

Casual Mini Bus Drivers (Pool)

Closing date:
Interview date:



Contents

Applying for this vacancy

Message from the Manager

Job Description

Person Specification

Additional information about the job

Terms and Conditions

More about applying

Applying For This Vacancy

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/jobs/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

Any problems?

If you have any queries about your application, please contact the recruitment team at Recruitment@bracknell-forest.gov.uk

If you experience any technical issues with your application, please contact the Jobsgopublic support team at support@jobsgopublic.com or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.



Are you looking for a role that is genuinely rewarding and allows you the chance to make a real difference to peoples' lives? We are currently recruiting minibus drivers to create a casual bank for routes across the Borough.

Please note – many journeys take place at either end of the school day; however, a number will be at other times. Approximately three/four hours per day.

About the role:

You will be driving vulnerable children and adults travelling on Bracknell Forest Council transport to and from school or other activities. Working with or without a Passenger Assistant you will ensure that the passengers in your care have a safe and enjoyable journey.

About you:

You will have a current full, UK driving licence with D1 entitlement and ideally experience of driving a minibus or similar size vehicle. Experience of undertaking regular vehicle checks to ensure they are in a road worthy condition would also be useful.

You will need good communication skills as you will be working with care givers, school staff and vulnerable children and adults, who may have, learning difficulties and/or display challenging behaviour. Some may have a physical disability.

Bracknell Forest Council is committed to Equality and Diversity and welcomes applications from all sections of the community.

Everyone at Bracknell Forest Council has a responsibility for, and is committed to, safeguarding and promoting the welfare of Children, Young People and Vulnerable Adults and for ensuring that they are protected from harm. If you share this ethos, then we really want to hear from you.

This role is subject to DBS checking.

Training will be provided this will include Safeguarding, Behaviour Management and Midas training which is mandatory

Interviews, offers and rejections will happen on an ongoing basis. This advert will close when sufficient applications have been received. Please apply as soon as possible to ensure that your application can be considered.

If you would like an informal discussion about the role, please contact Matt Howlett on 01344 355157

Job Description

Department: Delivery – Customer Experience	Section: Education Transport / Fleet Management
Post Number:	Location: Commercial Centre/Time Square
Job Title: Casual Minibus Drivers (pool)	Grade/Salary Range: BG - I Work Style: Fixed

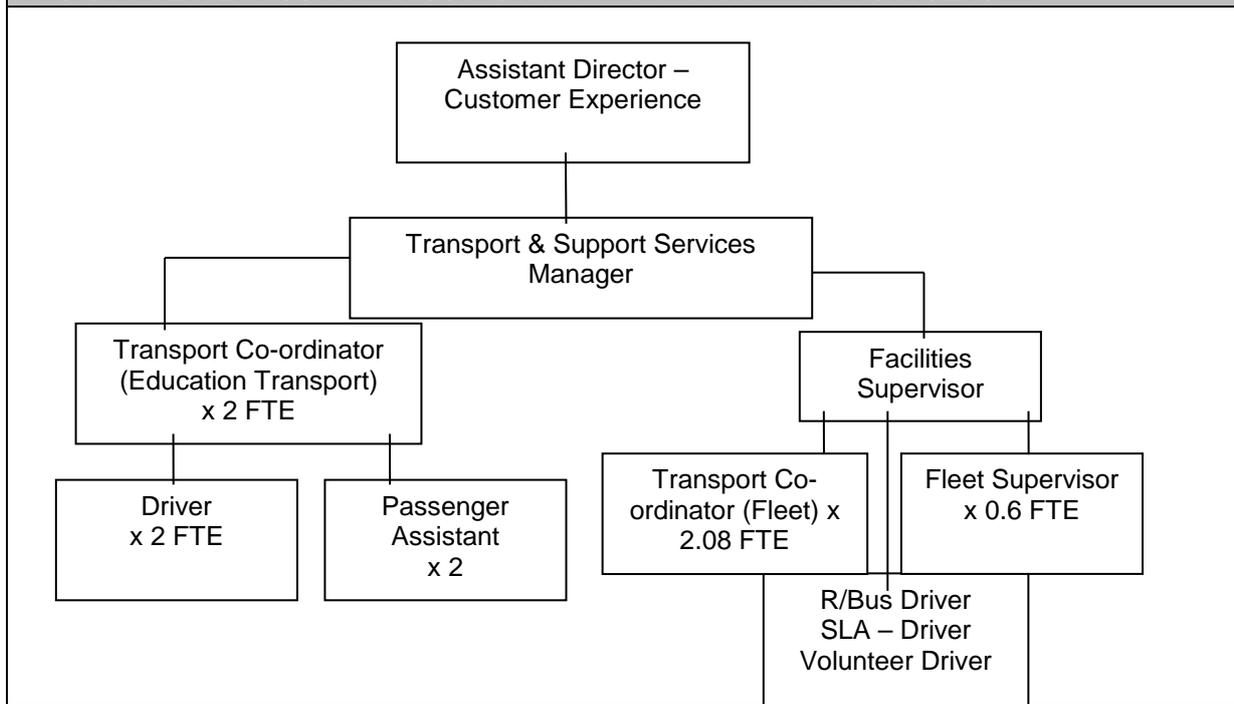
JOB PURPOSE

To provide a safe and efficient transport service for vulnerable adults, young people and children with Special Educational Needs (SEN) or emotional and behavioral difficulties, between home or designated points and school, College or other destinations, ensuring they arrive safely and on time for the start designated activities or the school day; the return journey is also applicable.

Ensuring due regard to each person's individual needs.

To carry out the compliance checks of vehicles used.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

Driving a range of standard and fully accessible minibuses on behalf of BFC to schools, SEN establishments and other destinations according to specified routes as directed by the Education Transport / Fleet Management teams.

