

## Kent County Council

### Job Description: Mini Bus Driver

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| <b>Directorate:</b>    | <b>Adult Social Care and Health</b>       |
| <b>Unit/Section:</b>   | <b>Older People / Learning Disability</b> |
| <b>Grade:</b>          | <b>KSA</b>                                |
| <b>Responsible to:</b> | <b>Team Leader / Unit Manager</b>         |

#### **Purpose of the Job:**

Drive the minibus to transport clients in accordance with the Rules and Regulations of the Highway Code and in accordance with good practice provided at the County Council's "Minibus driving course" to maintain client, staff and public safety whilst on the highway.

Provide basic maintenance of the minibus e.g. oil levels, cleaning of vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle

#### **Main duties and responsibilities:**

- Drive the minibus in accordance with the Rules and Regulations of the Highway Code, the County Council's Code of Practice for minibus drivers and training provided by the Road Safety Unit of the Council Council to maintain client, staff and public safety whilst on the highway.
- Provide daily visual checks and basic maintenance for the vehicles e.g. oil levels, cleaning of vehicles, etc and arrange when necessary the service and MOT of the vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle. Carry out a weekly, recorded check in accordance with the maintenance schedule.
- At the commencement of the journey, liaise with the Escort (if applicable) as appropriate to check that seat belts are fastened and bags and equipment is secured. Throughout the journey ensure that clients remain seated, stopping when necessary to ensure that the safety of clients and staff is maintained at all times.
- Assist clients on and off the vehicle, using the steps or tail lift, ensuring wheelchairs are clamped etc. in order to prevent accidents and meet good 'moving and handling' practice.
- Complete records as required.
- Drive an agreed daily route plan for journeys, seeking prior agreement to any route changes to achieve a practical and cost effective route.
- Attend training courses as required and assist in the training of other care staff as directed.
- Comply with Health & Safety, Fire Regulations and other County policies

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

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### Person Specification: Mini Bus Driver

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|                             | CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"><li>• A Full UK driving licence</li><li>• PCV/Minibus Licence – Category D1</li><li>• May have some formal qualifications relevant to the post e.g. NVQ's or equivalent</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"><li>• Experience of Adult Services</li><li>• Experience of older people and adults with learning disabilities</li><li>• Previous driving experience</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"><li>• Ability to drive the minibus to transport clients in accordance with the Rules and Regulations of the Highway Code and good practice.</li><li>• Ability to attend and complete the County Councils minibus driving course within a specified time to maintain client, staff and public safety whilst on the highway.</li><li>• Able to establish a rapport with service users as necessary e.g. clients, members of the public etc.</li><li>• Ability to encourage and influence people to get the best from them</li><li>• Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</li><li>• Able to recognise and to deal with emergency situations e.g. procedure if vehicle break down occurs or a client is taken ill</li><li>• Able to prioritise work and deliver on time</li><li>• Ability and commitment to support the Directorates Equality and Diversity Policy Statement which is an integral part of the Directorates service delivery and relationship with the client to respect people as individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion</li></ul> |

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| <b>KNOWLEDGE</b>                           | <ul style="list-style-type: none"> <li>• Knowledge of client groups, work groups, work areas, etc.</li> <li>• Knowledge across a number of jobs, services and/or processes within the area/site</li> <li>• Knowledge of how own job fits into the activity and role of the area/site</li> <li>• Identifies and knows how to solve everyday job-based problems in liaison with supervisor</li> <li>• Knowledge and practical application of the Rules and Regulations of the Highway Code</li> <li>• Understands and able to apply Health and Safety procedures relevant to the job such as: manual handling; both people and inanimate objects, safe use of machinery and/or equipment; COSHH ;First Aid and Hygiene Practice;</li> <li>• Awareness of lone working procedures and responsibilities</li> <li>• Knowledge of mobile telephone legislation</li> <li>• Awareness of Data Protection and confidentiality issues</li> <li>• Awareness of and compliance with equality policy, procedure and legislation</li> <li>• Awareness of procedure for safeguarding clients for collecting and returning to their home</li> <li>• Awareness of Mental Capacity Act</li> </ul> |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>                                                                                                                          |