

Columcille Job Description – Minibus driver – Temporary

Purpose of the job

Columcille provides creative day activities for adults with learning disabilities in Morningside, Edinburgh.

The main purpose of the job is to provide transport for service users by driving the Columcille minibus.

Duties

- To drive service users from their homes in the morning and home again in the evenings. There are also outings during the working day.
- To assist other staff members with service users as and when needed e.g. of on an outing to a park or café, to accompany the group and support other staff in their work.
- To liaise with service users' carers as and when required.
- To present a positive image of the organisation when dealing with other organisations or members of the public.
- To be responsible for ensuring safe entry and exiting of the vehicle and carrying a consciousness for health & safety matters during journeys e.g. ensuring safe use of seatbelts and behaviour on the minibus.
- To ensure the vehicle is maintained in a clean and tidy condition both inside and out.
- To ensure that all vehicle faults and defects are brought to the awareness of the Manager and Administrator and that remedial action is taken to repair the faults and to book a hire minibus, if available and appropriate (taxis may be booked at the discretion of the Manager), while the Columcille minibus is off the road.
- To undertake and record daily and weekly checks on the safety of the minibus and act on these as appropriate.
- To take the minibus to the garage for repair as and when necessary.
- Maintain a good understanding of the Highway Code and relevant legislation regarding driving a minibus.
- Any other relevant duties as directed by the Manager.

Supervision

The post holder is responsible to the Manager and through them to the Council of Management. Supervision will be offered by and will be arranged by the Manager. During supervision time the Manager will raise any issue that must be focussed on that they are aware of but otherwise the post holder will use the time as they wish, be it to focus on practical questions, issues or difficulties with service users or colleagues, or longer or shorter-term developments. As far as possible, supervision is offered as often as the post holder wishes. This will be at least 6-8-week intervals.

Conditions

Columcille full-time working hours are 38 hours per week. This post could be done either full-time or part-time. The part-time hours would be on a Monday to Wednesday. The specific hours of the post will be agreed in discussion with the Manager.

Annual holiday entitlement is 36 days (pro rata for part time staff)

This is cover for an absent member of staff and 1 week notice would be given in the event that they returned within 3 months. If the absence continues, the contract could be extended subject to agreement.

Columcille has a no smoking (including e-cigarettes) policy which applies throughout the building and vehicle.

PVG Check

All staff at Columcille are required to have a PVG (Protecting Vulnerable Groups) enhanced check carried out. These are carried out in accordance with Disclosure Scotland procedures and will reveal any previous convictions or even previous criminal activity that did not fully proceed to court. We are committed to the Code of Practice overseen by Disclosure Scotland and will provide a copy of the code to any applicant who wishes to see it.

Person Specification

Essential

Experience of driving a minibus.

- A clean Group D1 driving license, or a clean driving license if test was passed before 1997.
- Good timekeeping and reliability.
- Successful completion of a MIDAS test or willingness to sit this test.
- Ability to form good working relationships with service users.
- Ability to use initiative and make necessary decisions
- To treat the post as temporary and work cooperatively and flexibly to ensure the driving needs of Columcille are covered.
- Ability to work in cooperation with other staff members and with service users in both a group and individually.
- Ability to communicate effectively with people outwith Columcille e.g. employers and other agencies.
- Willingness to undertake further training as deemed necessary e.g. epilepsy training.
- Willingness to provide personal care to service users if necessary
- To be physically and mentally fit to carry out the duties.

Values and Attributes

- Previous experience of adults with learning disability.
- Awareness of health, disability and social care services
- Respect for the dignity of people with learning disabilities.
- An openness to, or interest in, the ideas of Rudolf Steiner.