

## Application Guide – Minibus Driver

*Thank you for your interest in the position of Minibus Driver at Dorset Community Transport  
Please read below for information on the role, as well as guidance on completing the job application form.*

### 1. About Dorset Community Transport

- Dorset Community Transport (DCT) has been providing **safe, accessible and affordable community transport** for communities across Dorset since 2011. Our instantly recognisable green minibuses can be spotted throughout Dorset!
- DCT provides **home-to-school** journeys for children across the Dorset and BCP Council areas.
- DCT is also dedicated to supporting and enabling **independent living, reducing isolation** and encouraging **social interaction**, especially for **isolated residents** whose local bus services have been withdrawn, **vulnerable people** such as older or disabled people or those with mobility difficulties who struggle to leave their homes. We also provide group transport to local voluntary, community and social groups.
- Our **community transport solutions** range from outings for **care home residents**, day trips for **community groups** and **shopper buses** for remote villages with no access to public transport.
- DCT is part of ECT Charity, a nationally-recognised social enterprise that creates **social value** through its **charitable activities**.

### 2. Summary of Role

- Our Minibus Drivers (“**Drivers**”) provide home-to-school transport for pupils attending mainstream and Special Educational Needs (SEN) schools.
- In addition, Drivers may also take **community groups** out on activities and/or provide a door-to-door transport service for vulnerable **individuals**.
- Our Drivers act with the utmost level of **professionalism, care** and **compassion** to ensure that passengers have a **safe** and **enjoyable** journey.
- Drivers also undertake **routine administration tasks** (e.g. recording mileage, cancellations, etc.) and are provided **full training** on the technical skills required (e.g. using wheelchair restraints). Further detail on Drivers’ key tasks are provided below.

### 3. Key Tasks

- **Collect passengers** from home address or other specified pick up point and **transport them safely to their destination** (e.g. shopping centre, places of interest, mainstream or SEN schools).
- **Assist passengers** to and from the minibus (e.g. carry shopping to front door, push wheelchair).
- Ensure the passenger is **safely at their destination** (depending on passenger, this may include checking others are present, and/or confirming return arrangements).
- Prior to driving, ensure all passengers are **safe and secure** in the vehicle and that safety requirements are complied with (e.g. seatbelts). Where appropriate, this will involve working with a Passenger Assistant, whose focus is on the behaviour and safety of the passengers.
- Conduct **vehicle defect checks** and record appropriately.
- Complete required **paperwork** with regard to passenger lists, mileage records etc.
- Account for any **cash** taken during each shift.
- Read the **emails, notices, updates**, etc. provided to keep all staff up-to-date.
- Attend and contribute at **team meetings**.

### 4. Requirements for Role

#### 4.1. All Drivers **must**:

- hold a **full UK driving licence**, including **D1 category**. (Please note that we cannot accept drivers with more than 6 points or with previous drink driving convictions);
- have use of **private transport** to get to work;
- have their own **mobile phone** and ability to access to **email** on a daily basis;
- be committed to high levels of **customer care**;
- be able to read, understand and follow **written instructions**;
- be able to accurately **record basic information** (e.g. mileage records and fares collected);
- be able to **count cash**; and
- be **smart and presentable**.

#### 4.2. Whilst it is *not required*, it is *desirable* if Drivers have:

- familiarity with local area and confidence in planning driving routes; and/or
- flexibility with regard to shift patterns.

#### 4.3. We welcome applicants with no previous experience in similar roles as full training will be provided.

## 5. Details of Role and Employment Contract

This paragraph 5 provides a brief guide on the terms of employment. If we decide to proceed with your application, you will be issued with a full set of terms and conditions.

<b>Hours</b>	<p>Drivers <i>either</i>:</p> <ul style="list-style-type: none"> <li>- cover regular home-to-school routes ("<b>School Drivers</b>"); <i>or</i></li> <li>- form part of a pool of casual drivers ("<b>Relief Drivers</b>").</li> </ul> <p><b>School Drivers</b> work split-shifts (approx. 7am – 9.45am and 2.30 – 4.45pm) and during term-time only (approx. 180 days a year). Some flexibility will be required as the driver may be expected to start earlier or finish later for operational or traffic reasons. Between these times, School Drivers may also be asked to cover additional transport for the local community.</p> <p><b>Relief Drivers</b> work on an ‘as and when required’ basis and provide a valuable service to the organisation. Engagement is as a casual worker and their services are used on an ad hoc and casual basis. This means that there are no guaranteed shifts, but there is the opportunity to cover sickness, holiday and any extra routes DCT may start. There is no obligation on the driver to accept any shifts offered – it is a flexible arrangement on both sides.</p>
<b>Location</b>	<p>Drivers will cover regional routes operated by DCT in Dorset. Some of the work starts and finishes from the main depot in Blandford Forum but many drivers are out-stationed across the county (e.g. based in Bridport, Weymouth, Dorchester, Sherborne, Poole, Bournemouth or elsewhere).</p>
<b>Pay</b>	<p>Drivers will be paid £9.22 per hour or prevailing (statutory or other) rates, plus holiday pay.</p>
<b>Training</b>	<p>Drivers undertake the Minibus Driver Awareness Scheme ("<b>MiDAS</b>") and MiDAS Accessible Training (which covers procedures for dealing with passenger mobility issues).</p> <p>Training takes 3 – 4 days and new Drivers are paid for this time once they have completed 20 days of actual service.</p> <p>Further training opportunities will be offered where they will enhance our work.</p>
<b>Uniform</b>	<p>Drivers must wear DCT’s distinctive but informal uniform of yellow polo shirt and green fleece. High visibility vests and other Personal Protective Equipment will be issued as appropriate and must be worn. Drivers are expected to look smart and presentable at all times.</p>
<b>Criminal Record Disclosure</b>	<p>Drivers are required to undergo an enhanced criminal record check from the Disclosure and Barring Service ("<b>DBS</b>") but note that a criminal record will <b>not</b> necessarily be a bar. DCT will cover this cost.</p>

## **6. Guidance on Application Process**

### **6.1. How do I apply?**

A copy of the Application Form for this role of Minibus Driver is available on our website<sup>1</sup>. Please send your completed Application Form by email to [dorset@ectcharity.co.uk](mailto:dorset@ectcharity.co.uk) or by post (if you do not have access to a computer) to *DCT, 25e Sunrise Park, Higher Shaftesbury Road, Blandford, DT11 8ST.*

### **6.2. When is the closing date?**

We will be considering applications on a rolling basis. The sooner you apply, the sooner your application will be considered. We have several vacancies for a September 2020 start.

### **6.3. What advice do you have for completing the Application Form?**

DCT has a strong ethos with values that resonate with our staff and communities. DCT is very special – so we need you to show us why you're special! The Application Form is your chance to prove why you should be invited to an interview.

We recognise that some people are better at filling forms than others – some excellent drivers may be less confident with paperwork. We will bear all this in mind, but you need to give us something to think about (e.g. examples of what you have done in previous roles, details about voluntary work you do in the community).

### **6.4. Will I be interviewed?**

After we receive your completed Application Form, we will contact you to confirm whether or not we would like you to come in for interview.

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### **DCT is an equal opportunities employer.**

We welcome all applicants and are happy to make reasonable adjustments during the selection process (and if a position is offered, in employment) if required.

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<sup>1</sup> <http://ectcharity.co.uk/jobs/minibus-drivers-in-dorset>