



01 October 2019

Re: Application for Position of Part-Time Driver and/or Passenger Assistant (paid or volunteer)

Thank you for your interest in the above positions. I am enclosing an Information Pack which I hope you will find of interest. We have vacancies for various days of the week.

The position is for either or both part-time driver and passenger assistant, dependent upon vacancies at the time. Drivers will be provided with training to enable you to obtain a MiDAS/PATS Certificate. In addition, both drivers and passenger assistants are required during the first year to attend training on five Saturday mornings and one full day training for First Aid. Thereafter, you will be required to attend three Saturday mornings.

We are a Charity and rely on volunteers to a great extent and we do currently have a number of unpaid volunteers carrying out various duties. We do hope that should you join us you do so with the same spirit and where possible, be able to offer help on a volunteer basis too.

Drivers pay is currently £ 9.20 per hour which includes a Safe Drivers Bonus of £ 0.70 per hour and Passenger Assistants are £ 8.21 per hour worked. Shift days and hours will be agreed prior to any offer being made.

We are enclosing details of the two positions. Please complete only the parts you are interested in.

If you do wish to apply then please complete the forms as fully as possible and return to us.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink that reads 'Sally Gibson'. The signature is written in a cursive, flowing style.

Sally Gibson

Private and Confidential

Position Applied For _____

Family Name:	Forename(s):	Title:

Address:

Post Code:	Telephone Number:	Date of Birth:

Driving Licence YES/NO	Groups:	Endorsements:

Education History	
School/College	Qualifications gained

Employment History			
From -To	Name and Address of Employer	Duties	Reason For Leaving

Notice required in current post?

References

Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.

1.

2.

Other Employment

Please note any other employment, including voluntary, you would continue with if you were to be successful in obtaining this position.

Leisure

Please note here your leisure interests, sports and hobbies, other pastimes etc.

Criminal Record

Please note any criminal convictions except those "spent" under the Rehabilitation of Offenders Act 1974. If none please state.

Health Details

Are you disabled YES/NO. If yes please give details and specify any special needs in relation to your disability.

Please list any diseases, disorders, allergies, muscular or muscular skeletal injuries from which you have suffered or do suffer.

Please detail any form of medicine, drugs or treatment you are currently and/or regularly receiving.

Please list all absences from work in the past 12 months and the reasons for such absences.

Are you free from back problems?

Declaration (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report. The law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).

Signed _____ Date _____



Unit 8, 171 Evendons Lane
Wokingham RG41 4EH
Tel: 0845 544 0850
e-mail: admin@keepmobile.org.uk
www.keepmobile.org.uk

Drivers Registration Form

Personal Details

Name.....Tel No.....

Address.....

.....

.....Post Code.....

Driving details

Licence No..... Valid from..... to.....

Groups..... Years held.....Age.....

NOTE: YOU MUST HAVE D1 IN ORDER TO HAVE A PAID POSITION

Do you have any endorsements? YES/NO If yes please give full details including the date.....

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Have you had any convictions during the past five years for an offence in connection with a motor vehicle? YES/NO Are there any prosecutions pending? YES/NO If yes to either of these, please details.....

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Have you ever been refused motor insurance? YES/NO If yes please give details.

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.....

OUR charity begins at YOUR home

cont.....

Have you been involved as a driver in an accident in the last five years? YES/NO If yes please give details.....

Please give relevant driving experience and details of any additional licences held.

Have you had First Aid training YES/NO. Would you be prepared to attend a First Aid course YES/NO?

General health: please give details of any condition or disability you have or have had which would affect your ability to drive safely now or in the future.

Availability to drive Please indicate which times you are able to drive.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
daytime							
evening							

Declaration I declare that the details given are correct to the best of my knowledge. I agree to exercise all due care for the safety of my passengers and the security of the vehicle whilst in my charge. I understand that it is an offence under the Road Traffic Act knowingly to make a false statement to obtain insurance. I undertake to inform KEEP MOBILE of any subsequent illness, condition or event which might affect my ability to drive and also of any subsequent refusal of motor insurance, or driving convictions. I understand that failure to do so and any false declaration made above may render the insurance cover for the vehicle invalid and I may then be held personally responsible to pay costs or damages. I also undertake to notify KEEP MOBILE of any accident that occurs whilst I am driving for them.

Signed.....Date.....

OUR charity begins at YOUR home

e-mail: admin@keepmobile.org.uk
www.keepmobile.org.uk

Volunteer offer of Service		Confidential
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Name:	Date of Birth	
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Address:
Post Code:

Telephone number :	E-mail address
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Previous Voluntary Work:

Reason for interest in Voluntary Work:

Type of help you are interested in:	Please mark			
Driving - Please complete the Drivers form	Vehicle care	Passenger Assistant	Caring	Admin

How much time can you offer?	Monthly	Weekly	As and when			
	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning						
Afternoon						
Evening						

Résumé

KEEP MOBILE has been in operation since the beginning of 1992 and registered as a charity through the Industrial & Provident Society in February 1993. We are run by a Management Committee made up of wheelchair users, other disabled people, carers and those with many years experience in providing accessible transport. All of our committee are unpaid volunteers.

