



Morden College

Job Description

Job Title:	Lead Mini-Bus Driver
Hours per week:	40 hours per week to be worked flexibly
Location/Department:	Operations
Reports to:	Head of Operations
Direct Reports:	None
Budgetary Control:	No
DBS Disclosure:	Enhanced
Date Prepared:	January 2019

JOB SUMMARY/PURPOSE: To lead the provision of transport for residents of Morden College and for other authorised users, ensuring that it is compliant and safe, comfortable and efficient and that it is delivered to the highest service standards.

KEY DUTIES & RESPONSIBILITIES:

1. To ensure that Morden College and all drivers comply with relevant legislation, Codes of Practice, and Morden College Policies and Procedures in respect of the transport service and in particular: Section 19 permits; tachograph requirements; The Highway Code; parking regulations; laws in respect of motoring.
2. To check the condition of vehicles by undertaking daily walk-around checks, to deal with shortfalls in the vehicle or equipment and to ensure that vehicles are clean internally and externally and fuelled as appropriate.
3. To maintain all necessary records and plan appropriate servicing, testing and inspections and repairs.
4. To keep the Head of Operations advised at all times on matters pertaining to the safe, legal and comfortable operation of the vehicles.
5. To drive on routes and at times that provide the best transport solution for residents and other authorised users of the Morden College mini-bus service, to include a shuttle service between sites, local shopping services and trips/outings to a range of destinations both locally, nationally and occasionally internationally.

6. To adjust the configuration of vehicles by removing and replacing seats as required and to assist passengers on and off the vehicle within the constraints of Safeguarding, where appropriate operating the passenger lift in accordance with instructions and risk assessments.
7. To ensure that passengers are seated safely.
8. To provide a courteous and efficient service and to deal with any discomfort or emergency situation that's arises during a journey.
9. To report any accident, arrest, prosecution or convictions in regard traffic or driving offences to the Head of Service.
10. To ensure that vehicles are kept in the designated parking areas and are left secure whenever unattended.
11. To work flexibly to ensure that evening and weekend journeys are accommodated as well as weekday journeys.

GENERAL DUTIES & RESPONSIBILITIES

1. To maintain confidentiality at all times and to comply with the College policy thus ensuring security in the management and use of information.
2. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, treating them with care and consideration at all times and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.
5. To operate in accordance with the College's policies and procedures as detailed on the College's website and intranet and as set out in the Staff Handbook and elsewhere, and ensure compliance with Safeguarding Adults policies, Care Quality Commission legislation and key lines of enquiry.
6. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.
8. To participate fully in the performance management process and undertake Continuing Professional Development as required.

9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the General Data Protection Regulations 2016 and the Data Protection Act 2018.

This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.

Employee's signature:

Manager's signature

Print name:

Print name:

Date:

Date: