



Bernhard Baron
Care Home
Care Amongst Friends

Role Profile: Minibus Driver

Accountable to: Head of Maintenance

Base: Bernhard Baron Care Home, Polegate, East Sussex

Hours: Part time 16 hrs per week

Salary: £

Purpose of the Role:

To assist the home within the spirit of the Quaker way of life, promoting fairness, equality, and openness and to provide quality service that supports our Residents to live the lives they choose as far as they are able. To drive the 14 seater minibus in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.

Responsibilities:

- **Driving the Minibus:** Safely transport residents to and from various locations.
- **Passenger Assistance:** Support residents as they board and exit the vehicle, ensuring accessibility and comfort, including operating the wheelchair lift as needed. Assisting the activity staff during outings.
- **Safety and Welfare:** Ensure the safety, comfort, and welfare of all passengers at all times.
- **Vehicle Maintenance:** Conduct pre- and post-use vehicle checks, including basic maintenance, refuelling, and maintaining vehicle cleanliness.
- **Incident Reporting:** Report any vehicle defects, faults, incidents, or accidents promptly.
- **Record Keeping:** Maintain accurate records of vehicle usage, Risk Assessments and RAMS for each outing.
- **Health & Safety Compliance:** Adhere to all Health & Safety guidelines and procedures.
- **Supplies Management:** Ensure the first aid kit, outings bag, and other necessary supplies are fully stocked and maintained.
- **Professional Representation:** Represent the home professionally at all times.
- **Training Participation:** Attend mandatory training courses, including MiDAS and other relevant training as required.



**Bernhard Baron
Care Home**
Care Amongst Friends

Person Specification

Experience/Knowledge:

- Valid and clean driving license.
- Ability to accurately maintain vehicle and passenger records.
- Proficiency in conducting daily and weekly vehicle checks.
- Knowledge of Health & Safety regulations.

Personal Attributes:

- Friendly, approachable, and sensitive to individual needs.
- Strong communication skills, able to interact effectively with a diverse range of individuals.
- Reliable, trustworthy, and adaptable.
- Flexible approach to working hours and arrangements.
- Able to work independently and as part of a team.

Qualifications/Education:

- Relevant qualifications in English and Math.
- Basic IT skills, including the ability to use email and the internet.
- Full, clean driving license.

Skills

- **Key Skill 1**
Strong time management skills and the ability to priorities tasks effectively
- **Key Skill 2**
Excellent communication skills, able to interact well with residents and others.
- **Key Skill 3**
Excellent problem solving and decision making skills
- **Key Skill 4**
Sound literacy and numeracy skills.