



APPLICATION PACK

Norwich Door to Door's Background

We have been operating a door to door, mobility bus service for people on low incomes with severe mobility problems since 1992. The aim is to enable social inclusion and increase the quality of life experience for those most disadvantaged by their disability in our community. Since 1998, we have been members of the Community Transport Association an umbrella group who publish best practice and legal guidelines for the operation of local transport initiatives. In 2011 government funding was granted for the formation of a Norfolk Community Transport Association to work closely with local voluntary and community transport providers.

We own nine fully accessible buses with internal passenger lifts at the rear and low steps. We offer choice and autonomy on pre-scheduled routes; we operate Monday to Friday with the opportunity for group bookings in the evening and at weekends. Passengers apply to register with the service and once accepted they can plan their transport needs in advance. The current team comprises 46 volunteers, 8 trustees, 4 office staff and 11 part-time bus team personnel. The latter work on both contracts and Dial a Ride services.

We are based at the Community Hospital, Bowthorpe Road courtesy of the NHS who provide both office accommodation and parking for our buses 20% of our journeys offer access to health related appointments and services.

In the Norfolk County Council, Environment Transport and Development Transport Strategy, the council quotes 24,000 individuals in Norwich as unable to access the public transport network. It is estimated 11.7 m people in this country find it difficult to use public transport. We help those in greatest need and all of our members have some form of walking aid or travel with their wheelchair.

Funding comes from many sources our members make a contribution towards their fare and they pay an annual registration fee. We receive grant funding from Norfolk County Council, Travel and Transportation Department, Norwich City Council, Broadland District Council and South Norfolk District Council. We also earn funding through the delivery of five schools contracts where we transport children with mobility needs to and from special and main stream schools. We offer our accredited driver and passenger assistant training to other groups. The balance of our needs we fundraise by organising events, sponsorship opportunities, Charitable trust and corporate funding applications, and by seeking donations.

Norwich Door to Door is located at:
Room 2.19, Woodlands House
Norwich Community Hospital
Bowthorpe Road
Norwich NR2 3TU
Telephone: 01603 776732

Further information about Norwich Door to Door can be found on our website:
www.norwichdoortodoor.org.uk

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PAID COMMUNITY TRANSPORT DRIVERS/PASSENGER ASSISTANTS

PURPOSE AND SCOPE

To drive the Norwich Door to Door mini bus(s) for passengers with disabilities. A flexible and demand responsive system providing accessible, safe and friendly transport within Norwich community.

To provide a flexible high quality service in accordance with equal opportunities, health and safety and the stated aims and objectives of Norwich Door to Door.

ORGANISATIONAL RELATIONSHIPS

Directly accountable to the Transport Manager and accountable for direct supervision of the passenger assistant.

PRINCIPAL TASKS AND RESPONSIBILITIES

- 1 To perform early morning and daily vehicle checks for road worthiness of buses prior to departure and record faults as appropriate on the drivers check list. Report major defects directly to the office administrator.
- 2 To drive the Norwich Door to Door vehicle and transport our Passengers with mobility problems safely to and from their home to locations within Norwich and return.
- 3 Collect and record passenger fares.
- 4 To be responsible for the seating of and the safe securing of passengers on the buses as appropriate.
- 5 In accordance with the office practice and health and safety ensure the initial and ongoing assessment of service users requiring transport.
- 6 To undertake and achieve the Mini Bus Driver Assessment Scheme and refresher courses.
- 7 The participation in training for First Aid, Disability Awareness, Health and Safety and other relevant training courses as required.
- 8 To be aware of the content and comply with the Health and Safety and risk assessment policy of Norwich Door to Door.
- 9 To ensure the vehicle is kept tidy and clean and any litter removed at the end of each day.
- 10 To ensure that the vehicle tracking is cleaned/ brushed out internally on a daily basis.
- 11 At the end of each day to ensure that there is at least a quarter of a tank of fuel in the tank for the next driver.
- 12 To attend and participate in Norwich Door to Door team meetings.

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Norwich Door to Door seeks two committed and enthusiastic job share Community Transport Drivers/Passenger Assistants.

We are a local charitable organization operating affordable, fully accessible transport services to people with severe mobility problems who are on low incomes in our community.

We are looking for two Drivers/Passenger Assistants who are responsible and proficient to join our motivated team. An essential requirement is that you hold a full, driving licence which includes a D1 entitlement.

They will join a job share position and be expected to work 20 hours a week at £8.17 per hour, with a commitment to covering holiday leave and sickness. These are permanent, part-time positions. Interviews will be ongoing. Mini Bus Driver –Part Time 40 Hours a fortnight.

Salary paid per calendar month.

Must have a clean licence with a D1 entitlement.

Be a MIDAS accredited driver and Emergency First Aid certificate holder or be willing to take the necessary assessments and training to achieve.

A Disclosure and barring check will be sought before any appointment confirmed as will references from a recent employer, one reference must be from a reputable professional person who has known you personally.

An opportunity to join our team of open, friendly and flexible staff and volunteers

Please note that applicants should live within a reasonable travelling distance of our base in Norwich or be willing to travel to get there before the start of your shift.

Uniform supplied.

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Please complete all sections of this form

PAID COMMUNITY TRANSPORT DRIVER/PASSENGER ASSISTANT

Name:
Address:
.....
.....
Post code: Telephone:

1. Education and Training	
School / College / Institute etc	Subject studied / Qualifications gained

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2. Employment History			
Current / Previous employer			
From	To	Name of Employer / Position Held	Reason for leaving
Previous employment including voluntary work			
From	To	Name of Employer / Position Held	Reason for leaving

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3. Interests and hobbies

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4. Supporting Your Application

Your application form plays an essential part in our choosing the right person for this position. Your application is the only source of information that will inform the recruiting manager whether to short list you for an interview.

