

# JOB DESCRIPTION



<b>Job Title:</b>	Fleet Manager & Minibus Driver
<b>Reports to:</b>	Day Services Manager
<b>Location:</b>	Downham, Lewisham
<b>Contract:</b>	Permanent
<b>Hours per week:</b>	25 (plus additional hours for training)
<b>Hours of work:</b>	07.30 – 09.30 & 15.00 – 17.00, Monday – Friday plus 5 hours per week to be used as per the needs of the Charity
<b>Salary:</b>	£13.70 per hour
<b>Benefits:</b>	27 days' annual leave plus public holidays (pro rata) 4% contributory pension Employee healthcare scheme (Simply Health) Interest free loan scheme Staff training bursary provided (up to Level 3 qualifications) Staff discount at our trading subsidiary, Ignition Brewery

## **Job purpose.**

Brighter Horizons runs a day centre for adults with learning disabilities and autism, offering educational, social and leisure activities through a combination of centre and community-based provision. Our Fleet Manager & Minibus Driver serves a key function in managing our fleet of two (soon to be three) 17 seat minibuses. They will also drive daily, bringing service users to and from our Day Centre. A service users' day starts the minute they are picked up and as such our Minibus Driver is vital in ensuring a high quality service with service users and their parent-carers.

## **Your main duties & responsibilities.**

- manage the Charity's minibuses including the annual maintenance schedule, handling repairs, services, cleaning and booking out procedures.
- carry out basic maintenance on the vehicles.
- report any vehicle defects, faults, incidents and accidents, taking all necessary action to ensure a swift resolution to problems.
- carry out drivers' daily and weekly vehicle checks.
- drive the charity's minibuses each morning and late afternoon.
- ensure the safety, comfort and welfare of Brighter Horizons service users.
- be responsible for the cleanliness of the vehicles, inside and out, ensuring that they are in a clean and road worthy condition before and after each use.
- maintain accurate records of vehicle usage as required.
- plan the daily routes, taking into account any local road restrictions.

- communicate pick up and drop off times to parents and carers in advance, including notifying of short-notice delays.
- undertake relevant training as required by the Charity, including MiDAS, safeguarding and First Aid at Work.
- treat all service users with dignity and respect, maintaining an up-to date knowledge about those being collected to ensure appropriate support can be provided when boarding and alighting the minibuses.
- promote and champion service users' independence at all times.

### **Your general responsibilities:**

- maintain and help to promote the Charity's image when on the road.
- respect and uphold services users' right to confidentiality.
- establish and maintain excellent collaborative working relationships with parent-carers.
- represent, promote, and work in accordance with Brighter Horizons inclusive ethos and values.
- work in accordance with Brighter Horizons Safeguarding Policy and all other relevant policies and procedures.
- report complaints and concerns, in line with Brighter Horizons Complaints Policy.
- actively contribute ideas in a spirit of service development, in order to ensure continual improvements in service delivery and to maintain quality assurance.

### **Our approach to safeguarding.**

Brighter Horizons believes that every adult is entitled to live freely of abuse, harassment and bullying and, as such, is committed to safeguarding and promoting the welfare of vulnerable adults.

### **What we need from you (the essentials):**

- to hold a current, clean and valid Driving Licence D1 or a PSV license
- sensitivity to service users' needs, with an ability to empathise and understand a situation from their perspective
- an ability to maintain accurate records
- a flexible and 'hands-on' approach to your working practice, with a 'can-do' attitude
- an ability to communicate effectively with a range of people
- an ability to work on own initiative but as part of a wider team
- honesty, reliability, trustworthiness and an ability to maintain discretion and confidentiality
- a willingness to learn and openness to feedback in order to improve their own work

### **What we'd ideally like from you (the desirables):**

- experience of working with adults with autism and/or learning disabilities in a paid or voluntary capacity.
- an ability to carry out basic vehicle maintenance.

## Our values.

Brighter Horizons strives to be a value led organisation. We:

**put people first** and believe that our service users and staff are the most important thing about us. Relationships are at the heart of everything we do.

**have integrity and respect**, believing that we should take responsibility for our actions and that a strong team is built on honesty, trust and mutual respect.

**are inclusive and accessible**, believing that everyone is unique, and that one size doesn't fit all.

**have fun**, believing that this is central to our sense of wellbeing and that we learn better when we are enjoying ourselves.

## How to apply

To apply, please submit your CV and a brief cover letter outlining why you would like to take on this role, by email to our CEO, Dave King, at [dave@brighter-horizons.org](mailto:dave@brighter-horizons.org)

**The deadline for applications is 9am on Monday 04 March 2024.** Applications will be considered on a rolling basis, so you are encouraged to apply early.

## Your eligibility & references

- proof of eligibility to work in the UK is required.
- post holders will be required to complete an enhanced DBS application prior to commencement of employment.
- two references will be required; at least one reference should be from your current or most recent employer.

## Our commitment to accessibility

Please inform us if you have any special requirements which we might need to consider in relation to the selection process, e.g., attending an interview. Please be reassured that any requests will not be taken into account when selecting for this role.

For more information or to discuss your suitability for the role please contact Dave King, CEO by email to [dave@brighter-horizons.org](mailto:dave@brighter-horizons.org) or on 020 8698 8858.