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**VACANCY 21/06 28 June 2021**

**JOB PARTICULARS: 2 DRIVERS – West Lothian – Local Bus Service**

**POST 1 - Monday to Wednesday – 29 hours per week**

**POST 2 - Thursday & Friday – 20 hours per week**

**Closing Date 30 July 2021**

**INTRODUCTION**

HcL is a 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 and Scottish Government to provide:

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

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

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

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 nineteen minibuses (Dial-A-Ride) eight midibuses (Dial-A-Bus) and one (Community Bus) in the fleet which have been specially adapted to carry wheelchair users and ambulant passengers.

**PLACEMENT**

West Lothian District Office is located at 17a Inchmuir Road, Whitehill Industrial Estate, Bathgate, EH48 2EP, with 8 vehicles and 9 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, also “special” longer distance journeys.

**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.
* An ability to relate to elderly and/or disabled people is necessary. Previous experience with 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.

**S.J.C. RATE**

**S.J.C. Scale** - **points 12** **- 14** currently £9.00 - £9.33 per hour. **(The 2 Posts averages 28.50 and 19 hours per week with overtime available).**

**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 six month probationary period. Statutory notice periods apply.

**HOURS**

Post 1 Monday to Wednesday, 28.50 hours, Post 2 Thursday and Friday 19 hours per week. Time will be made available for induction, training and staff meetings.

Applicants must be prepared to work on recognised public holidays. Overtime working will 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 and indicate their preference Post 1 or Post 2, 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:*

 **Gary Toner**

**HcL**

 **17a Inchmuir Road**

 **Whitehill Industrial Estate**

 **BATHGATE EH48 2EP**

**Tel: 01506 633953**

**Email:** **gary.toner@handicabs.org.uk**[**www.HcLTransport.org.uk**](http://www.HcLTransport.org.uk)