Our mission is to help those in the Wokingham Borough and Bracknell Forest Borough areas unable to use ordinary transport (due to their disability and/or age) to reach their destination, wherever that may be, and have as much of an independent life as possible with regard to transport.

We operate a fleet of accessible mini-buses all of which have adaptable seating arrangements to suit varying needs and they are all equipped with passenger lifts.

All Keep Mobile's drivers and passenger assistants are trained to the nationally recognised MiDAS standard, (Community Transport Association's Minibus Drivers Awareness Scheme) as recognised by the Department of Transport and RoSPA. We have also achieved the status of having our own MiDAS' DATs ("Driver Assessor/Trainers") on this scheme. This allows us to ensure that we are training our drivers to the highest National standard.

We provide the following services, all of which are all door to door:

Dial a Ride (DAR) where members can telephone to book a journey anywhere they require at a time to suit them. We respond by offering a service as near to their requirements as possible. This is now partly funded by Wokingham Borough Council and Bracknell Forest Borough Council. The service is operated by members telephoning with their requirements at least two days in advance. We will transport members to any destination in the UK subject to availability. All transport is subject to vehicle availability.

Dial a Car as above but individual transport directly to your destination and shorter booking time. There is a separate fare structure for this service.

Shopping Trips a regular service to local towns with sufficient time to shop or meet friends, etc.

Day Excursions trips to places of interest as published in our programme. We visit many different types of venues near and far.

Contract Work for other voluntary organisations including Stroke Clubs, Arthritis Care, Polio Fellowship, Berkshire Blind, Alzheimer's Association and Social Services, etc.

Group Transport where regular transport for meetings or trips is provided. In addition the group can hire a vehicle and use their linked driver (that's a driver dedicated to the group) and the vehicle is used exclusively by the group needing it. In effect it is as a self-drive hire but the driver is trained to MiDAS and has familiarisation training on our vehicles. Bookings can be from an hour to a week.

Job Description for Part-time Driver (paid and/or volunteer)

Responsible to: Administration Team

Duty times:

A shift consists of start at 08:00 and finish at 17:00 with an hour break (unpaid). Times may vary to suit demand and road conditions, etc.

If you are volunteering, the working pattern is to your availability.

Duties:

1. To liaise with Scheduler regarding timings, etc
2. To drive vehicles safely on journeys in accordance with training to MiDAS standards and requirements. Follow all safety regulations regarding seat belts and wheelchair clamps/straps.
3. To obey the Highway Code and considering both passengers and other road users.
4. To ensure vehicles receive regular checks before leaving base and report any items requiring attention which may occur during the shift.
5. To ensure safe, comfortable, journeys for members and clients.
6. To record mileage on trips and ensure members pay in accordance with the issued schedule. Return all fares and other payments received to the administrator for checking and banking. This is via our data system which is driver friendly. Full training will be provided.
7. Where required to work with passenger assistants and carers to ensure safety and comfort of members and clients whilst travelling.
8. Where required to assist disabled members during day excursions.
9. To return the vehicle ready for the next shift with a full fuel tank, configuration, clean and standard seating.

Full MiDAS (Mini-Bus Drivers Awareness Scheme) training will be given and you will need to attend any further training courses as necessary to maintain good safety and comfort standards see programme. A MiDAS certificate will need to be attained prior to driving any vehicles on your own. We will be applying a CRB check to all staff

A D1 licence is needed before you apply for a paid position.
A knowledge of the operating area would be helpful.



Job Description for Passenger Assistant (paid and/or volunteer)

Responsible to: Administration Team

Duties are:

1. To care and look after members requiring additional support during trips. This can be anything from giving an arm to someone who is not too steady on their feet to caring for someone in a wheelchair for the day when on one of our excursions.

Assistance can include assisting someone to the toilet, (especially those in wheelchairs), ordering, collecting and maybe cutting up food. We have blind members who may like someone to walk with them and provide some guidance, read menus, prices in shops, etc., deaf members may also require assistance. In fact passenger assistants help to make our members trips that much easier and enjoyable.

2. Assist the driver with operating the vehicle passenger lifts, the use of wheelchair restraints on vehicles, the securing of members, whether in seats or wheelchairs, and emergency evacuation of vehicles. Where possible passenger assistants will be encouraged to attend training in all aspects of transporting disabled and elderly people.

Passenger assistants will be trained to "PATs" standard and obtain certification of this within two months of starting with Keep Mobile. Full details are provided elsewhere in this pack.

Passenger assistants are fully trained in disability awareness, wheelchair handling, passenger safety and basic first aid.

Volunteer hours are flexible, whatever a person can offer, be it once a month, once a week, daytime, evening or weekend. We appreciate whatever time a person can afford to give to our organisation.

Paid hours will be agreed prior to commencement of employment and included in the Contract of Employment.



