



## Job Description

<b>Job Title: Community Transport Driver (part-time)</b>	
<b>Starting salary:</b> £18,000 per annum, pro rata for a part-time role <b>Days per week:</b> One day a week (Wednesday cover). With a view to increase to two days a week. <b>Probation Period:</b> 3 months	<b>Closing date:</b> CV and covering letter of application to be received by Tuesday 30 <sup>th</sup> May

### About Aspire Oxford

Aspire is an award-winning, Oxford based employment, recovery and rehabilitation charity and social enterprise, founded in 2001. We create accessible, meaningful and supported work placement, training and employment opportunities for men and women from across Oxfordshire facing complex barriers to work. Aspire harnesses the tenacity and determination that has enabled its volunteers, known as our 'trainees', to survive frequently harrowing life experiences such as homelessness, substance misuse, criminality, poor education and social exclusion, and show, through a culture of change and possibility, that personal and professional success is available and achievable.

Aspire's social mission and business model are dynamically re-enforcing: we operate a range of social enterprises delivering grounds and property maintenance, removals, woodwork and recycling contract and ad hoc services to commercial, public and private customers in order to provide robust work placement, training and employment opportunities, while generating essential revenue for our charity and promoting a responsible business model. All services are delivered by Aspire trainees under the guidance of staff team leaders, giving trainees ownership of work outputs and quality. Aspire complements this real work experience with dedicated coaching and mentoring support.

Aspire's community transport service in Oxford City has been running from April 2015 to provide a door-door service for Oxford's elderly and immobile residents, as well as to train new community transport drivers and passenger assistants. We are now looking for an additional part-time Driver to support and potentially expand our service delivery.

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of

employment with Aspire. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far, as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

### **Overall Purpose of Job**

Reporting to the Chief Operating Officer (Enterprises), the post holder will be responsible for providing a high quality passenger transport service for our elderly customers, by driving our 17-seater accessible vehicle, providing excellent customer service, maintaining records relating to such services and contributing to the efficient operation of Community Transport.

### **Key tasks and accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

This post is subject to a probationary period of three months, during which training and support will be given and the performance and suitability of the postholder for continued employment will be monitored.

### **Key tasks**

- Carry out driving duties as allocated, in accordance with the contractual obligations of Community Transport that arise from the operational and service contracts that the company has entered into.
- Drive minibuses with due consideration, at all times, of the needs, comfort and safety of passengers.
- At all times, be responsible for the safe operation of any vehicle that is in use, including compliance with all legal requirements.
- Undertake safety checks of vehicles, in accordance with good practice set out in the MiDAS Minibus Driver's Handbook, published by the Community Transport Association. This includes the daily checking of oil, water, tyres and exterior bodywork. Report all defects immediately.
- Determine the route of all journeys, taking into consideration instructions issued by Aspire's transport manager, passenger needs, traffic conditions, economy and efficiency.
- Collect and deliver passengers as required, parking the vehicle so that passengers can board or alight safely.

- Have consideration for the needs of passengers, by waiting for them to board, and allowing them reasonable time to do so.
- Work flexibly as a team with allocated escorts and passenger assistants, ensuring a safe service, of high quality.
- Be responsible for the safe operation of doors, ramps, steps and lifts that provide access to the vehicle.
- Ensure that all passengers are sitting safely and comfortably in their designated seats, before the vehicle moves and that seatbelts and safety equipment, such as wheelchair restraints, are properly used.
- Maintain mobile phone contact with the Aspire office and report any operational problems as soon as they arise.
- Record trip data as required, complete worksheets and timesheets and submit them in a timely manner to the Aspire office.
- Comply with all operational requirements notified by the local authority on whose behalf services are being provided.
- Assist passengers at their homes or destinations to or from the vehicle, carrying light shopping where necessary.
- Collect fares and keep records of money collected, as required. Be responsible for money collected and ensure that it is paid into the Aspire office on the day of the service.
- Be responsible for maintaining vehicles in a clean and tidy condition and undertake routine vehicle cleaning when requested by the COO.
- Report any accidents, incidents, vehicle damage and possible driving or parking offences to the Aspire office as soon as practicable, and complete appropriate documentation, as necessary.
- Be responsible for the payment of any penalty charges or fines arising from the contravention of Highway Code regulations during the course of driving duties.
- Conform at all times with health and safety requirements set down in legislation and adhere to safe working practices, health and safety policies and other procedures.
- Maintain the duty of care owing to Aspire's passengers, customers and staff.
- Assist Aspire in promoting its Community Transport services to customers, potential customers and the wider community.
- Perform other routine tasks necessary to ensure the efficient and effective day to day operation of Aspire, including the delivery and collection of vehicles to and from the premises where they are maintained.

## **PERSON SPECIFICATION**

The role of driver is an important position in Aspire. Drivers and escorts are the main point of contact with users of our community transport service, many of whom are older people or people with disabilities. Team work is an essential aspect of the job, which requires a responsible attitude, the ability to work flexibly, sometimes under pressure, and an aptitude for relating well to colleagues and service users.

## **ESSENTIAL**

- Aged over 21 and have held a full UK driving licence for at least two years. In the case of drivers who passed their test for car entitlement before 1 January 1997, this must include Group A entitlement (on an old-style licence) or Categories B and D1 not for hire and reward (on a new-style licence). In the case of drivers who passed their test for car entitlement after 1 January 1997, this must include Category D1 entitlement. In the case of a driver aged over 70, he or she must have passed a medical examination to PCV standards and retained D1 entitlement on the driving licence.
- Not more than one conviction for a major traffic offence (as defined in Community Transport's Policy Statement) for at least two years.
- Be successfully assessed and certificated as a minibuss driver through the Community Transport Association's MiDAS scheme, or willing to undertake training immediately.
- Honest and reliable.
- Ability to work flexibly, as part of a team.
- Awareness of and positive attitude towards disability issues.
- Awareness of and positive attitude towards equality issues.
- An empathetic and non-judgemental attitude to Aspire trainees and volunteers and an understanding of their difficulties in entering employment.

## **DESIRABLE**

- Clean driving licence.
- Extensive experience of driving minibusses or comparable large vehicles.
- Personal experience of disability and equality issues, or working with elderly people.

**If this exciting role in a growing and ambitious social enterprise and charity is the opportunity you have been looking for, please apply by sending a copy of your CV and a covering letter by 1700 hours on Tuesday 30<sup>th</sup> May, for the attention of Ian Adshead to [info@aspireoxford.co.uk](mailto:info@aspireoxford.co.uk).**

**Please use your covering letter to demonstrate how your skills, qualities and experience meet each of our requirements listed in the Person Specification and how they have helped you achieve relevant, positive results, as this will give you the best possible chance of being shortlisted.**