



Job Title ***Job Share Minibus Driver***

Base **Jigsaw Centre, 39-41 Carnie Drive, Aberdeen**
Reports to **Senior Team Leader / Service Manager**

Main purpose of Job

To drive the Society's minibus, to transport clients to and from weekend and school holiday playschemes and on outings. The driver is legally responsible for the condition of the minibus and the safety of all passengers.

Job Share

- One driver will work Saturday and Sunday of a weekends. The other driver will work the following Saturday and Sunday.
- Allocation of working days during school holidays is the responsibility of the Senior Team Leader. Each driver will work a full a five days one week with the following week off.
- Annual leave will only be granted if the other driver can cover. Only one driver may take annual leave at any one time.
- Drivers may swap shifts when absolutely necessary. The Senior Team Leader is required to authorise all swaps. Duty Team Leaders and children must know which driver to expect for all shifts.

Qualifications required

- Drivers are preferably over 21 years of age
- Have held a valid drivers licence for a minimum of a consecutive two year period and be a holder of a current PCV category D or category D1
- Satisfy the Society that their health and driving record renders them a suitable person to drive the vehicle

Main tasks

- The driver is required to carry out necessary safety and maintenance checks between outings. The bus has also to be washed and cleaned out regularly. The driver must ensure there is enough fuel for the following day, (never less than a $\frac{3}{4}$ tank of fuel).
- Know the location of the fire extinguisher and first aid box.
- Check the contents of the first aid box.
- Ensure emergency exits and gangways are kept clear.

- Ensure all passengers wear seat belts
- Keep to Highway code when driving the vehicle
- Use parking permit where necessary

The above list is intended to give an indication of the range of activities to be undertaken and is not exhaustive.

Hours: Normal working hours are 9.15am – 4.00pm, Saturday/Sunday during School Term, and on allocated weekdays during School Holidays.

Holiday Entitlement: 36 Annual leave days per year – pro Rata.

Sickness Pay: Up to 10 days paid sickness per year pro Rata – subject to Company Rules.

Signed

Date

Supervisor

Date