

Job Description

**Role Details**

Role Title: Casual Minibus Driver

Location: Fermanagh Community Transport (FCT), 42 Enniskillen Business Centre, Lackaghboy Industrial Estate, Enniskillen. BT74 4RL

Responsible to: FCT Manager#]=

Salary: £14.00 per hour

Holidays: 25 days annual holiday leave + 11 days public holidays (pro-rata)

Pension: 5% employer + 3% employee pension contribution

Hours of Work: As and when required.

**Purpose of FCT:**

To provide affordable and accessible transport services throughout rural Fermanagh with the key aim of reducing social exclusion and isolation for those rural communities who do not have access to either public transport or their own private transport.

**We are an equal opportunities employer and we welcome applications**

**from all suitably qualified persons**

**MAIN RESPONSIBILITIES:**

* Drive FCT Ltd vehicles in a professional and safe manner
* To ensure that the vehicle fleet is maintained in a roadworthy and safe condition at all times.
* Deal with passengers, volunteers and staff in a professional and caring manner
* Organise your time in close liaison with the Scheduler to ensure all passengers are picked up and dropped off in a timely, caring and professional manner.
* Be reliable at all times.
* Be self-motivated and sensitive to the needs and wishes of the passengers and staff of Fermanagh Community Transport.

# KEY TASKS:

* Maintain a current and valid driving licence of the appropriate category.
* Complete MiDAS training and adhere to MiDAS quality standards.
* Complete ACCESS NI vetting procedures.
* Drive any of the FCT fleet as scheduled in a safe and courteous manner, accurately completing all paperwork and documentation.
* Maintain buses in clean order and report any maintenance problems to the operational staff.
* Carry-out vehicle and pre-journey checks and ability to troubleshoot straight-forward faults.
* To assist passengers onto and off of vehicles
* Carry out the role in a helpful, caring and confident manner, within the aims, objectives and values of FCT.
* Follow procedural guidelines and complete necessary forms for each journey.
* Report and record any details of accidents or mishaps, however minor, to the Manager immediately or as soon as reasonably practical.
* Report and record any comments or complaints from passengers.
* Complete any training deemed appropriate by the organisation
* To act at all times with due regard to FCT’s Health and Safety Policy, Safeguarding Policy and all other organisational policies
* To ensure that all information received and disseminated, whether verbal or written, concerning passenger or the organisation is treated in the strictest confidence in complete adherence with Data Protection and GDPR.
* To wear and maintain your uniform issued by the organisation.
* Employees are not to expect, or to solicit, payment in cash or kind, nor gifts from passengers.
* Maintain a positive approach in relation to all elements of the organisation at all times.
* To undertake any other duties as may be required from time to time by FCT in line with the status of the position.
* To act as a positive ambassador for FCT in all dealings within and outside of the role.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable**  |
| **Qualifications** | * Current, clean and valid full ‘D’ or ‘D1’ PCV License which permits driving of 16-seater accessible minibus

Please note D1(NFHR) is not acceptable | * Minibus Driver Awareness Scheme (MiDAS)
* Driver CPC Card
* Digital Tachograph Card
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| **Skills Experience** | * Excellent customer care and dealing positively with the public
* Driving fully accessible 16-seater minibus vehicles
* Conducting pre and post vehicle checks/ inspections and reporting same
 | * Using Digital Tachograph effectively
* Working with elderly and persons with a range of physical and psychological disabilities
 |
| **Knowledge** | * Awareness of the needs of persons with a range of physical and psychological disabilities
* Maintaining vehicles in a roadworthy and safe state
* Safeguarding
 | * Good knowledge and understanding of Digital Tachograph Units and their use
 |
| **Attitude** | * Professional, reliable, caring, friendly and outgoing
* Trust-worthy
* Ability to work as part of a team and on own initiative
 |  |



**Job Application Form**

**Minibus Driver (Casual Position)**

**FOR OFFICE USE**

**Ref: No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date received:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete this form in BLOCK LETTERS and return it on or before the closing date that was specified below. Late applications will not be considered. Do not attach a separate CV to this form as it will not be considered.**

