

## GUIDANCE FOR APPLICANTS



Thank you for your interest in a Minibus Driver position with us. We are a friendly and dynamic transport company based in West London near Westbourne Park, with a strong track record of career development for our staff. We are currently looking to take on additional drivers to provide high-quality accessible and standard minibus passenger transport. We have several full and part time vacancies for immediate and September starts across our Dial-a-Ride, Home-to-School, and Community Transport Services. Enhanced rates of pay apply to certain work and positions. Full training and support will be given.

Westway CT believes in equality of opportunity, working with staff and volunteers who reflect the diversity of Kensington & Chelsea, Westminster, Hammersmith & Fulham and Camden. We would particularly welcome applications from people who live in these areas.

Westway CT is also strongly committed to the safeguarding and protection of all children, young people and adults through safer recruitment practices. As such, this position will be subject to a satisfactory Enhanced Criminal Record Check with the Disclosure and Barring Service (DBS).

To apply, you will need to have no more than 3 penalty points on your UK driving licence (held for at least 2 years) without a conviction for driving under the influence of drink or drugs in the last 10 years. At minimum you must have a D1 (101) entitlement. A PCV licence will be a distinct advantage.

To be a Westway CT driver you will have to be:

- a committed individual with a positive work ethic, able to deal calmly with challenging and unforeseen road conditions and passenger situations
- able to take remote direction, with an ability to show appropriate initiative when circumstances require
- honest, friendly, patient and caring; ideally with experience of working with or caring for children and/or elderly and disabled people
- be able to read, write and speak English, as well as able to use maps and Satnav devices
- ideally, strong and agile enough to provide physical support to others, lift reasonable loads, use and operate vehicle and restraint systems, push wheel-chairs etc. (This requirement is not essential for Home-to-School work).

The enclosed job description and person specification outline the requirements of the job. Please read these carefully to see if you think you are a good fit. If so, show us in the application form how you have the necessary skills and qualities. Make sure that you complete all the sections clearly.

Please complete and return your application with an equal opportunities form to us. We very much look forward to hearing from you. If you are shortlisted we will contact you. If, however you do not hear from us within a fortnight, you should consider yourself to have been unsuccessful on this occasion.

Good Luck! Kathleen Lyons, CEO.

## **MINIBUS DRIVER JOB DESCRIPTION**

### **Duties and Responsibilities**

To assist in the fulfilment of Westway CT's stated aims and objectives.

#### **1. Equal Opportunities**

To adhere to and promote Westway CT's Equality & Diversity Policy.

#### **2. Main Duties**

The Driver will report to the Transport Services Managers (delegated to the Transport Co-ordination Teams) in line with work allocations.

- To drive Westway CT's vehicles with due care and consideration.
- To complete and record daily vehicle safety checks (including oil & water levels, on-board equipment and exterior bodywork).
- To promptly and accurately report any vehicle or safety equipment defects or concerns to the Transport Co-ordinating /Vehicle Maintenance Teams.
- To complete Westway CT's trip worksheets and ensure they are promptly returned to the Transport Co-ordination Team(s).
- In line with relevant duties, to reconfigure vehicle seating layouts to make wheelchair space as required.
- To adhere to safe working practices, Health & Safety policies and other procedures, wearing appropriate personal protective equipment and ensuring a duty of care is maintained to themselves, their passengers and colleagues.
- To ensure (if required) the correct use of the appropriate equipment on the vehicle for the carriage of passengers using wheelchairs and to always ensure that passenger restraint systems are used.
- To ensure at all times the safe stowage (and storage) of Westway CT safety equipment as instructed.
- To assist in the safe loading, stowage and unloading of shopping, luggage and other personal equipment as required.
- To provide assistance to passengers in a sensitive, caring and responsive manner.
- To ensure that all passengers wear seat belts whilst the vehicle is in motion.
- To ensure that Westway CT's accident, 'near misses' and emergency procedures are followed and correctly reported.
- To have a good geographical knowledge of Kensington & Chelsea, Hammersmith & Fulham, Westminster and Camden.
- To adhere to all Control/Co-ordinating/Fleet Team instructions regarding pick-ups, drop-offs, parking etc.
- To maintain confidentiality about personal user details.
- To ensure vehicle exteriors/interiors are kept in a clean and tidy condition.
- To ensure that vehicles are correctly and adequately fuelled.
- To report and repay any parking penalty charges.
- To immediately report any passenger problems.
- To hand in any lost property left on vehicles at end of shift.
- To complete time sheets and return them on the specified date (currently the 17<sup>th</sup> of each month)
- To accurately record own driver hours on weekly log cards or tachograph equipment as required.

