



Brent Community Transport

ROLE DESCRIPTION – VOLUNTEER MPV/MINIBUS DRIVER

Summary of role :

To drive the minibus or MPV vehicle to transport clients in accordance with the Rules and Regulations of the Highway Code and in accordance with good practice specified in MiDAS induction training, 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.

Outline of Main Duties:

1. Drive the minibus in accordance with the Rules and Regulations of the Highway Code and training provided by BCT's training department, to maintain client, staff and public safety whilst on the highway.
2. Provide daily visual checks and basic maintenance for the vehicles e.g. oil levels, cleaning of vehicles, etc and record any deterioration of the vehicle to maintain basic working order.
3. At the commencement of the journey, liaise with the Passenger Assistant (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.
4. 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 well 'moving and handling' practice.
5. Complete records as required.
6. Drive an agreed route plan for journeys, seeking prior agreement to any route changes to achieve a practical and cost effective route.
7. Attend training courses as required and assist in the training of other care staff as directed.
8. Comply with Health & Safety, Fire Regulations and other BCT policies.

**Brent Community Transport
Person Specification – Volunteer MPV/Minibus Driver**

Key Activities	Driving members and service users of Brent Community Transport to their destination.	
Criteria/Categories	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Age 25+ • Hold a full and current UK driving licence • Have at least 2 years driving experience 	<ul style="list-style-type: none"> • Previous experience of driving a minibus • Any practical skills relating to vehicle operations would be useful
Role requirements	<ul style="list-style-type: none"> • Be able to help passengers/users, some of whom may be in wheelchairs, to and from vehicles • Be able to use the vehicle lift/ramp and passengers and wheelchair restraint systems • Be able to undertake basic vehicle checks, use and mileage records <p>*Training will be provided</p>	
Skills and attitude	<ul style="list-style-type: none"> • Pleasant approachable personality, with a helpful and caring manner • Honest and reliable • Commitment to equal opportunities and confidentiality • Flexible • Reliable • Good communication 	