

## **Job Description**

### **WILLOW TREE PLUSBUS DRIVER**

#### **General Comments**

- 1.1 The driver is expected to complete their duties as part of high quality passenger transport services.
- 1.2 The PlusBus driver is responsible to the Passenger Operations Director, or in her absence to the Group Transport Co-ordinator. Day to day supervision is delegated to the PlusBus team.
- 1.3 The driver is expected to work as part of an efficient team providing a quality service for the Willow Tree community in Northolt.
- 1.4 The driver will be working closely with the Bookings Officer and other members of the PlusBus team as required.
- 1.5 The driver must be over 21 and under 67 years old, have held a full clean UK driving licence for at least 2 years and have had no motoring convictions for at least five years and no bans for at least ten years.
- 1.6 The driver must have at least a D1 entitlement on their driving licence or a PCV licence if they passed their test after January 1997.
- 1.7 The driver is expected to have extensive driving experience, especially larger vehicles.
- 1.8 The driver will be dealing extensively with disabled and elderly people and the driver must demonstrate their ability to deal sensitively with their needs.
- 1.9 The driver will also be dealing with families and children and the driver must demonstrate their ability to deal sensitively with their needs.
- 1.10 The driver is expected to show an ability of driving in urban areas.
- 1.11 The driver is expected to have a good accident record.
- 1.12 The driver is authorised to carry Ealing Community Transport driving duties and to carry out specified tasks in compliance with Ealing Community Transport and ECT Group IMS (Integrated Management System) procedures.
- 1.13 The driver is expected to adhere to ECT's Equal Opportunities and Diversity Policies.
- 1.14 The post is subject to an Enhanced Disclosure from the Criminal Records Bureau (CRB) in accordance with the Code of Practice and ECT's Recruitment of Ex-Offenders Policy.

#### **Duties**

- 2.1 To drive light vehicles adapted to transport individuals with mobility difficulties and families and children with due consideration to their needs and comfort.

- 2.2 To work occasional evenings. Hours of work may need adjustments and changes depending on service efficiency and requirements. However it is expected that a regular pattern will be established.
- 2.3 To collect and deliver passengers to and from their destination as required.
- 2.4 To assist passengers, their equipment and light shopping where necessary from their homes and destinations to and from the vehicle.
- 2.5 To collect fares and keep daily records of fares collected if required. Responsible for the security of the money collected.
- 2.6 To undertake route planning, taking into consideration passenger needs and traffic conditions.
- 2.7 To remain in constant contact with the Bookings Officer and be responsive to operational needs.
- 2.8 To complete paperwork and fill in log-sheets, as required, on a daily basis. The driver will cash up daily.

### **Other**

- 3.1 The driver will assist the PlusBus team with promoting the Willow Tree PlusBus service and other ECT services to the community.
- 3.2 The driver will attend training courses relevant to the transportation and safety of people with disabilities and the elderly.
- 3.3 The driver will be responsible for daily safety checks of the vehicle. These include the daily checking of oil, water and exterior body-work before the commencement of their round. All defects must be immediately reported.
- 3.4 The driver will be responsible for the cleaning and maintaining of their vehicles in a clean and tidy condition.
- 3.5 The driver will report to the Bookings Officer any accidents and vehicle damage, and possible offences under the Road Traffic Acts as well as all matters affecting the efficiency and day to day running of the PlusBus.
- 3.6 The driver is expected to conform to Health and Safety requirements in respect of Health & Safety at Work Act and other relevant legislation at all times. To adhere to safe working practices, Health & Safety policies and other procedures. To report all accidents and incidents in accordance with procedures.
- 3.7 The driver is responsible for day-to-day health and safety issues, wear appropriate PPE and to ensure that a duty of care is maintained to him/herself, their passengers and other colleagues.
- 3.8 The driver will undertake all other reasonable duties as delegated to them by the Passenger Operations Director or other ECT Manager.
- 3.9 This job description is subject to amendment in the light of changes in its work, priorities or requirements. Such amendments would be introduced only after consultation.