

# JOB DESCRIPTION



<b>Job Title:</b>	Casual (Bank) Minibus Driver
<b>Reports to:</b>	Transport Manager
<b>Location:</b>	Downham, Lewisham
<b>Contract:</b>	Permanent, Zero-hours
<b>Hours of work:</b>	Split shifts from 07.30 – 09.30 & 15.30 – 17.30, Monday – Friday
<b>Salary:</b>	£13.85 per hour (London Living Wage)
<b>Benefits:</b>	27 days' annual leave plus public holidays (pro rata) 5% contributory pension Employee healthcare scheme (Simply Health) Interest free loan scheme Staff discount at our trading subsidiary, Ignition Brewery

## **Job purpose.**

Brighter Horizons runs day services for neurodivergent adults and people with autism and learning disabilities, offering educational, social and leisure activities through a combination of centre and community-based provision. We are looking for a flexible and dedicated driver to join our Transport team on a 0-hour contract basis. The role involves transporting our service users to and from our Community Centre or community activities using our minibus. As part of your responsibilities, you will help ensure that service users are safely picked up and dropped off, providing a comfortable and supportive environment during the journey.

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

- drive the charity's minibuses each morning and late afternoon.
- carry out drivers' daily and weekly vehicle checks.
- ensure the safety, comfort and welfare of Brighter Horizons service users.
- plan the daily routes, taking into account any local road restrictions.
- carry out basic maintenance on the vehicles as required
- report any vehicle defects, faults, incidents and accidents, taking all necessary action to ensure a swift resolution to problems.
- 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.
- 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.
- responsible for the safety, comfort and welfare of each service user. All service users must have their seat belts fastened at all times.
- 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
- a proactive approach to work, with the ability to anticipate and respond to the needs of the service users.
- 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 HR & Administrator, Kimolee Irving, at [kim@brighter-horizons.org](mailto:kim@brighter-horizons.org)

**The deadline for applications is 9 am on Friday 11 April 2025.** 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.

## Find out more.

Visit [www.brighter-horizons.org](http://www.brighter-horizons.org) to find out more about us.

## How to apply.

For more information or to discuss your suitability for the role please contact Kimolee Irving, HR & Administrator by email to [kim@brighter-horizons.org](mailto:kim@brighter-horizons.org) or on 020 8698 8858.