Carrying out daily vehicle checks to ensure it is safe and roadworthy.

Ensuring the safety and security of passengers at all times.

The safeguarding of all passengers at all times.

Maintaining the internal and external cleanliness of the vehicle including washing the exterior as required, sweeping, mopping and tidying the interior as required.

Maintaining the positive image of BFC.

Assisting passengers on/off the vehicle and if applicable operating the vehicle's passenger lift safely, according to instructions delivered in BFC's approved Minibus Driver Assessment and training and our approved risk assessments.

Reporting issues of vehicle damage, hazards and risks, cleanliness concern or relevance to the fleet management staff as soon as possible.

Following all of the policies and procedures outlined in the BFC Driving at work policy.

Adhering to the Highway Code and being personally responsible for any traffic and parking violations whilst in charge of the vehicle.

Any other driving duties consistent with post as requested by a member of the Education Transport team or fleet management staff.

This post will be subject to an enhanced DBS check.

Equality

Adherence to BFC's Equal Opportunities Policy at all times.

Driving Duties / Coordination

The carrying out of driving duties within specified timescales as shown on the relevant vehicle tasking sheet documentation and/or as directed by a member of the Education Transport/Fleet Management team.

Assisting in the planning of routes between each pickup and drop off location to meet the pre-determined arrival times allocated.

Contacting Education Transport/Fleet Management staff if there are any delays, incidents or issues or if any problems arise with the timing / schedule at the earliest possible opportunity.

Ensuring that the vehicle is clean (externally and internally), fuelled, the seating configuration is fit for purpose and the relevant vehicle, mechanical and equipment checks have been carried out and been completed prior to the start of the journey.

Adhering to the BFC Driving at work Policy in respect of accident and breakdown procedures, whilst keeping ITU staff fully informed at all times.

Responsible for ensuring all vehicle log sheets are completed fully and filed appropriately. Also ensuring that a vehicle check sheet is completed before leaving the Commercial Centre at the start of each day and reporting all vehicle faults to Fleet Management at the end of the shift.

Other

The driver and passenger assistant (if applicable) must work as a team to provide a safe and quality service. This will require flexibility from both members of the team.

Report any Safeguarding concerns regarding passengers to Education Transport/Fleet Management team immediately.

Report any incidents on the transport at the earliest opportunity.

The driver is expected to complete their duties as part of a high quality passenger transport service.

Responsibility for the allocated mobile telephone, which is to be collected at the start of every shift and returned at the end of the day with vehicle keys and paperwork.

To undertake any other driving duties (passenger or non-passenger) within the allocated shift pattern as and when instructed by a member of Education Transport/Fleet Management team.

If a uniform is provided, it should be worn at all times when on duty and its cleanliness should be maintained to an appropriate standard.

Education transport - The required working pattern for education transport is morning and afternoons – (Split shifts). Hours of work are between 7am -10am, 14:30pm – 16:30 pm. The required working hours are between 16 – 20 hours per week with opportunities for additional hours.

Term time only

SCOPE OF JOB (Budgetary/Resource Control, Impact)

Budgetary

Impact

- First point of contact for people using the service and schools for school transport.
- All employees working with vulnerable adults, children and young people have a responsibility for safeguarding and promoting their welfare.

Resource

- Basic vehicle maintenance.

Person Specification

JOB TITLE: Casual Minibus Drivers (Pool)	SECTION: Education Transport/Fleet Management
DEPARTMENT: Delivery – Customer Experience	POST NUMBER:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>Basic level of education e.g. GCSE in English</p> <p>PSV CPC holder</p>	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Basic level of spoken English</p> <p>Full clean UK driving licence D1 Licence</p> <p>Understanding of and commitment to the requirements of safeguarding children and young people.</p>	<p>Basic geographical knowledge of local areas within Bracknell Forest and the surrounding areas.</p> <p>Knowledge of working in a transport related environment.</p> <p>Experience of planning routes</p>
Work-related Personal Requirements	<p>Ability to communicate effectively in person with a wide range of people including people using the service, BFC and school staff, carers, parents, and members of the public</p> <p>A calm, courteous, polite and professional manner</p> <p>Ability to work alone and flexibly as part of a vehicle crew.</p> <p>The ability to use initiative and work in a busy and demanding environment, The ability to communicate effectively with vulnerable people, children and families.</p> <p>A clear understanding and empathy towards vulnerable people and people with SEN.</p>	<p>Experience working with pupils with social and emotional difficulties and autism.</p>
Other Work Requirements	A satisfactory enhanced Disclosure and Barring Service Check.	

About the Department

The following link takes you to more information about our Department

<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

Location

The Commercial Centre, Old Bracknell Lane West, Bracknell, RG12 7QT

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

Values and Behaviours

The Council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

Terms and Conditions

Relief work is on an “as and when required” casual basis. As such there is no guarantee that work can be offered, no set hours of work, and no obligation on your side to accept an offer of work or to make yourself available to work.

The fact that the Council offers work, or offers work more than once, does not give you any additional legal rights and in particular should not be regarded as establishing (1) an entitlement to regular work, (2) any right to be offered work or (3) giving you continuity of employment.

Salary

The salary will be £10.46 per hour.

There is also a local weighting of £0.32 per hour

Working Hours

Relief work is on an “as and when required” casual basis. As such there is no guarantee that work can be offered, However we anticipate 10-20 hours per week, no set hours of work, and no obligation on your side to accept an offer of work or to make yourself available to work.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

More About Applying

References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc

Working in the UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive about people with a Disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Working with Children and Adults at Risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit <https://www.bracknell-forest.gov.uk/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/applying-job/recruitment-process>