



Wheels in Nairnshire

Driver

Job Description

Wheels in Nairnshire (WIN) is an SCIO with a board made up of four trustees, supported by officers from local third sector and NGO's. We have recently been recruited by Highland Council to provide a replacement for the well-known Dial-a-Bus service. This will operate alongside our existing community transport scheme which provides a service for people in our rural community by way of a volunteer car scheme. Both the Dial-a-Bus service and the volunteer car scheme are managed by the scheme Manager/Co-ordinator.

The Dial-a-Bus service will be operated using a new Nissan ENV200 Combi 100% electric vehicle with five seats and rear wheelchair access.

The position is based in Nairn and is for 18 hours per week, but can be flexible. The successful candidate will have a caring, professional manner, be organised and be able to work well in a small friendly team. The Driver will report to the Wheels in Nairnshire Manager/Co-ordinator.

- Wage £9.50 per hour
- Based in Nairn
- Standard holiday allowances, full employment rights after probationary period, work based pension etc
- Start date 01 July 2021, subject to PVG clearance (police check)
- A comprehensive induction and full training will be given

Responsibilities

As a driver, you will:

- Report to the WIN Manager/Co-ordinator

- Carry out daily vehicle inspections, checking charge levels, fluid levels, tyre and bodywork condition etc itemised on a vehicle checklist, and reporting any faults or defects to the Manager
- Ensure the vehicle interior is kept in a clean and presentable condition
- Keep accurate time and mileage records
- Undertake all driving duties as directed by the Manager
- Greet, load and discharge all passengers in a courteous, patient and friendly manner, paying due regard to their abilities, including any disabilities or illnesses

Skills

You will need to:

- Show excellent communication skills
- Develop a close working relationship with all those involved in the Dial-a-Bus service
- Be able to fill in forms relating to vehicle operations in a timely and accurate manner
- Drive in a courteous manner at all times and have regard to road traffic law in any way which affects the operation of your vehicle
- Show a flexible and non-judgemental approach to people and work
- Show strong interpersonal skills and the ability to deal with a diverse range of people
- Have a full, clean driving licence

Closing date 24th May

Interviews 7th June

To apply, send a CV and covering letter to contact@wheelsinnairnshire.org

- for any queries, you can call 07716 214 777

www.wheelsinnairnshire.org