

# JOB DESCRIPTION

## Minibus Driver

<b>Location:</b>	Thrive, Reading regional centre, Beech Hill, Reading, RG7 2AT
<b>Reports to:</b>	Client & Garden Manager
<b>Direct reports:</b>	None
<b>Pay:</b>	£10.50 per hour
<b>Contract type:</b>	Casual Worker
<b>Reporting to:</b>	Client and Garden Manager (Reading)

### JOB PURPOSE

To drive Thrive's minibus transporting clients within in Berkshire & Hampshire.

### REQUIREMENTS OF THE POST

- Hold a current Minibus Driver Awareness Scheme (MIDAS) certification or be willing to undertake this training/requalification (The training cost will be covered by Thrive).
- Ensure the comfort, safety, and welfare of everyone transported on the minibus
- Supervise and assist passengers boarding and alighting as necessary
- Carry out routine driver vehicle checks, daily and weekly and basic maintenance (checking oil levels, screen wash, etc.)
- Report any vehicle defects, faults, incidents, and accidents to manager
- Be responsible for the cleanliness of the minibuses, inside and out, ensuring the vehicles are clean and roadworthy before and after use
- Refuel the vehicles as required
- Maintain accurate records of vehicle usage
- Be responsible for health and safety of Thrive minibus
- Maintain Thrive reputation through careful and considerate driving
- Undertake any other associated duties as required by the manager

**This list is not exhaustive. Amendments and additions may be required in the future, in line with policy and other changes**

**Successful appointment to this post will be subject to satisfactory references and Disclosure & Barring Service checks. Thrive complies fully with the DBS Code of Practice. Having a criminal record will not necessarily prevent an individual from working for Thrive.**

# Person Specification

<b>Essential Criteria</b>	<ul style="list-style-type: none"> <li>• Hold a category D1 driving licence</li> <li>• Between 25-70 years of age (for insurance purposes)</li> <li>• Ability to maintain accurate vehicle and user records.</li> <li>• Competent to undertake daily and weekly vehicle checks and carry out basic maintenance tasks</li> </ul>
<b>Desirable Criteria</b>	<ul style="list-style-type: none"> <li>• Experience of driving minibuses or similar vehicles</li> <li>• Knowledge of Reading and Basingstoke area</li> <li>• MiDAS trained or willing to undertake Midas training/requalification</li> <li>• Experienced in using accessible minibuses</li> <li>• Hold a current First Aid qualification</li> <li>• Experience of working with disabled people</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Pleasant approachable personality</li> <li>• Ability to communicate with a wide range of people</li> <li>• Patient and empathetic manner</li> <li>• Ability to work on own initiative</li> <li>• Team player</li> <li>• Reliable and trustworthy</li> <li>• Honest with a sense of responsibility</li> <li>• Understanding of client confidentiality issues</li> <li>• Sensitive to client needs</li> <li>• Willing to undertake training as appropriate</li> </ul>

# Overview of Terms

The nature of our business means that we sometimes need to cover staff absences, peaks in demand etc. We are looking for individuals to whom we can offer limited duration, casual assignments in such circumstances.

**Salary:** £10.50 per hour. Casual workers are only paid for the hours that they are required to work.

**Working hours:** will be agreed in advance between yourself and the Client and Garden Manager. There are no fixed hours and the number of shifts offered is at our complete discretion. Casual workers are entirely free to reject any assignment offered.

Mornings: Tuesday - Friday (8.15 am -10.15am)

Afternoons: Tuesday to Friday (2.45pm - 5.00pm)

Shifts are typically for both the morning and afternoon, but we are open to candidates who are only able to complete morning or afternoon.

**Contract:** Casual Worker

**Location:** Thrive Reading

**Notice period:** One week

**Pension:** As we do not believe this post leads to an individual being an eligible worker, our casual workers are not automatically enrolled into a workplace pension scheme.

**Safeguarding:** Appointment to this post will be subject to a satisfactory Disclosure and Barring Service check.

**To Apply:** Please send your CV and a written statement explaining how you meet the full person spec and what you will bring to Thrive, to [recruitment@thrive.org.uk](mailto:recruitment@thrive.org.uk) by **5pm Thursday 27<sup>th</sup> January 2022**.

To achieve our goal of engaging as many people as possible in 'gardening for health', we know that our employee team needs to better reflect and represent all of our communities. Therefore we particularly welcome applicants from a Black, Asian and Minority Ethnic background, and disabled people, as these groups are currently under-represented among Thrive's employees.

Thrive are a Disability Confident Employer and as such we are committed to the employment and career development of disabled people and will offer an interview to give you the opportunity to demonstrate your abilities at an interview, if you declare that you have a disability and meet the minimum criteria for the job.



By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.

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Charity No. 277570

Company No: 1415700