In the information supplied to you about this job you will find a job description and person specification. The person specification identifies the experience, skills, personal attributes and, where appropriate, qualifications which form the selection criteria for this post. Please use the space below in order to advise us as to how you meet these selection criteria, giving concise examples of how you have used these skills and knowledge in previous situations. You may attach further sheets if necessary. It is important for you to provide us with as much relevant information as possible as assumptions will not be made.

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Access to transportation?	YES/NO
<p>Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the organisation. Any information given will be completely confidential and will be considered only in relation to an application for the position to which the order applies.</p>	
5. Have you ever been convicted of a criminal offence?	YES/NO
<p>If YES, please give details of any criminal convictions (with dates) in the space below</p>	

6. Referees	
<p>Please include your present employer (or most recent). If you do not want your referees to be approached without your prior consent please tick the appropriate box.</p>	
1.	2.
<input type="checkbox"/>	<input type="checkbox"/>

I hereby declare that the particulars I have given on this form are correct.
Any falsification will give cause for dismissal.



Signature:

Date:

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Equal Opportunities Monitoring Form

Post applied for:

Date:

Door to Door is committed to a policy of opportunity for all in employment. The information below will be treated as **confidential**. This form will be kept separate from the application form and the information **will not be made available to the people involved in shortlisting applicants nor to members of the interview panel**.

To monitor the effectiveness of the equal opportunities policy and for no other reason, please identify for each question the group which you feel most accurately describes you.

1. Age <input type="checkbox"/> 16-30 (a) <input type="checkbox"/> 31-45 (b) <input type="checkbox"/> 46-60 (c) <input type="checkbox"/> 61-70 (d) <input type="checkbox"/> 70+ (e) <input type="checkbox"/> Prefer not to say (f)

2. Gender Male (1) <input type="checkbox"/> Female (2) <input type="checkbox"/>

3. National Identity <input type="checkbox"/> English <input type="checkbox"/> Welsh <input type="checkbox"/> Scottish <input type="checkbox"/> Northern Irish <input type="checkbox"/> British <input type="checkbox"/> Other, Please Write
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4. Ethnicity White <input type="checkbox"/> British (1) <input type="checkbox"/> Irish (2) <input type="checkbox"/> Any other white background (3) Black or Black British <input type="checkbox"/> Caribbean (4) <input type="checkbox"/> African (5) <input type="checkbox"/> Any other Black background (6) Asian or Asian British <input type="checkbox"/> Indian (7) <input type="checkbox"/> Pakistani (8) <input type="checkbox"/> Bangladeshi (9) <input type="checkbox"/> Any other Asian background (10) Chinese or British Chinese <input type="checkbox"/> Chinese (15) <input type="checkbox"/> Any other Chinese background(16)	Mixed/multiple ethnic group <input type="checkbox"/> White and Black Caribbean (11) <input type="checkbox"/> White and Black African (12) <input type="checkbox"/> White and Asian (13) <input type="checkbox"/> Any other mixed background (14) <input type="checkbox"/> Any other ethnic background (17) <input type="checkbox"/> I would prefer not to indicate my ethnic background (18)
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5. Disability

Under the Equality Act 2010 which replaced and incorporates the remit of the Disability Discrimination Act (DDA) 2005 a disability is defined as physical, sensory or mental impairment which has, or is expected to have a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to have a disability according to the above definition?

- Yes (1) No (2) Do not wish to disclose (3)

If **YES** please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'Other'.

- | | |
|--|---|
| <input type="checkbox"/> Physical Impairment (1) | <input type="checkbox"/> Learning disability/difficulty (4) |
| <input type="checkbox"/> Sensory Impairment (2) | <input type="checkbox"/> Long standing illness (5) |
| <input type="checkbox"/> Mental Health Problem (3) | <input type="checkbox"/> Other (6) |

6. Religion

What is your religion, belief or spiritual path?

- | | |
|---|---|
| <input type="checkbox"/> Atheism (1) | <input type="checkbox"/> Judaism (7) |
| <input type="checkbox"/> Buddhism (2) | <input type="checkbox"/> Sikhism (8) |
| <input type="checkbox"/> Christianity (3) | <input type="checkbox"/> Other (9) |
| <input type="checkbox"/> Hinduism (4) | <input type="checkbox"/> I do not wish to disclose my religion or belief (10) |
| <input type="checkbox"/> Islam (5) | |
| <input type="checkbox"/> Jainism (6) | |

7. How did you learn of this vacancy?

Thank you for your cooperation in completing this form. The information that you have supplied will be used to produce statistics. This form will then be destroyed. All data is held in accordance with the Data Protection Act 1998.

Please return this form in the separate envelope marked 'Equal Opportunities Monitoring'.

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Do not put this form and your application form in the same envelope

POLICY

EMPLOYING PEOPLE WITH A CRIMINAL RECORD

Door to Door aims to promote equality of opportunity with the right mix of talent, skills and potential. Door to Door welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes, only where the conviction is relevant. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent'. This is in line with the Rehabilitation of Offenders Act 1974.

Door to Door meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. As a Regulated Activity Provider all applicants who are offered employment into a regulated post will be subject to a criminal record check by the Criminal Records Bureau before an appointment is confirmed. The CRB enhanced disclosure will include details of cautions, reprimands or final warnings, as well as convictions. Having a 'spent' or 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances, background and nature of the offence(s). However, Door to Door will not employ anyone in a regulated position who is currently barred, or who is later found to be barred, from working with either children or vulnerable adults.

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