jobs for medical reasons, please give details				

**Personal Skills and Experience**

Please tell us why you would like to work for us and what experience, qualities and skills you have to be one of our minibus drivers (see job description & person specification). You may use examples from previous jobs, voluntary work, relevant courses and other areas of your life.

**References**

Please give the names and addresses of TWO referees, who know you well but are not relatives. Ideally at least one referee should be your present or last employer.	
<b>REFEREE 1</b>	<b>REFEREE 2</b>
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
In what capacity does this person know you:	In what capacity does this person know you:
If you are selected for the post we would ordinarily only take up references before making a provisional job offer but may choose to do so before, unless you state below whether this would cause problems in the case of any current employment situation.	

## **Declaration**

I confirm that the information given in this application form is correct. I understand that obtaining employment with Swarcliffe Good Neighbours Scheme on the basis of inaccurate information may be sufficient cause for rejection or, if employed result in my subsequent dismissal without notice.

**Signature of Applicant**

**Date:**

Please complete and return your application form to Swarcliffe Good Neighbours Scheme, Swarcliffe Community Centre, Stanks Gardens, Leeds LS14 5LS, either by hand/post or via email to [swarcliffegoodneighbours@gmail.com](mailto:swarcliffegoodneighbours@gmail.com) .