

Driver

Driver

Job Description/Person Specification

Signed	
Print Name	
Date	



Job Purpose

To drive company vehicles to transport service users in accordance with the Rules and Regulations of the Highway Code and in accordance with good practice provided by the companies induction training to maintain client, staff and public safety whilst on the highway.

Provide basic maintenance of the company vehicles e.g. oil levels, cleaning of vehicles to maintain them in working order and prevent unnecessary deterioration of the vehicle.

Duties and Responsibilities

- Drive the company vehicles in accordance with the Rules and Regulations of the Highway Code and to maintain client, staff and public safety whilst on the highway.
- Provide daily visual checks and basic maintenance for the vehicles eg. oil levels, cleaning of vehicles, etc and arrange via Head Office when necessary the service and MOT of the vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle. Carry out weekly, recorded checks.
- Report any vehicle defects, faults directly to Home Manager and Head Office
- At the commencement of the journey, liaise with the Escort (if applicable) as appropriate to check that seat belts are fastened and bags and equipment is secured. Throughout the journey ensure that clients remain seated, stopping when necessary to ensure that the safety of clients and staff is maintained at all times.
- Assist clients on and off the vehicle, using the steps or tail lift, ensuring wheelchairs are clamped etc. in order to prevent accidents and meet good 'moving and handling' practice.
- To report any accident and/or incident immediately to the Manager
- Complete records as required.
- Drive an agreed daily route plan for journeys, seeking prior agreement to any route changes to achieve a practical and cost effective route.
- Attend relevant training courses as identified and agreed, this will include First Aid at work, Risk Assessment, Moving and Handling, mini bus driver training etc.
- To be alert to issues of safeguarding vulnerable children and adults, ensuring that their welfare and safety is promoted and safeguarded, and to report any child protection/adult protection concerns using Company safeguarding policies, procedures and practice.
- Comply with Health & Safety, Fire Regulations and other Company policies.
- To undertake any other duties as required by the manager.

Person Specification

Attribute	Essential	Desirable	Measurement
Education and Qualifications	Completed secondary education within the normal timeframe	<p>Knowledge of client groups, work groups, work areas, etc.</p> <p>May have some formal qualifications relevant to the post eg. NVQ's, PCV/minibus licence</p> <p>3 passes at GCSE (or equivalent) in any subjects</p>	Application Certificate Interview
Work Experience	<p>Hold a current and clean UK driving license for a minimum of 2 years, including category D1.</p> <p>Knowledge of basic vehicle maintenance</p>	<p>Experience of driving a mini bus</p> <p>One year's experience working with others in a team environment, ideally in delivering personal services</p>	Application Interview
Knowledge, Skills and Training	<p>Ability to understand (through oral or written communication) a simple set of instructions, and if necessary, relay to others in the team.</p> <p>Literate, with basic numerical ability</p>	<p>Understanding and application of the normal duties and responsibilities of a Support Worker.</p> <p>Has received training in manual handling,</p> <p>Awareness of Health and Safety Procedures and Regulations</p> <p>Ability to undertake manual handling duties and lift heavy weights</p>	Application Medical assessment Interview
Personal Characteristics	<p>Pleasant approachable personality.</p> <p>An ability to communicate with a range of people</p> <p>Patient manner.</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Reliable and trustworthy.</p> <p>Honest, sense of responsibility and confidentiality.</p>	Express a wish to promote the services and achieve excellence for the users.	Interview

Attribute	Essential	Desirable	Measurement
Personal Characteristics <i>(continued)</i>	Flexible approach to working arrangements. Sensitivity to user needs Willing to undertake training as appropriate.		Interview

