

**Community Minibus**

**Association (West Sussex)**

[www.westsussexminibus.org.uk](http://www.westsussexminibus.org.uk)

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Charity Registration No 1173818

Registered Charity Number 1173818



**January 2022**

**Role: Minibus Driver**

**The Organisation**

The Community Minibus Association was established in 1974 to provide rural transportation services for the benefit of West Sussex residents. As an all-volunteer organisation, we are proud to have been recognised by the Queen’s Award for Voluntary Service in 2016.

Operating as West Sussex Minibus, we offer affordable, membership-based minibus services for the community. Our Divisions are based in Ashington, Barnham, Billingshurst, Petworth, Pulborough, Steyning, Storrington and Wisborough Green, from which we run a fleet of 10 modern minibuses.

For individuals, we offer a convenient door to door service, providing both social and practical trips. Our service supports residents in the community to remain active, independent and socially connected.

Membership is also available to Not for Profit and Community Groups who can utilise our minibuses (as affiliate groups) to support their own organisation’s activities.

Our mission is to make a positive and lasting contribution to the West Sussex community and its’ residents.

**Our Structure**

We have 8 Divisions who manage their own local resources and activities. Each Division has its own management team, led by a designated local coordinator. The Divisions operate independently, but within the overall framework set out by the charity and with support from the centre.

The Trustees have overall oversight for the running of the charity, responsible for the management of the fleet, assisting the Divisions, alongside setting policy and procedures to ensure operational and financial integrity

**The Role**

Volunteer Drivers are responsible for the safe and efficient operation of trips. This includes route planning, all aspects of driving, parking and the safety of the passengers, crew and vehicle in their charge.

A Volunteer Driver is usually associated with a single division (typically close to where they live) or an affiliated group. Some Volunteer Drivers may opt to be available to multiple divisions and/or affiliates, either on ‘stand-by’ or as a regular Driver.

The scheduling of trips and assigning of crew is Division and Affiliate specific. For each trip one driver and one bus escort are rostered, to enable the safe running of the service. Rostering will be based around Volunteer Driver trip preferences and availability.

Crew will be given the passenger list for each trip (typically the day before the trip), and the Volunteer Driver will plan the optimal route for pick-ups, travel to and from destination and drop-offs.

During and immediately after a trip the Volunteer Driver’s responsibilities include:

1. Completion of a predefined safety check on the vehicle, in advance of picking up any passengers for a scheduled trip
2. Working with the escort, to promote a friendly, inclusive and pleasurable environment on the vehicle
3. Working with the escort, ensuring the safe boarding and offboarding of passengers. This includes ensuring passengers are safely seated, seatbelts correctly fitted, and luggage / mobility aids are safely stowed
4. Safe, legal and considerate driving practices, and the safety and care of the vehicle.
5. Safe, legal and considerate parking / stopping. This includes appropriate use of a ‘Blue Badge’ if a passenger has one available
6. Taking charge in the case of incidents involving the vehicle or passengers on the vehicle, contacting roadside assistance or emergency services as appropriate
7. Fuelling the vehicle using the fuel card as provided in each vehicle, if fuel levels are medium or low
8. Accurately completing the Driver Log Sheet with all required trip information
9. Immediately notifying the Local Division Coordinator of any incidents, issues, concerns or suggestions regarding the trip, the passengers or the vehicle

**Experience, Skills and Attributes**

A Volunteer Driver must bring the following experience, skills and attributes to the role:

* An experienced, confident and skilled driver of minibuses or large passenger vehicles
* An enthusiastic and caring nature
* A passion for supporting the local community and being part of a team

**Role Requirements**

* Aged between 25 and below 79 years of age
* In possession of a current, in-date licence.
* Be eligible to drive a minibus. We require a D1 category for most of our vehicles
* Up to date knowledge of the highway code

Note that drivers aged between 79 and below 82 may drive our vehicles (subject to other requirements), but only for administrative purposes, and not with passengers.

The Association will check licences of Volunteer Drivers on joining and annually thereafter, to confirm validity and review any endorsements.

Volunteer Drivers are taken through an assessment process, which consists of a drive and a theory review, on joining and every 3 years thereafter. The Assessment will look at safe and confident driving and identify any areas to be aware of and suggestions for improvement. All Volunteer Drivers must have a current successful assessment to drive any of our minibuses.

Volunteers are required to immediately inform their Local Coordinator of any changes to their licence, including any endorsements obtained.

**What Will This Role Offer Me?**

As a Volunteer Driver, you will form part of the customer-facing team and will see first-hand how the service makes a real difference to the lives of residents. Not only will you be helping individuals combat loneliness and isolation, but you will be playing your part in ensuring the service thrives into the future. Alongside the benefits to the community is the chance to make new friendships and gain personal satisfaction from knowing you are making a real and positive difference in your local area.