## **Other Duties**

- To attend appropriate training courses as required.
- To undertake any other duties that may from time to time be reasonably requested.
- To promote, through behaviour and appearance, a positive image of Westway CT to users and the general public.

## **MINIBUS DRIVER PERSON SPECIFICATION**

This person specification details the necessary requirements, abilities, experience and skills required for the job. Shortlisting for the post will be carried out on the basis of candidates demonstrating in their application how, from their previous experience, they meet those listed below.

### **Essential Requirements, Experience, Abilities & Skills**

It is essential that the candidate:

- Be over 21 years of age, with a full, clean UK driving licence for at least two years (with a D1 or PCV entitlement) and no more than 3 penalty points on it, and to not have had a conviction for driving under the influence of drink or drugs in the last 10 years.
- Has proven experience of regular driving commitments, ideally in a professional capacity.
- Has a proven ability to drive a larger vehicle safely showing due consideration to passengers and other drivers.
- Has a demonstrable good geographical knowledge of Kensington & Chelsea, Westminster, Hammersmith & Fulham, Camden and Central London.
- Is able to undertake route planning and map reading.
- Is able to read, write and speak English.
- Is able to communicate well with passengers and colleagues.
- Can take care of the travelling needs of passengers of all ages and abilities.
- Is physically capable of undertaking regular manual handling activities.
- Can work as part of a team and can show initiative in resolving problems when required.
- Can take and follow instructions and learn quickly in a changing situation.
- Is willing and able to undertake regular vehicle checks (including fluid levels) and maintain their vehicle in a clean and hygienic condition.
- Is reliable, conscientious and punctual.
- Is honest, friendly and caring
- Can work independently without supervision.
- Can stay calm in difficult situations.
- Is flexible in their approach to their work.
- Is committed to doing their job well.
- Has a patient and caring nature.
- Is able to get on with people from all backgrounds and in all circumstances in a polite and sensitive way.
- Is sympathetic to the needs of children and/or frail, older and disabled people.
- Is willing and able to transport assistance dogs and safely restrained domestic pets.
- Has a good standard of personal cleanliness and tidiness.

## SUMMARY OF TERMS OF EMPLOYMENT

- General:** The driver will cover their duties as directed by the Transport Co-ordination Team (s).
- Location:** The driver will be required to operate daily out of our depot in Acklam Rd, W10 5YG.
- Hours:** School drivers @ 25 hours per week term time, Monday to Friday, with opportunities for additional hours in between split shifts and in the holidays by agreement.
- Casual drivers' ad hoc hours by agreement on a weekly basis.
- DaR drivers @ 37.5 hours per week shift working to include late shifts and weekends on a rotational basis.
- In all cases, lunch breaks are not included and are therefore unpaid.
- Pay:** Payment in arrears (as per time sheets) through our payroll system into a bank account.
- School and casual driver @ London Living Wage rates, currently £10.55 per hour.
- Holidays:** 5.6 weeks paid leave (28 days per annum to include statutory and public holidays) pro rata. Leave must be taken in agreement with line manager(s).
- Drivers are usually required to take leave during school holiday periods.
- Uniform:** All drivers must wear high visibility vests and any other personal protective equipment as appropriate. Drivers on certain services are required to wear an informal uniform as issued.
- Training:** It is an initial and ongoing requirement to undertake training as directed.
- Checks:** Drivers are required to undergo regular driving licence and Enhanced DBS Checks, but note that a criminal record will not necessarily be a bar.
- Trial Period:** The appointment is subject to a probationary period of 6 months, during which the period of notice from the post-holder to Westway CT will be 4 weeks and Westway CT's period of notice to the post-holder will be 1 week

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# APPLICATION FORM



Recruitment

**Please read the job description and person specification relating to the role you are applying for before completing all the sections in this form.**

## Personal Details

Position You Are Applying For	
Surname	
Forenames	
Address	
Postcode	
National Insurance Number	
Telephone Number (s)	
Email	

**Driving Licence - Do you have a Car Driving Licence?**      Yes      No

Date of passing Driving test	Manual	Automatic
<p>Do you hold any other driving categories or licences? <i>Please tick the relevant boxes</i></p> <p><i>Please attach a copy of your driving licence (both sides of photocard)</i></p>	<input type="checkbox"/> D1 (101) <input type="checkbox"/> PCV D1  <input type="checkbox"/> PCO Licence  Other	
<p>Details of ALL Endorsements <i>Including any disqualification from driving in the last 10 years</i></p>		
<p>Please give details of any previous driving experience in an employed or volunteering capacity</p>		

