

Marshalls Coaches Driver Application Pack

Marshalls Coaches
Firbank Way
Leighton Buzzard
LU7 4YP
01525376077



Drivers Name.....

Interview Date.....

Driving Assessment Date.....

References Received.....

Start Date.....

Driver Application Form

Note: All Marshalls Coaches employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of their post and their level of responsibility.

Company name Marshalls_____

Position Applied for: Driver_____

Personal Details

Title: (Mr/Miss/Ms/Mrs) Surname: Previous surname/s	First names:
Date of Birth:	National Insurance No:
Current Address:	Home Telephone Number: Mobile Telephone Number: Email Address:

Please give details of any other professional or vocational qualifications.

	Name of course attended	Name of Awarding Body

Previous Employment History

Dates employed from (mm/yyyy)	Dates employed to (mm/yyyy)	Name of Employer	Job Title	Reason for leaving

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If there are any gaps in your employment history please explain here

Is your level of spoken English sufficient to cover any health and safety or welfare matters that may arise in the course of your work activity.

Please tick Yes No

References

Please supply the names and contact details of two referees who can comment professionally on your suitability for this position & provide independent verification of your suitability to work with children or vulnerable adults. If possible one should be from your current or recent employer. References will not be accepted from relatives.

Name:	Name:
Position:	Position:
In what capacity do you know the referee?	In what capacity do you know the referee?
Name of organisation	Name of organisation
Address	Address
Telephone No:	Telephone No:
Email address:	Email address:

Personal Statement

Using the space below please state why you are applying for this job

For persons who are not British or EU nationals

If you have any conditions related to your employment please give full details below:

Do you have a Work Permit if so please supply Work Permit Details

Driving History

Driving Licence No:		How long held for	
PCV No: (if held)		How long held for	
CRB Or DBS		How long held for	
Any Motoring Convictions Y/N			

If Yes please list:

Date of Offence.....

Offence Code.....

Fine.....

Disqualified Period.....

Points.....

I hereby give Marshalls Coaches LLP permission to check my Licence Details with DVLA

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

Have you had any accidents in the last three years Yes/NO if yes please list below

Date.....Details.....Fault.....Non Fault.....

Have you had any illness now or in the past which may affect your driving Yes/No

Receiving treatment Yes/NO

Description of Disability/Condition

Date Diagnosed

DVLA Advised Yes/NO

Have you to your knowledge ever had special conditions attached to a motor vehicle insurance covering you to drive Yes/NO

If yes please give full details of conditions.

Personal Declaration

Criminal History:

This position for which you are applying involves contact with children and vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions **you are not entitled to withhold information about police cautions, 'bind over' or any criminal convictions no matter how old they are** including any that would otherwise be considered 'spent' under the Act.

Have you ever been convicted of any offence or 'bound over' or given a caution, warning or reprimand either in the UK or *any other* country?

YES/NO

If **yes** please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'

I understand that this role requires an Enhanced DBS Disclosure and satisfactory DBS clearance.

ISA Barred List:

I can confirm that I have not been barred from working with either children or vulnerable adults by the Independent Safeguarding Authority (ISA) or any other organisation.

Signed.....

Dated.....

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information or to omit information, could result in the withdrawal of any offer of employment, or my dismissal at any time in the future and possible prosecution

Signed: _____ Date: _____

Print name: _____

Job Title	<i>Driver</i>
Reports to	
Job Purpose	
<p>To drive passenger carrying vehicles on scheduled and services for all aspects of activity, including Children and Young People and Vulnerable Adults.</p> <p>To ensure the safe carriage and welfare of passengers from/to the collection/delivery point and providing assistance to passengers with special needs as required</p>	
Main Duties and Responsibilities	
<p>1. To drive appropriately licensed vehicles (inclusive of coaches, buses, minibuses, goods vehicles and cars) as directed, for the transport of passengers and/or loads in a safe and efficient manner.</p>	
<p>2. To comply with regulations and codes of practice governing the driving and use of vehicles and its equipment in connection with any function undertaken including the carriage of passengers and loads. To check the vehicle and its equipment daily and weekly for roadworthiness/effectiveness, reporting any defects, carrying out routine driver service operations.</p>	
<p>3. Responsible for ensuring the interior and exterior of the vehicle is clean and tidy at all times to required standards, including hygiene control.</p>	
<p>4. To assist with the boarding and alighting of passengers including physically assisting passengers with severe disabilities, particularly when using Passenger tail-lifts as trained to do so. Where necessary, ensuring all passengers are safely retained in their seat using the required safety systems and ensure that all wheel chairs are correctly secured to the retaining mechanisms or securing points within the vehicle as trained to do so.</p>	
<p>5. To follow daily and weekly work schedules as instructed and complete all drivers related records as required, including operating tachographs and other in-vehicle equipment where applicable.</p>	
<p>6. To provide feedback to assist in the planning and scheduling of work.</p>	
<p>7. To work unsupervised and on own initiative to overcome any problems which may arise whilst in charge of a vehicle and its passengers, and to follow the procedures as set down by Marshalls Coaches LLP</p>	
<p>8. To load and unload commodities/goods/vehicle equipment, on and off vehicles and to ensure that any loads carried are secured for safe transit.</p>	
<p>9. To be responsible for the Health, Safety and Welfare of all passengers boarding and alighting via steps or Passenger tail-lift, particularly with regard to people with physical disabilities and those with varying medical conditions as trained to do so.</p>	
<p>10. To work as directed and fully participate in working procedures and practices in line with the nature and grade of the job.</p>	
<p>11. To liaise with parents, guardians, carers, passenger assistants, teachers, centre organisers and Marshalls Coaches LLP. Ensure appropriate communication & feedback is maintained and presented to the Company as directed, including the reporting of any problems and or incidents regarding transport of a client.</p>	

