**Drivers and Passenger Assistants: Job Description**

Bexley Accessible Transport Scheme (BATS) are a registered charity providing standard and accessible minibus transport in Bexley and its neighbourhoods. BATS are a forward looking community transport scheme looking to be sustainable by building its contract portfolio to replace funding.

**Job Description**

Drivers are needed to drive accessible and standard minibuses; main duties are driving and escorting children with special educational needs from home to school and return or Adults to Day enters within Bexley Borough each day, ensuring all vehicle checks are complete before departure, this is mandatory, failure to complete daily vehicle checks, can result in a fine from the DVLA.

Full training to national standards given under the Community Transport Association (CTA) MIDAS and PATS scheme and Basic First Aid.

* Good inter-personal skills
* Good knowledge of local area essential
* Able to work on own initiative
* Good communication skills and command of spoken English essential
* Caring attitude when dealing with vulnerable children and adults
* D1 (101) category on Full UK Driving Licence (drivers only)
* Must not have more than 3 penalty points on licence (drivers only)

**Hours:** Variable according to work but as a guideline 2-5 hours a day between the hours 7-10am and 3-5pm, typically Monday – Friday with occasional weekend work.

20 days annual leave pro-rata; may be required to work some Bank Holidays and over-time to cover sickness and holidays etc.

**Hourly Rate for Drivers:** £8.40 an hour (on timesheet)

**Hourly Rate for passengers Assistants £7.83 for 2x 2 hours shifts**.

Wages are paid on the 25st of each calendar month in to a bank account of the employee’s choice. Copies of the cut of dates are attached for your attention.

A full enhanced CRB check is required and two references.

When applying for a DBS check, we require the employee to pay half if you wish to Transfer your DBS to another employer. If you do not require to take your DBS with you then the company will cover the cost, however should you later change your mind the certificate would have already been destroyed.