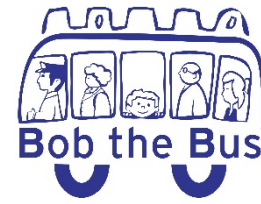


Totnes and Rural Community Transport ('Bob the Bus')

Charity number 1169167



Vacancy for part-time coordinator (vehicle maintenance role)

Background

TARCT became a Charitable Incorporated Organisation (CIO) in 2016, evolving from voluntary community transport groups dating back to 1984.

Our object is to provide accessible community transport for Totnes and its surrounding villages. We operate scheduled bus routes, serving locations with no other public transport, and regular travel club excursions to local places of interest. We aim to make our services friendly and accessible for as many people as possible, including residents and visitors, and especially passengers of limited mobility, the elderly, and anyone without access to their own vehicle.

Current activities

There are currently three strands to TARCT's work:

1. Scheduled bus services in and around Totnes. Two low-floor 16-seat Mercedes-Benz 'Sprinter' buses operate a regular Monday to Friday timetable connecting passengers from Follaton (to the west) and Bridgetown (to the east) with the town centre, including the railway station, supermarket and surgery. Crucially, these buses both travel the full length of Totnes's historic Fore Street and High Street, so passengers unable or unwilling to manage the steep hill can access shops, cafes, pubs, post office, etc. On two days each week, services run to the outlying villages of Stoke Gabriel, Ashprington and Cornworthy, which would otherwise be without any public transport. Passenger numbers have recovered well since the pandemic, and are at nearly 40,000 journeys/year.
2. Monthly travel club. This provides day trips by minibus to a wide variety of places of interest in the south-west, ranging from National Trust properties and Dartmoor beauty spots to IKEA shopping trips. The travel club is open to all, but is especially enjoyed by those without their own transport, and is a valuable social experience for single adults.
3. Private hire. Minibuses with a driver can be hired by other charities and community groups – examples include Dartington Hall Trust, Sharpham Estate, the Totnes Agricultural Show and Lifeworks. We have worked closely with Totnes Town Council in providing Park and Ride for the town's Christmas markets and on two temporary schemes operating from the local secondary school for the Totnes Festival. Bob the Bus also provides commercial hire to music festivals, weddings, parties, etc.

Staff and volunteers

TARCT is managed by a group of 7 volunteer trustees. It currently employs one full-time coordinator. We have nearly 40 volunteer drivers who cover half-day shifts on the scheduled services. Payment to drivers is offered (and often declined) only for commercial contracts.

Our current coordinator has been responsible for almost all of the day-to-day running of the various activities, but she is taking a 6-month career break from September 2024. We have decided to split the coordinator role into two half-time appointments – one dealing mostly with bus preparation and

maintenance; the other concentrating on office-based admin tasks. However, an exceptional applicant may be able to take on all tasks as a full-time post.

At the moment, it's our intention to enable our coordinator to return to work after her leave of absence. Hence, the part-time vacancies are being advertised as 7-month fixed term contracts, starting in August 2024 (to allow 1 month overlap with the present coordinator for induction and familiarisation). However, the situation may change, and we could be looking to extend contracts beyond March 2025.

Minibus fleet

We currently have five 16-seater Mercedes minibuses. The oldest dates from 2008, while our newest bus was delivered in April 2024. Three buses are low-floor adaptations and include a manual ramp for access by wheelchair users. Where possible, we operate two low-floor buses on our scheduled Monday-Saturday services, while the two oldest buses have been used for back-up, travel club and private hire duties. Our brand-new bus will see service across all three aspects of our work, and ensure we have a fully-accessible backup vehicle. One of our buses is parked overnight at Harrison's garage, Totnes, while the other four are at Follaton House. All buses can be accessed via external key boxes.

We have an excellent understanding with Harrison's garage, who will respond rapidly to urgent situations, as well as conducting routine checks. Totnes and South Hams Tyre Services supply tyres free of charge (up to an annual limit).

Outline job description

The responsibilities of the coordinator (vehicles) are summarised below. We expect the post holder to work closely with the admin coordinator (and some of the roles will overlap). The coordinator will report to the trustees as and when required, but is expected to be a self-starter and exercise their own initiative on a day-to-day basis. The contract will be for 19 hours/week. The weekly working pattern is negotiable and will need to be flexible, owing to the changing requirements of the minibus fleet. The post holder will normally be based at our Follaton House office, but there may be scope for working from home when required. We will require the coordinator to take on some driving duties – where appropriate these will attract overtime payments, including allowances for weekend and 'after hours' assignments. The coordinator must have a current category D driving license or equivalent.

- Preparing buses for service (cleaning periodically, checking fuel)
- Removing/replacing drivers' log sheets and safe removal of cash to office
- Identifying and dealing with minor issues (such as bulbs, fluid levels)
- Checking drivers' reports and identifying necessary bodywork and other repairs
- Logging and recording appropriate service data
- Organisation and scheduling of regular maintenance and statutory testing of the vehicle fleet
- Delivery and collection of buses to and from servicing
- Ensure Ticketer machines are operational, reporting any problems to the appropriate person
- Overseeing parking and security
- Assisting with training and induction of new drivers
- Assisting the admin coordinator in maintaining drivers' database
- Occasional driving cover for scheduled services
- Occasional driving for travel club and private hire assignments
- Close and regular liaison with the admin coordinator regarding the availability of buses

- Regular liaison with Chair and other relevant trustees
- Quarterly (or as necessary) reporting and attendance at Trustee meetings
- Other relevant and reasonable duties as required and agreed with the trustees.

Remuneration

Gross salary is £1178/month (subject to NI and pension deductions). From time-to-time, some overtime may be required, but this is neither guaranteed nor compulsory. PAYE and pension scheme contributions are administered by MAP Accountants, 2 Bridge Farm Offices, Harberton, TOTNES, Devon, TQ9 7PP. Further details of pension arrangements are available on request.

Holiday entitlement

20 days / annum pro rata, i.e. 12 days over the 7-month contract, plus statutory bank holidays. If working on a bank holiday is unavoidable, days off may be taken *in lieu*.

Location

TARCT's office is at 1D The Cottage, Follaton House, Totnes TQ9 5NE

Probationary period

30 days.

Notice period

30 days.

Other details (e.g. sickness policy, grievance and disciplinary procedures, are available on request).

How to apply

Please send a CV, including the names of two referees (preferably one of which should be current or recent employer), plus a covering letter explaining how you can meet the requirements of the post, to: totnescommunitytransport@gmail.com.

If you have any questions, or would like an informal chat in advance of applying, please use the above email address.

Stephen Grove
Chair of Trustees