



VACANCY 04/18

March 2018

JOB PARTICULARS: DRIVER (This post is a minimum of 30 hours per week, overtime working will be required as necessary up to the statutory maximum of 48 hours).

INTRODUCTION

HcL is a major Scottish Charity based in the Lothians. The organisation was set up in November 1982 to operate a transport service for people with a range of disabilities and health needs who are unable, or have great difficulty, in using public transport.

HcL receives most of its funding from The City of Edinburgh Council, Midlothian Council, East Lothian Council, West Lothian Council, Scottish Government and other Funders and Trusts to provide:

Dial-A-Ride: a door-through-door transport service

Dial-A-Bus: a semi-scheduled door-through-door shopping service

Our services cover Edinburgh and the Lothians, operating from our two local bases. We also respond to requests for journeys nationally on an availability basis.

Currently there are 20 minibuses (Dial-A-Ride) and 8 midibuses (Dial-A-Bus) in the fleet which have been specially adapted to carry wheelchair users and ambulant passengers.

PLACEMENT

Edinburgh, East Lothian and Midlothian District Office is located at 24/3A Dryden Road, Bilston Glen Industrial Estate, with 20 vehicles and 27 members of staff.

ACCOUNTABILITY

To the Assistant Operations Manager

DRIVING DUTIES

- To drive HcL vehicles as required.
- To provide any necessary assistance for passengers before, during, or after travel,

consistent with their transport needs.

- To utilise the equipment provided correctly to ensure passengers travel safely and comfortably.
- Taking responsibility for the daily upkeep of their vehicle and equipment (and other vehicles when required), including basic maintenance and cleanliness. Defect reporting is required.
- The completion of necessary paperwork and administration, including fares collection from passengers and delivery of fares and drivers sheets to the office.
- To undertake any induction and in-service training programme as required.
- To assist in training for other staff and volunteer drivers/escorts when required.
- Contact by mobile phone is required.

OTHER DUTIES

To undertake other duties as required, including overtime cover.

QUALIFICATIONS AND SKILLS

- Candidates must be over 21 years of age and hold a full driving licence with up to a maximum of 3 points for at least two years with a minimum D1 entitlement.
- Good communication skills are essential.
- The ability to relate to elderly and/or disabled people.
- Candidates will be required to be a member of Disclosure Scotland PVG Scheme, paid for by the Company where required.

DRIVING ASSESSMENT

The candidate will have to complete a driving assessment and if successful complete MiDAS (Minibus Driver Awareness Scheme) training. Other training includes first aid, manual handling and disability awareness training, paid for by the Company where required.

TERMS AND CONDITIONS

As laid out in HcL Conditions of Service.

S.J.C. RATE

S.J.C. Scale - points 12 - 14 currently £8.61 - £8.92 per hour

NATURE OF CONTRACT AND NOTICE

There is a six month probationary period. Statutory notice periods apply.

HOURS

Flexible working, including evenings and weekends, is required. A minimum of 30 hours worked per week on a shift basis. Overtime working will be required as necessary up to statutory maximum. Time will be made available for induction, training and staff meetings.

ANNUAL LEAVE

30 days plus 6 public holidays.

TRADE UNION MEMBERSHIP

Unite the Union is recognised as the relevant union for voluntary membership.

APPLICATION

Application should be made on the form provided and you are welcome to attach a current CV if available.

HcL strives to be an equal opportunities employer and will prevent discrimination, particularly on the grounds of sex, marital status, disability, race, colour, religion, sexual orientation, nationality, age or ethnic origin.

HcL has a policy of **no smoking in the workplace**

Send applications to:

**Robert Hutson
HcL
24/3A Dryden Road
Bilston Glen Industrial Estate
LOANHEAD EH20 9HX**

Tel: 0131 447 9953

Email: robert.hutson@handicabs.org.uk

www.HcLTransport.org.uk