Equal Opportunities Policy

Statement of Intent

KEEP MOBILE recognises that as an organisation we operate in a society that discriminates against certain groups and individuals. As members of that society we contribute (sometimes knowingly, sometimes not) to the attitudes, prejudices, stereotyped images and practices which are the cause of discrimination.

KEEP MOBILE seeks to ensure that we do not discriminate in the recruitment and employment of salaried staff, volunteers and Committee members and in the delivery of service.

KEEP MOBILE believes that passive policies in themselves do not provide equality of opportunity and fair treatment. KEEP MOBILE is working towards implementing an equal opportunities policy through a programme of positive action.

KEEP MOBILE fully accepts the statutory requirements laid down in the Race Relations Act 1976, the Sex Discrimination Act 1975, the Equal Pay Act 1970 and the Disability Discrimination Act 1995 and in the absence of legislation, aims to extend the spirit of these Acts to cover other disadvantaged groups not currently protected by statutory requirements.

KEEP MOBILE aims to ensure that no person is discriminated against on the grounds of gender, disability, race, ethnic or national origin, religion, sexuality, class, age, marital status, responsibility for dependants and HIV status.

It is the duty of all Committee Members, volunteers and employees to accept their own responsibility for the practical application of this policy, and to challenge discriminatory behaviour in KEEP MOBILE's work.

Introduction to MiDAS



What is MiDAS?

MiDAS is the **Minibus Drivers Awareness Scheme**, organised by the Community Transport Association U.K. (CTA) which promotes a nationally recognised standard for the assessment and training of minibus drivers. It is a membership based scheme that has been designed to enhance minibus driving standards and promote the safer operation of minibuses.

Why do we need to train our drivers?

The Health and Safety Executive now regards driving as one of the most dangerous regular activities that most people do. Statistically, working as a driver is almost as dangerous as being a deep sea fisherman or working in a quarry and more dangerous than working in the construction industry.

Under the Health and Safety at Work etc. Act 1974, organisations have a responsibility to protect the health, safety and welfare of everyone affected by the organisation. This is further endorsed under the Management of Health and Safety at Work Regulations 1999, which also place a duty on organisations to provide appropriate training to staff. Accordingly there is a clear legal obligation to ensure drivers are trained.

Who is it aimed at?

MiDAS is applicable to any organisation that transports passengers by road. Member organisations range from small voluntary organisations to those operating large vehicle fleets. Many schools and other educational establishments are members and in its guidance to schools using minibuses, the Department for Education and Skills cites MiDAS training as good practice for all schools.

What does MiDAS training include?

Under MiDAS, Drivers attend an intensive classroom-based theory training session that looks at:

- ⇒ Defensive Driving
- ⇒ Drivers' legal responsibilities
- ⇒ Passenger safety
- ⇒ Health and safety awareness
- ⇒ Manual Handling awareness
- ⇒ Personal Safety for drivers
- ⇒ Collision and Breakdowns

Drivers also undertake an extensive on-road assessment of their driving skills and a written multiple choice theory assessment before being awarded a certificate. Drivers of accessible vehicles undertake further training in the skills and knowledge they require to safely use an accessible vehicle and they must successfully complete a practical skills assessment before being issued with a certificate.

What makes MiDAS different from other driver training Schemes?

The extensive network of MiDAS trainers means that it is readily available throughout the U.K. However, the significant difference from the majority of training schemes is that MiDAS is not simply a one-off course and test. MiDAS has a four year refresher cycle, drivers must attend refresher training (including another on-road assessment) every four years in order to retain their entitlement. This not only means that their driving skills are maintained, but that they are also equipped with the latest information on legal and safety issues.

In order to maintain their level of skills, knowledge and training entitlements training agents and DATS are required to attend training every two years.

Introduction to “PATS”



PATS has five modules. An induction module undertaken by all and then modules looking at assisting passengers with disabilities (but not wheelchair users), assisting wheelchair users, assisting children and young people and assisting older people.

Module A: The role of the passenger assistant

This is the foundation module for all passenger assistants. This module enables drivers/passenger assistants to understand the role of the passenger assistant.

The other modules you complete will depend on the needs of the people you work with and they are:-

Module B1

Passenger awareness and assistance

This module covers awareness of passenger needs and how to assist, looking at individuals who do not use a wheelchair.

Module B2

Assisting passengers who travel in wheelchairs

This module covers similar aspects to B1 but focuses specifically on passengers in wheelchairs.

Module C1

Supervising children and young people with special needs

This module is for passenger assistants who work with children or young people with special needs

Module C2

Working with adults who need care and supervision

This module is for passenger assistants who work with vulnerable adults.

Modules D and E are additional and may be relevant for people working in different organisations. Passenger Assistants may complete specialist topics at any time, they need not have first completed other modules.

Module D is Emergency Aid

Module E is Manual Handling

Like MiDAS, PATS includes refresher training however this is only compulsory for trainers.

Refresher for passenger assistants is carried out following an assessment of training needs by their managers.