



Job Description:

Minibus Driver

Type of Contract:

Fixed term till 31 March 2026
(pending future funding decisions)

Hours:

7-16 hours per week - 7 hours on a Friday with other
9 hours worked flexibly as required.
Evening and weekend working will be required on
occasion.

Salary:

£10.40 per hour

Responsible to:

Vehicles Manager

Responsible for:

No line management responsibilities

Work Location:

2 Inverewe, Aviemore
Post holder will be required to work throughout B&S.

Background

Badenoch & Strathspey is a remote rural area situated south of Inverness in the Scottish Highlands. Its small villages are considered amongst the most geographically deprived in Scotland due to their distance to services. Inaccessible and infrequent transport means many are left isolated in their homes.

In 1999 Badenoch and Strathspey Community Transport Company was created by and for the people of this area to provide accessible transport. In 2022, recognising that, through our transport provision, we were providing a wider range of services, we rebranded and changed the name to Badenoch and Strathspey Community ConnXions.

Through its work BSCX tackles the underlying causes of isolation providing links and social contacts for its clients. In 2021, BSCX was awarded CTA's best Community Transport Operator in the UK, an achievement we are very proud of.

It is also highly respected by health professionals in the area. From care workers to doctors, all introduce patients to BSCX to support their health and wellbeing. BSCX is supported by a small number of full time and part time staff and a good number of volunteers, led by BSCX's CEO.

Main Purpose of the Job:

To drive the company minibuses and provide related services including shopping deliveries, and to drive for events and private hires (which may include evenings or weekends).



Key Tasks:

- To transport service users to and from pick-up points.
- To be aware of the safety of all passengers at all times.
- To be aware and implement health & safety guidelines.
- To be confident in the use of accessible equipment.
- To liaise with Vehicles Manager and Office Manager regarding vehicle bookings.
- To deliver tickets to service users on minibus.
- To administer/balance any cash fares taken in vehicle.
- To support the Vehicles Manager in carrying out regular checks of vehicle and preventative maintenance.
- To ensure vehicles are washed and cleaned out regularly.
- To support the Vehicles Manager when required to ensure vehicle is taken to garage for full maintenance & MOT checks.
- To support the Vehicles Manager in the compilation of records for maintain and reporting to Scottish Government / Highland Council / other funders.
- To support the Vehicles Manager in ensuring sufficient fuel levels for all hire journeys.
- To report any faults to the Vehicles Manager.
- To assist the Vehicles Manager with training of volunteer drivers when required.
- To carry out other general duties during a scheduled workday.

Person Specification

Skills / Abilities / Experience	Essential	Desirable
1. Excellent interpersonal skills and ability to work as part of team	√	
2. Experience of driving a minibus	√	
3. Full clean driving licence with D1 entitlement.	√	
4. MiDAS Qualification		√
5. Experience in roles where organisational abilities and being able to manage a wide range of tasks is key.	√	
6. Ability to work effectively within a busy environment, prioritise workload and manage conflicting requirements and meet deadlines.	√	
7. Ability to deal with a wide variety of people, some of whom may require additional help.	√	
8. Able to use a PCs and software including Word, Excel, and Outlook.	√	
9. First Aid Certificate Holder (if not, training will be provided)		√
10. Ability to perform manual handling tasks for both people and objects (training will be provided)	√	
11. Experience of volunteering.		√
12. An understanding of the services provided by BSCX.		√

Other:

1. Maintain own professional expertise, including attending training as necessary, and be subject to an annual appraisal.
2. Attend staff meetings, away days and other similar staff events.
3. Undertake own computer work, both in the production of correspondence and documents, data recording, emailing and internet research.
4. To hold an up to date First Aid certificate (training will be provided).
5. Undertake any other duties commensurate with the post as may be agreed with the Vehicles Manager or CEO.



General:

1. It is in the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way and if necessary to take on tasks which are not detailed in their job description.
2. Some meetings and other events may be held out of normal office hours, and may involve travel away from the local area.
3. It will be necessary for the post-holder to travel to various locations throughout Badenoch & Strathspey including visiting service users in their own homes.
4. The above items outline the main duties and responsibilities of the post, and are designed to give an accurate flavour of the nature and scope of this post. However, they do not represent an inclusive list of all the duties required.
5. Work as part of a team to the benefit of the charity.

Standard Clauses:

- **Equal Opportunities:** The post-holder will be expected to adhere to the organisation's Equal Opportunities Policy in all aspects of their work.
- **Confidentiality:** The post-holder will be expected to adhere to the organisation's Confidentiality Policy at all times.
- **Data Protection.** The post-holder will ensure that the project adheres to Data Protection regulations and company procedures.
- **Health & Safety at Work:** The post-holder will be required to abide by the organisation's Health & Safety Policy and the requirements of the Health and Safety at Work Act.
- **Criminal Records Bureau Check:** Confirmation of appointment to this post will be subject to a satisfactory PVG check.