**Please return this form by to Fermanagh Community Transport, Unit 42 Lackaghboy Industrial Estate, Tempo Road, Enniskillen, Co. Fermanagh, BT74 4RL. Forms are accepted on a rolling basis.**

**Contact Details**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode:

Contact Landline Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you require any special arrangements for an interview? If yes, please give details below:

Date of Birth: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

For Q1 through to Q5 below please tick beside appropriate answer:

1. Have you access to a car? Yes 󠄀 󠄀 No
2. Current, clean and valid full ‘D’ Licence which permits
driving of 16-seater accessible minibus for hire and reward ? Yes No
3. Do you have a Driver CPC card? Yes No
4. Prepared to undergo an Enhanced Access NI Check? Yes No
5. Prepared to undergo an Independent Pre-Employment
Drug and Alcohol Test? Yes No

**Present and Past Employment**

|  |  |
| --- | --- |
| Present or Most Recent Employment | Key Responsibilities of Post: |
| Name and Address of Employer |  |
| Job Title: |  |
| Dates Employed:From: To:Reason for leaving |  |
| Previous Employment (most recent first) | Key Responsibilities of Post: |
| Name and Address of Employer |  |
| Job Title: |  |
| Dates Employed:From: To:Reason for leaving |  |
| Present or Most Recent Employment | Key Responsibilities of Post: |
| Name and Address of Employer |  |
| Job Title: |  |
| Dates Employed:From: To:Reason for leaving |  |

# Continue on a separate sheet if necessary.

**Education**

**Please list all schools, colleges and universities attended, indicating when you attended, what you studied and what grades you achieved.**

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School/ College/ University | Years Attended | Course Undertaken | Grade Achieved |
|  |  |  |  |

Continue on a separate sheet if necessary.

**Training and Professional Development**

Please list any other courses, workshops or training you have undertaken, including dates and duration, which may not have led to a qualification, but which you feel is relevant to the advertised post.

**Supporting Statement**

Please use the space below to set-out how you feel you meet each of the Essential and Desirable Criteria set-out within the Person Specification. Please speak to each specific criteria.

**Qualifications**

**Skills Experience**

**Knowledge**

**Attitude**

**Other Relevant Experience**

Please give details of any other experiences or skills you feel you have may gained perhaps through community or voluntary activity which would be useful in the role for which you are applying?

**References**

List the names and contact details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for this post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |
| --- |
| Name |
| Address |
| Phone Number Mobile Number |
| Email address |
| How is the referee known to you? |

|  |
| --- |
| Name |
| Address |
| Phone Number Mobile Number |
| Email address |
| How is the referee known to you? |

**Declaration**

To be the best of my knowledge the information that I have provided on this form is correct. I understand that deliberate misinterpretation or omission of factual information may disqualify me from consideration or lead to dismissal.

Signed: Date:

**Please return this form by to Fermanagh Community Transport, Unit 42 Lackaghboy Industrial Estate, Tempo Road, Enniskillen, Co. Fermanagh, BT74 4RL. Forms are accepted on a rolling basis.**

Please mark the A4 envelope completed application form ‘Minibus Driver (Casual)’. Please do not put any other detail on the front of the envelope which could identify you.

**Fair Employment Monitoring Questionnaire**

**Ref No: *Private & Confidential***

**Monitoring Questionnaire**

**Introduction:**

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job. We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**1. Community Background:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong by ticking the appropriate box below:**

 I am a member of the Protestant community: 

 I am a member of the Roman Catholic community: 

 I am not a member of either the Protestant or the

 Roman Catholic communities: 

*If you do not answer the above question, or if you tick the “not a member of either” box, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**2. Sex:**

**Please indicate your sex by ticking the appropriate box below:**

 Male: 

Female: 

***Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***

**Please complete and place this monitoring form in a separate envelope and place it within the larger envelope containing the completed application form. Please do not write any identifying details on the front of the monitoring form envelope.**