



VACANCY 22/03

2 Posts

April 2022

JOB PARTICULARS: LOCAL BUS SERVICE – West Lothian –Thursday – Friday – Saturday 25 hours per week

RELIEF DRIVER – West Lothian – 30 hours per week on average

INTRODUCTION

HcL is a 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 and Scottish Government to provide:

Our Dial-A-Ride and Dial-A-Bus services cover Edinburgh and the Lothians, operating from our 2 local bases. We also respond to requests for journeys nationally on an availability basis;

Currently there are 19 minibuses (Dial-A-Ride) 11 midibuses (Dial-A-Bus) and three (Community Bus) in the fleet which have been specially adapted to carry combinations of wheelchair users and other passengers safely and comfortably;

Local Bus Services: Community Bus Partnership with West Lothian Council.

PLACEMENT

West Lothian District Office is located at 17a Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EP, with 11 vehicles and 10 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 2 years with a minimum D1 entitlement. Training maybe provided to obtain a category D Licence.
- An ability to relate to elderly and/or disabled people is preferred but not essential.
- Good communication skills are essential.
- 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.

TERMS AND CONDITIONS

As laid out in HcL Employee Handbook.

Salary Scale - points 12-14 currently £9.90 - £10.26 per hour.

NATURE OF CONTRACT AND NOTICE

Ongoing employment is dependent on funding from local Councils who presently provide the bulk of funding for HcL. There is a 6 month probationary period. Statutory notice periods apply.

HOURS

Flexible working, is required. Time will be made available for induction, training and staff meetings.

Full uniform will be provided.

30 days paid holiday plus 6 statutory per year pro rata.

Access to Peoples Pension/Lothian Pension with employer contributions up to 22.3%.

Overtime working may be required as necessary up to statutory maximum.

TRADE UNION MEMBERSHIP

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

APPLICATION

Application should be made on the form provided, 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.

Privacy Policy

***We promise to collect, process and store your data safely and securely
For full policy details please see our website for more information***

Send applications to:

**Gary Toner
Assistant Operations Manager
HcL (Handicabs Lothian)
17a Inchmuir Road
Whitehill Industrial Estate
BATHGATE EH48 2EP**

Tel: 01506 633953

Email: gary.toner@handicabs.org.uk

www.HcLTransport.org.uk