**TEMPORARY AND RELIEF MINIBUS DRIVERS**

**JOB DESCRIPTION**

**PURPOSE OF THE JOB:**

Time & Talents, a Community Centre in Rotherhithe, seeks to employ responsible, caring, safe and efficient minibus driver/s to transport elderly and disabled users to and from the centre, either on a paid or volunteer basis. Our regular driver is due to go in to hospital for an operation on 8 May, and we need cover for up to two months while he is away. We also need a list of relief drivers on an ongoing basis to cover occasional absence or extra journeys. Our minibus is a well maintained Renault 15 seater, adapted to take 12 passengers including some in wheelchairs. It is 8 years old and in very good condition.

**HOURS OF WORK / PAY / TERMS OF EMPLOYMENT**

The hours of work will be Monday, Tuesday, Wednesday and Thursday, at variable hours between 11.30am – 4.30pm, (typically 11.30am – 1.30pm and 2.45 – 4.45pm). Whilst we would prefer to employ a driver who can do all or most of these days, we will be happy to employ someone who can for example only cover one or two of the days. The post holders/volunteers will be line managed by the Office and Lettings Manager. The salary is £9 per hour for those applying for the paid post/s. We are also looking for volunteer drivers and pay expenses.

**Minibus Driving JOB DESCRIPTION**

* Driving the mini bus to pick up older people who have mobility difficulties, people who have had strokes and those with visual impairments and taking them from home to the centre for their group session and returning them later in the afternoon. For those in wheelchairs it involves using the tail-lift on the mini bus to enable them in and out of the bus. (Training will be given). The driver role is carried out with the assistance of the minibus escort, a qualified member of staff who is responsible for collecting people from their homes and escorting them on and off the bus.
* Making weekly inspections of the minibus and ensuring that fuel, windscreen reservoirs, oil and other levels are maintained.
* Ensuring the vehicle is kept in a clean and safe state.
* Reporting promptly any matters that require further attention
* Any other duties as directed in support of the work of Time and Talents.

**CRITERIA FOR SELECTION**

1. Calm and experienced driver, confident to drive larger vehicles (We will ask you to come to meet us for a brief interview and to try out our bus with our current driver. Expenses will be paid for this visit)
2. Clean licence, MIDAS qualified preferred.
3. Knowledge of Rotherhithe and Bermondsey areas useful, but not essential if you are a confident map or satnav user
4. Patience and good humour preferred
5. Under 70 years old (apologies – our insurance does not cover drivers over 70)

**TRAINING AND INDUCTION**

Before 8 May our regular driver will take our new driver/s on all our regular routes to induct you about parking places etc, and about the all issues connected with driving and maintaining our bus. Once appointed, all Time and Talents (T and T) staff are required to undergo a CRB/DBS check. This is paid for by T and T.

**HOW TO APPLY**

Please send a short note (no more than 2 sides of A4) giving your full contact details and listing your driving and other experience in relation to the five selection criteria listed above to Lisa Greensill at the Time and Talents postal address below or by email to:

lisagreensill@timeandtalents.org

Please include contact details for two referees, not family members, if possible to include a recent employer or an organisation where you have been a volunteer.

**Deadline** for receipt of applications: 5pm Monday 8 April 2013

**Interviews** for shortlisted applicants are planned for Monday 15 April 2013