## Education, Training & Qualifications

Please give details of all formal qualifications obtained. Please include any work-based or government training courses (use separate sheet if necessary)			
SCHOOLS / COLLEGES / UNIVERSITY / OTHER TRAINING	DATES ATTENDED	QUALIFICATIONS	GRADE

## Current Employment

Name & Address of Present/ Most recent employer	
Telephone number	
Your job title	
Current salary	
Date appointed	
Brief outline of responsibilities	
Period of notice required	
Reasons for leaving (please be specific)	

## Previous Employment (add on a separate sheet if necessary)

Employer's Name, Address & Telephone	Job title and brief details of responsibilities	Dates	Salary	Reasons for leaving (please be specific)
If you left any previous jobs for medical reasons, please give details				



## **Personal Skills and Experience**

**Please tell us why you would like to work for us and what experience, qualities and skills you have that relate to the role (see the job description & person specification). You may use examples from previous jobs, voluntary work, relevant courses and other areas of your life. Please use a separate sheet if necessary.**

## References

Please give the names and addresses of TWO referees, who know you well but are not relatives. Ideally at least one referee should be your present or last employer.	
<b>REFEREE 1</b>	<b>REFEREE 2</b>
Name: Address:  Postcode: Telephone: In what capacity does this person know you:	Name: Address:  Postcode: Telephone: In what capacity does this person know you:
If you are selected for the post we would ordinarily only take up references before making a provisional job offer but may choose to do so before, unless you state below whether this would cause problems in the case of any current employment situation.	

## Criminal convictions

<p><b>Some positions are subject to current, satisfactory certificated Enhanced Disclosure &amp; Barring Checks which will be undertaken by Westway CT.</b></p> <p>Please declare below any 'spent' or 'unspent' criminal convictions '<i>(for people working with vulnerable groups, the Rehabilitation of Offenders Act (1974), Exemption Order (1975) does not apply)</i>'. Please give details, including date and nature of offence, penalty imposed and the name of the court dealing with it. Please note: Disclosure of criminal convictions will not necessarily disqualify you from the post, but if it is subsequently found that a criminal conviction has not been declared, this will be regarded as gross misconduct which could lead to your employment being terminated.</p>

## Declaration

I confirm that the information given in this application form is correct and that I have a legal entitlement to work in the UK. I understand that obtaining employment with Westway CT on the basis of inaccurate information may be sufficient cause for rejection or, if employed result in my subsequent dismissal without notice.	
<b>Signature of Applicant – By checking this box you are signing:</b>	<b>Date:</b>

**Please return this application to:** Westway CT, 240 Acklam Road, London W10 5YG or you can scan and upload your documents to the website [www.westwayct.org.uk](http://www.westwayct.org.uk) or send by post/email.



**Equal Opportunities Monitoring Form**  
**CONFIDENTIAL**

Please complete this form to help Westway CT monitor its progress as an Equal Opportunities Employer. The information you give is strictly confidential and will be kept separate – it will not be seen by the short listing or interviewing panel.

<b>Age</b>	<b>Male / Female</b>
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**Would you describe your ethnic origin as:** *(please tick or complete as appropriate)*

<b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Other European <input type="checkbox"/> Any other White background	<b>Black or Black British</b> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Somali <input type="checkbox"/> Any other Black background
<b>Asian or Asian British</b> <input type="checkbox"/> African Indian <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background	<b>Mixed</b> <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Asian <input type="checkbox"/> Any other Mixed background
<b>Any other group</b> <input type="checkbox"/> Moroccan <input type="checkbox"/> Other Arab <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Any other ethnic background	<input type="checkbox"/> All Ethnic Backgrounds <input type="checkbox"/> Not recorded  <b>Other – please describe:</b> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>

The Disability Act 1995 requires employers to make reasonable adjustments to ensure that a person with disabilities is given equal chance to be interviewed if short listed and to carry out the job if selected.

*Please complete or tick as appropriate.*

Do you have a disability which may need us to address any of your particular needs?       **YES**       **NO**

If yes, please describe your disability and particular needs.

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Where did you see this post advertised?

Westway CT is committed to Equal Opportunities in its services and employment practice. It is concerned that no job applicant, or employee, or user of its services and facilities receives less favourable treatment on the grounds of race, colour, nationality or ethnic or national origins, age, sex, sexual orientation or disability. Westway CT is also concerned to ensure that no person will be disadvantaged by employment conditions or requirements that cannot be seen to be justifiable.

Westway Community Transport (CT) Limited is an exempt Charity and Registered Society no.27317R.