

## Magnum Cars & Carriages Ltd

<b>Job Title:</b>	Driver/Escort	<b>Job Category:</b>	Transport Personnel
<b>Accountable To:</b>	Transport Manager/Managing Director		
<b>Location:</b>	East Horsley	<b>Vehicle Required:</b>	Yes – however if you do not have your own car, the company can provide one.
<b>Level/Salary Range:</b>	Variable	<b>Position Type:</b>	Self-Employed (full-time and part-time)
<b>HR Contact:</b>	Talal Malik	<b>Date Posted:</b>	Ongoing
<b>Training Provided?</b>	Yes	<b>Position Expiring:</b>	Ongoing
<b>External Posting URL:</b>	<a href="http://www.magnumcarshorsley.co.uk/recruitment">http://www.magnumcarshorsley.co.uk/recruitment</a>		

### Applications Accepted By:

#### EMAIL:

info@magnumcarshorsley.co.uk  
Subject Line: Recruitment

#### MAIL:

Talal Malik  
Magnum Cars & Carriages Ltd  
Station House, Station Approach, East Horsley, Surrey,  
KT24 6QX

### Safeguarding

Magnum requires all its transport personnel to abide by its policies on safeguarding and promoting the welfare of children and vulnerable adults. An Enhanced Disclosure and Barring Services (DBS) (Previously known as CRB) check is required to work in this post. As well as this position being subject to a satisfactory enhanced disclosure, this job offer will also be subject to a minimum of two satisfactory references.

### Values and Attitude

Magnum's transport personnel are expected to demonstrate our values by working positively as part of a team delivering vital high quality services to clients to fulfill our promises of efficiency and discretion.

Magnum respects and adheres to Equal Opportunities legislation, in particular the Equality Act 2010. We fully expect all our staff and transport personnel to adhere to these.

In return we will offer you support, training and development and the best resources that we are able to provide to help you give your best in your work with us.

### Job Description

#### ROLE:

Providing transport services to wide spectrum of the public including children and vulnerable persons.

#### RESPONSIBILITIES:

- Preparing vehicles for each journey, ensuring cleanliness and safety checks are carried out prior to departure

- Awareness and adherence to all of Magnum’s policies including relevant company procedures and policies, legislative requirements, the appropriate code of conduct, the journey route, the appropriate safeguarding practices, emergency procedures, and the safe use of any equipment
- Working with the Transport Manager/Managing Director to ensure vehicles are left in a fit and proper condition for future use
- Reporting and recommending remedial action to the Transport Manager/Managing Director to address and defects, faults or damage to any vehicle as soon as it is identified
- Recording any accidents suffered by passengers in accordance with policies and procedures and reporting to Transport Manager/Managing Director at the earliest opportunity
- Reporting any concerns of a child protecting nature immediately to the Transport Manager/Managing Director and any other relevant party in accordance with policies and procedures
- Attending any training sessions deemed necessary by the Transport Manager/Managing Director

**GENERAL REQUIREMENTS:**

- Drivers must have a minimum of three years driving experience, and must be either have a valid Guildford Borough Council Private Hire Driver’s license or a valid Hackney Carriage Driver’s license (by any licensing authority)
- Any owner vehicle(s) being used by the driver must also be appropriately licensed
- Any escorts must be First Aid trained to at least the standard of the “Appointed Person” First Aid Training Course
- In addition, all drivers and escorts must be in possession of a valid Authorized Identity Badge before commencing any local authority transport services
- Abide by the relevant code of conduct at all times
- Ensure all duties are carried out in accordance with Magnum’s health and safety policies and procedures
- Take an active role in supervisions and appraisals
- Attend compulsory and other training sessions, to support continued person development
- Act as a positive ambassador for Magnum at all times
- Positively contribute to the achievement of Magnum’s mission and objectives
- Any other duties as may be reasonably expected of the position holder
- Have a general knowledge of the local area, i.e. Guildford Borough
- Ability to plan routes for pick-ups and trips
- Flexible working hours including late shifts
- Ability to work within a small team
- Positive attitude towards work
- To work on own initiative

NB: This job description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management’s discretion in the future. As a general term of employment, Magnum may effect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are consistent with the nature of the job.

Signed:		Date:	
Name:			

Please return this form either by hand to the Transport Manager, or by email to [info@magnumcarshorsley.co.uk](mailto:info@magnumcarshorsley.co.uk)  
 If you any questions, please contact Magnum Cars & Carriages’ Transport Manager on: 01483 281111