

PERSON SPECIFICATION

Job title: Lead Mini-Bus Driver

Date: January 2019

DETAIL	ESSENTIAL	DESIRABLE	EVIDENCE
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • Clean and full driving licence held for at least two years. • Licensed to drive a mini-bus (D1). • Willing to undertake training as required. 	<ul style="list-style-type: none"> • PCV. • CPC Training. 	<ul style="list-style-type: none"> • Driving Licence. • Certificate. • Application. • Interview.
EXPERIENCE	<ul style="list-style-type: none"> • Significant experience of driving a large vehicle. • Experience of driving in busy urban areas. • Experience of driving on motorways/major routes and minor roads. 	<ul style="list-style-type: none"> • Experience of driving a mini-bus or bus for older people. • Experience of planning routes. 	<ul style="list-style-type: none"> • Application. • Interview.
SPECIFIC SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Developed IT skills, using Microsoft Office packages. • Able to organise their own time. • Able to demonstrate a caring attitude. • Numerate and literate. 		<ul style="list-style-type: none"> • Application. • Interview.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to work in a team. • Ability to proactively engage with compliance requirements. 		<ul style="list-style-type: none"> • Application. • Interview.
OTHER FACTORS	<ul style="list-style-type: none"> • Cheerful outlook. • Flexible approach to work and working hours – occasional weekends and some evenings. • Positive, can-do attitude. 		<ul style="list-style-type: none"> • Application. • Interview.