**COMMUNITY BUS DRIVER AND PASSENGER ASSISTANT**

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[**www.iccfc.co.uk**](http://www.iccfc.co.uk)

**Salary: £9.57 per hour (Annual salary £9953)**

**Contract Type:  permanent (subject to 3-month trial and continuing funding)**

**Hours:  20hrs per week to be agreed (to include 4hrs on the 1st Saturday of each month)**

**(Possibility of extra hours to help cover annual leave/sickness)**

**Location:**

Bristol

**Details of Role:**

Working as a driver for our Community Transport Scheme, in the Knowle area and its boundaries. You will help provide a service for our elderly and/or people with mobility issues, who require transport from door to door. Many of our clients require assistance and therefore drivers need to be physically fit and have a caring personality. The post holder must also be prepared to work flexibly to support the service and be willing to undertake a DBS Disclosure and complete all additional training as required.

**Closing Date:  21.1.22**

**How to Apply:**

Please download an application pack or contact the Sprint team on 0117 9048215 to receive a copy by post.

**Contact Person:**

Angela Perrett

**Contact Email:**

sprint@iccfc.co.uk

**Contact Phone:**

0117 904 8215

**Postal Address:**

The Inns Court Community & Family Centre, 1 Marshall Walk, Inns Court, Knowle, Bristol, BS4 1TR

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**Sprint Driver / Passenger Assistant**

Dear Applicant,

Please find attached the application pack for the Sprint Driver / Passenger Assistant vacancy as requested.

Included in this pack you will find:

• Job description and Person specification

• Application form

• Equal Opportunities Monitoring Form

• Privacy Notice for Job Applicants

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to an interview.

All applications are considered against the criteria contained in the 'Employee Specification'. Please use the 'Further Information' box to explain how you fit the criteria. For further information on The Inns Court Community & Family Centre please visit [www.iccfc.co.uk](http://www.iccfc.co.uk)

Please ensure that both the Application Form and Equal Opportunities Monitoring Form are returned to sprint@iccfc.co.uk or posted to the address below.

The closing date for applications is ..Friday 21st January 5pm

Interview dates are to be confirmed.

Yours faithfully,

Angela Perrett, Sprint Manager

**The Inns Court Community & Family Centre, 1 Marshall Walk, Inns Court, Knowle, Bristol, BS4 1TR**

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**The Inns Court Community & Family Centre**

**Job Description**

**Job Details:**

* Job title: **Driver / Passenger Assistant**
* Salary: **£9.57 per hour (annual salary £9953)**
* Hours: **20hrs per week (to include 4hrs on the 1st Sat of each month)**
* Managed by: **Sprint Manager**
* Responsibility for: **Passenger safety**
* External Relationships: **Service users**

**Main Purpose of Job**: To assist in enabling and maintaining an effective, safe and accessible Sprint Community Transport service.

**Principal Accountabilities**

1. Following a schedule of journey times, which enables the transport of passengers to and from various destinations.
2. Carry out and record a daily maintenance check of vehicle to be used (these can change daily) and its equipment. Ensure the vehicle is clean and presentable.
3. Be accountable for the collection of membership and trip costs and communicate with admin when handing them in.
4. Work in a helpful, caring, confidential manner and assist passengers as and when required.
5. Work in a helpful, caring manner to assist passengers as and when required.
6. Refer passenger complaints and issues about the service to the Community Transport Manager.
7. Report immediately, to the manager, any changes which may affect the validity of your driving licence and work in conjunction with ICCFC to ensure relevant driving legislation is followed.
8. Report immediately to the Community Transport Manager any faulty equipment or vehicle faults.
9. Report immediately to the Community Transport Manager, all traffic incidents/accidents or any accidents affecting passengers and complete all relevant paperwork at first opportunity and within 24hrs
10. To undertake a MIDAS training course and gain the relevant qualification. Driver/Passenger Assistant 2 September 2021

**General Accountabilities**

1. Duties must be carried out with the commitment of promoting community involvement, equal opportunities and environmental sustainability
2. Ensure that the output and quality of work is to 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. Any work carried out must meet with current legislation, regulations, codes of conduct, procedures and policies of ICCFC.
4. All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace.
5. To maintain a detailed knowledge of relevant statutory and administrative 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.
7. To participate in staff supervision sessions and employee development reviews.
8. To undertake such other tasks as may reasonably be required within the nature of the post.

**The Inns Court Community & Family Centre**

**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. Applicants must be able to drive a minibus sized vehicle.

3. No motoring convictions for at least five years and no bans for at least ten years.

4. An ability to pass the MIDAS (Minibus Driver Awareness Scheme) Certificate.

5. Flexible approach to duties and working patterns.

6. An ability to communicate effectively, both written and verbally.

7. A commitment to teamwork with other members of staff.

8. Ability to carry out daily vehicle checks.

9. A responsible and caring attitude.

10. Able to work well unsupervised.

11. An understanding of Health and Safety Issues.

12. Able to assist passengers with mobility issues on and off the vehicle.

13. 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 Knowle West or similar areas.
2. An understanding of basic computer skills, for example, to make a booking or print schedules

**THE INNS COURT COMMUNITY AND FAMILY CENTRE**

This form should be typed or completed in black ink for copying purposes and returned together with the equal opportunities monitoring form by email to [**sprint@iccfc.co.uk**](mailto:sprint@iccfc.co.uk)

**Or post to: Angela Perrett Sprint Manager,**

**1 Marshall Walk, Inns Court, Knowle, Bristol, BS4 1TR**

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| **Post applied for:**  **Sprint Driver / Passenger Assistant** | **Closing date:**  **21st January 2022** |
| **1. Full Name (Block Capitals):** | |
| **2. Address:**  **Postcode:** | |
| **3. Telephone number:**  Home: Work:    E-mail: Mobile: | |
| **4. Do you hold a current driving licence?** Yes / No  **Do you have your own means of transport?** Yes / No | |
| **Have you attached any additional sheets? If so, how many?** | |

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| **5. Current (or last) employment** | | |
| Employer’s Name  Address | | |
| Postcode | Notice you have to give: | |
| Job title: | | Date Started in Job: |
| Salary: | | Date started with  employer (If different): |
| Main Duties and responsibilities: | | |

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| **6. Education, training (including short courses) and qualifications obtained (including professional qualifications). Write most recent first. If on-going, please specify.** | |
| Title of course or qualification (including grade) | Name of school, education, training or professional body |
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| **7. Previous Employment details (write most recent employment first). Please explain any gaps in your employment/education history** (you may continue on a separate sheet if necessary). | | | | | | |
| Employer's name & address | Post held and responsibilities | Start date | | End date | End salary | Reasons for leaving |
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| **8. Skills, abilities, experience, knowledge and achievements.** Please say how the skills, knowledge and experience you have gained through your work (paid or unpaid), voluntary and leisure activities enable you to do the job and how you meet the Employee Specification. Refer to the Job Description for guidance. Include any personal achievements that demonstrate personal qualities and interests relevant to the job. (You may continue on a separate sheet if necessary) | | | | | | |
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| **9. References: Please give the name and the address of two references (in block capitals). They should have known you in a professional capacity, as a student or as an employee.**  **Your present or last employer must be one of your references.** | | | | | | |
| 1. Name:  Address:  Postcode: | | | 2. Name:  Address:  Postcode: | | | |
| Tel No:  (please specify - work/home/mobile)  E-mail: | | | Tel No:  (please specify - work/home/mobile)  E-mail: | | | |
| Occupation:  They have known me for …… years.  In what capacity have they known you?  May we approach them for a reference now  (ie before interview)? Yes/No | | | Occupation:  They have known me for …… years.  In what capacity have they known you?  May we approach them for a reference now  (ie before interview)? Yes/No | | | |

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| **10.** Have you any criminal convictions that are not classed as ‘spent’ under the Rehabilitation of Offenders Act 1974? **Yes No**  If yes, please send full details to Angela Perrett Sprint Manager, marked ‘strictly private and confidential’ |

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| ICCFC keep all job applications on file for a period of 6 months, after which unsuccessful applications are securely destroyed.  **11. Your Signature:**  **Date:** |

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| Did you have any difficulties in completing this form? If so, do you have any suggestions for improving it? |