



Office 9
Thames Road Depot
Thames Road
DA1 5QJ
Tel: 01322 311333

Community Transport For Groups & Individuals

Website: www.bexleyct.co.uk
Email: enquiries@bexleyct.co.uk

Drivers and Passenger Assistants: Job Description

Bexley Accessible Transport Scheme (BATS) are a registered charity providing standard and accessible minibus transport in Bexley and its neighbourhoods. BATS are a forward looking community transport scheme looking to be sustainable by building its contract portfolio to replace funding.

Job Description DRIVER

Drivers are needed to drive accessible and standard minibuses; main duties are driving and escorting children with special educational needs from home to school and return or Adults to Day centres within Bexley Borough each day, ensuring all vehicle checks are complete before departure, this is mandatory, failure to complete daily vehicle checks, can result in a fine from the DVLA.

Full training to national standards given under the Community Transport Association (CTA) MIDAS and PATS scheme and Basic First Aid.

- Good inter-personal skills
- Good knowledge of local area essential
- Able to work on own initiative
- Good communication skills and command of spoken English essential
- Caring attitude when dealing with vulnerable children and adults
- D1 (101) category on Full UK Driving Licence (drivers only)
- Must not have more than 3 penalty points on licence (drivers only)

Passenger Assistant Role:

- This is a part time role serving the local community in London Borough of Bexley. To assist a community transport provider in the Bexley Borough in the safe delivery of its service users to their place of education or day center. Ensuring Health and Safety standards are met. Respecting Dignity and confidentiality at all times. Holding the service users in high regard, communicating with working partnerships and multi – disciplinary teams, parents, / careers. Service users are vulnerable children or adults with special Educational needs and or disability's





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Hours: Normally 20 hours per week. Variable according to work but as a guideline 4 hours a day split into two shifts of 2 hours between the hours 7-10am and 2 hours 2-5pm, typically Monday – Friday with occasional weekend work. Some routes are longer than 4 hours.

Competitive rates of pay.

A maximum of 20 days annual leave **pro-rata**.
you may be required to work some Bank Holidays and over-time to cover sickness and holidays etc.

Wages are paid on or around the 25th of each calendar month into a bank account of the employee's choice. Copies of the cut of dates for time sheets are available from the office.

You will be expected to undergo a full enhanced DBS check, and supply us with two references.

When applying for a DBS check, we require the employee to pay half £20.00 on initial application once you have been employed for 6 months £20.00 is reimbursed to you via your salary.