12.To ensure that the necessary Personal Protective Equipment and uniform are worn as required. Report any defects or missing items as necessary.
13.To participate in working flexible hours. From time to time carry out evening and weekend work, as the service needs dictate.
14.To use the appropriate equipment to a level of that required by the Company including the use of mobile communications and tracking equipment, radio, telephone, messaging, global positioning, etc.
15.To undertake any other such duties as are commensurate with the nature of the job and grade.
Work Dimensions
To comply with Safeguarding Standards for children , young people and vulnerable adults. To comply with the Equal Opportunity principles. To comply with Health & Safety Standards.

Knowledge, Qualifications, Skills and Behaviours and Experience	E	D
Qualifications:		
<ul style="list-style-type: none"> • Driving License Must possess a current Driving Licence with a minimum of unrestricted categories B, C1, D1, D and have the ability to drive a range of vehicles to expected standards. • <i>Independent Safeguarding Authority (ISA) Non – barred status (Individuals barred by the ISA for work with children and young people or vulnerable adults will not be eligible for this role)</i> • <i>Disclosure Bureau Service (DBS) clearance (The jobholder is exempt from the provisions of the rehabilitation of offenders Act 1974 and is required to disclose any criminal offences (including cautions, warnings & reprimands), as well as meet a satisfactory enhanced DBS check.</i> • Any further relevant qualifications would be an advantage such as PAT's and Team Teach Training as well as a First Aid Certificate. 	E E E	D
Knowledge & Experience:		
<ul style="list-style-type: none"> • Previous experience in assisting & maneuvering service users for the purposes of transport provision and other needs as necessary using appropriate techniques and/or equipment as trained to do so. • Ensure all work is performed to meet the Health & Safety, Safeguarding, Environmental and Legislative requirements. • Detailed knowledge of UK traffic laws and regulations involved in the operation of fleet vehicles. 	E	D

<p>Knowledge & experience of the use of appropriate and / or equipment as required.</p> <ul style="list-style-type: none"> • Ability to be trained in all aspects of service provision including the use of a range of vehicles relating to the post. • Working knowledge of schedules and necessary documentation. 	<p>E</p> <p>E</p>	<p>D</p>
<p>Skills and Behaviours:</p>		
<ul style="list-style-type: none"> • Ability to work effectively with clients with varying special needs and / or challenging behaviours and respond in a sensitive/caring manner. • Ability to follow instructions and work flexibly as required and undertake a variety of different activities in daily and weekly functions. • The ability to operate ancillary equipment • Ability to undertake learning and development in staff related matters, service provision, the use of a range of vehicles relating to the role, fixed and mobile equipment • The ability to work effectively within a team and foster good relationships with other staff, contractors and clients of the Council. • Able to be solely responsible, or where appropriate, take shared responsibility for the safety and welfare of passengers. • Ability to understand and apply information given by the supervisor, parent/guardian, carer or school/centre staff on the special needs of the child/client. • Good communication skills including the ability to consult clearly and sensitively with a range of client groups and people from diverse backgrounds and to report back where necessary. • Adequate written skills to complete necessary documentation e.g. reports and completion of work schedules. • Ability to exercise good judgement and stay calm in emergency situations. • Ability to read maps and follow directions. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>D</p> <p>D</p>

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Driver Trainer Guide and control Form

First day: Ensure that the new starter is familiar with the layout of Marshalls Coaches

- Fuel Island
- Drivers Room
- Offices
- Wash
- Workshop
- Introduce to available staff(all)
- Gate and Door Security procedures

Daily

- Clocking On and Work Tickets
- Walkround Check
- Reporting Defects
- Ensuring all required items are taken (ie Blue Bag Beds)
- Route Guidance and learning
- Cleaning whilst out or in the yard
- Vehicle refuelling
- Vehicle cleaning on return to depot including wash
- Reporting any defects

	Good	Average	Poor
1 Is driver dressed correctly			
2 Time keeping			
3 Ability to learn routes			
4 Vehicle cleaning			
5 Client Contact			
6 Driving Standard			
7 Paper work and Tachographs			

Notes:

