

Sheffield Royal Society for the Blind

Job Description – Minibus Driver

Hours of Work: Monday to Friday, 5 hours per day.

8:30am to 11am and 2pm to 4:30pm - Additional hours may be required, usually between 11am and 2pm but occasionally evenings/weekends.

Rate of Pay: £7.60 per hour, reviewed with effect from 1st April each year.

Duties & Responsibilities:

To drive a minibus transporting visually impaired, mainly very elderly people, to and from our Mappin Street Activity Centre. The minibus carries up to 15 passengers. This will involve: -

- Escorting people from their home or our centre to the minibus.
- Assisting people to safely get on and off the minibus.

A number of our clients have mobility problems so may require assistance when walking.

Our clients must be treated with respect and dignity at all times.

Additional duties will be to assist generally with a variety of tasks including, but not limited to:

- Deliveries/collections in the Sheffield area
- Minor maintenance tasks in the Centre

Ensure that the minibus is roadworthy at all times, carrying out daily/weekly checks as required, taking the vehicle to our nominated garage when necessary etc.

Our minibuses are long wheelbase Mercedes Sprinters which the drivers keep at home overnight. This reduces mileage for the vehicles and also means that the driver does not have to make their own way to/from our Mappin Street Centre to pick up/collect the vehicle.

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Skills/Qualities Required:

- Hold a clean driving licence with Category D1.
- For insurance purposes **must** be aged between 25 and 69.
- Have a friendly and engaging personality.
- Comfortable working with members of the public.
- Have a confident manner.
- Must be helpful, polite and have a patient disposition.
- Be of a smart appearance and articulate.
- Able to work on own initiative and as part of a team.
- You should have, or be able to develop, a good understanding of the needs of blind and partially sighted people. Visual Impairment Awareness Training, including guiding skills will be provided.
- Due to the nature of our work, support dogs will regularly be present in our Mappin Street Centre and may accompany passengers on the minibus. Hence, it is essential that the successful applicant does not have any unmanageable allergies to dogs and does not object to them accompanying their owners.
- Due to the nature of the role applicants need to be generally in good health and physically fit.

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All staff are required to:

Understand and comply with all relevant legislation and SRSB's policies and procedures, including data protection, safeguarding and health & safety. Confidentiality of information relating to clients, volunteers and staff is of paramount importance.

To bring to the attention of the General Manager any serious problems or areas of concern

Work as part of a team for the benefit of visually impaired people. They are expected to be conscientious, adaptable and flexible in their duties.

Actively promote the work of SRSB as an independent charity for the provision of help, support and provision of services in various forms for the benefit of visually impaired people in Sheffield, Rotherham and the surrounding areas.

Undertake appropriate training as and when required, some of which will be Health & Safety related and some of which will be skills related

Benefits:

Life Assurance

All staff are covered under a life assurance policy for twice their annual salary.

Pension

You will be auto enrolled in SRSB's staff pension scheme immediately and contribute 1% of your gross earnings (plus employer contribution 1%). This percentage is due to increase to 3% employee (employer 2%) in April 2018 and 5% employee (employer 3%) in April 2019, subject to the government not deferring these increases. If you wish to contribute over and above this percentage you may do but SRSB will not match this extra contribution. This is a 'money purchase' scheme and is contracted in to SERPS.

Holidays:

9 days statutory/customary holidays plus 23 days per annum, of which 3 days must be reserved for the Christmas/New Year shutdown.