

# Newry & Mourne Community Transport (NMCT)

## Job Description



Newry & Mourne Community Transport was established in 2004 and is a Limited Company with charitable status. We operate under a Section 10B exemption permit which allows us to provide an affordable and accessible service to our individual and group members. We cover the operational area of rural Newry & Mourne (legacy council area), South Down and South Armagh. We operate three schemes:

- Dial A Lift which is a demand responsive service for individual members living in rural areas who have difficulty accessing public or private transport
- A Social Car Scheme where volunteer drivers use their own cars to take members to appointments (sometimes outside of our operational area)
- Group hire service for community and voluntary groups working in our operational area
- whose activities are of benefit to the community.

<b>Job title:</b>	Minibus Driver	<b>Responsible to:</b>	Transport Manager
<b>Department/Group:</b>	Newry & Mourne Community Transport (NMCT)	<b>Position Type</b>	Full-Time (Fixed Term)
<b>Location:</b>	Newry	<b>Probationary Period:</b>	6 Months
<b>Salary:</b>	£19,163-£20,044 p.a. (pro-rata) plus 3% Employer contribution to NEST Pension scheme	<b>Responsible for:</b>	N/A
<b>Job category:</b>	Minibus Driver	<b>Date posted:</b>	February 2024
<b>Annual Leave:</b>	23 days plus bank and public holidays This increases to 25 days after 2 years and 30 days after 10 years	<b>Posting expires on:</b>	12 months fixed term subject to funding
<b>Hours:</b>	35 hours per week – to include occasional unsociable hours involving evening and weekends (time off in lieu applies)		
<b>Key working relationships</b>	N/A		

### Applications Accepted By:

**EMAIL: N/A**

**EMAIL ADDRESS: N/A**

Subject line: N/A

### MAIL:

Brian or Ciaran bg.nmct@gmail.com ring 028 3026 5635 or by calling into the NMCT office at Itec Business Park, 52 Armagh Road, Newry, BT35 6DN.

### Job description

#### ROLE

To drive any vehicle allocated in a careful lawful manner with special reference to the persons and equipment being carried.:

#### MAIN RESPONSIBILITY

#### Duties:

- Provide Dial a Lift and Group Transport services to individual and group members as required.
- Assist passengers including those with a physical or mental disabilities as and when appropriate.
- Ensure that Newry & Mourne Community Transport safety standards are complied with at all times and that passengers are carried in safe, comfortable and courteous manner.
- Ensure good behaviour on the vehicles at all times.
- Operate lifts and ramps on the vehicles as required and ensure the wheelchairs are properly clamped down.
- Provide minor first aid to passengers and ensure that any injured passengers receive medical attention as quickly as possible. Complete and submit the relevant forms to the Transport Manager.
- Ensure as far as possible that scheduled timings are observed.



- Keep detailed record of trips on log sheet provided and return to the Administration staff.
- Complete the daily vehicle check sheet and return to the office.
- Report any damage or defects to the Manager or Office staff.
- Wash the allocated vehicle as and when necessary and ensure the interior is kept clean and tidy at all times.
- Refuel vehicle using the fuel card provided at the designated fuel stations. Sign for fuel and give receipt to the office.
- Under take any relevant training courses provided by NMCT which are designed to develop skills and knowledge.
- Complete MIDAS training (Minibus Driver Awareness Scheme) and Passenger Assistance Training.
- Maintain a current and valid driving license of the appropriate category and report to the Manager immediately any driving related offences.
- Record and report any accidents or mishaps however minor to the Manager immediately or as soon as reasonably possible and including any traffic offences.
- Report any concerns or complaints from passengers to the Administration Staff.
- Familiarise yourself with all NMCT Policies & Procedures and implement as required.
- Beware of Health & Safety at all times.
- Any other duties that management deem appropriate.
- Undertake any other duties and responsibilities which will assist in the achievement of NMCT's objectives.
- Demonstrate flexibility in the execution of duties as part of a small team.
- Conform at all times to NMCT's ethics and values.

## PERSONNEL SPECIFICATION

### JOB TITLE

### MINIBUS DRIVER

	<b>Essential</b>		<b>Desirable</b>
Attainments:	<ul style="list-style-type: none"> <li>• Hold a full clean driving license with D1 entitlement.</li> <li>• Be Over 25 years of age</li> <li>• Have a minimum of five years driving experience.</li> </ul>		<ul style="list-style-type: none"> <li>• Experience in use of passenger lifts &amp; safety measures.</li> <li>• Relevant driving experience of driving minibuses/ large vans.</li> <li>• Full category D or D1 license or a MIDAS training certificate.</li> </ul>