

## JOB SUMMARY

<b>Post Title</b>	<b>Driver</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	<i>02</i>	<b>Line Manager to others?</b>	<b>No</b>	<b>Role profile ref</b>	<i>SD02</i>
<b>Service Area</b>	<i>ASC</i>						
<b>Line Manager</b>	<i>Christine Grimes</i>						
<b>Location</b>	<i>Plean Dene Shanklin PO37 6RQ</i>						

### Job Purpose

To provide a service for residents using our minibus vehicle at an agreed time to support to Day Services and/or community activities e.g.: trips to Donkey Sanctuary, coffee mornings etc. or support to various appointments.

If necessary to assist service user to enter and vacate the vehicles, ensuring their safety and physical needs are fully met throughout the journey.

To ensure the vehicles driven is maintained through completion of daily checks, refuelling, vehicle cleanliness and reporting of any maintenance and repair issues to fleet management.

### Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- The driving of the minibus in accordance with the Ministry of Transport driving test standards, and to hold a current D1 licence.
- The transportation of service users between Plean Dene and/or agreed pick up points and back
- To assist the service user on and off the minibus as required, this might include use of the tail lift or ramp.
- To ensure that all passengers are seated correctly and all doors are secure before the vehicle starts to move.
- To undertake agreed vehicle checks daily before undertaking a journey and end of using the vehicle for a journey and fill in appropriate paperwork.
- To carry out daily maintenance of the vehicle, duties include, sweeping and mopping out inside the vehicle.
- The immediate reporting of any issues with the vehicle to the management team
- To carry out all duties in accordance with the Authority's Health and Safety Policy and procedures including risk assessments.
- To undertake any other vehicle journeys as requested by the home management team.

### Knowledge, Skills and Experience

<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Reliable, responsible.	<i>Ability to communicate in an appropriate manner and promote a positive image of the council.</i>	<b>E</b>	
Evidence of practical experience in an appropriate work environment	<i>Experience driving a minibus or larger vehicle.</i>		<b>D</b>
	<i>Experience working with vulnerable adults.</i>		<b>D</b>
Safe and competent use of relevant equipment / tools.	<i>Experience using equipment relevant to a minibus or car.</i>	<b>E</b>	
Ability to communicate clearly.	<i>The post holder will have direct contact with services users and staff on a daily basis. Ability to communicate in the appropriate manner to promote a positive image of the service.</i>	<b>E</b>	
	<i>The post holder must be an approachable professional person when liaising with service users and other members of staff.</i>	<b>E</b>	
Basic literacy and numeracy.		<b>E</b>	
Basic knowledge of ICT systems.	<i>The post holder will have sufficient computer literacy skills to be able to complete electronic training and read policies.</i>	<b>E</b>	

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Able to maintain accurate records as and when required.	<i>Ability to record information accurately</i>	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
May require relevant certifications including evidence of fluency in English language.		<b>E</b>	
GCSE level qualifications or equivalent	<i>Educated to GSCE (to include Maths and English) or equivalent qualification or experience</i>		<b>D</b>
Minibus Driver Awareness Training (MiDAS)	<i>Evidence of completion of MiDAS training or a willingness and ability to complete once employed by the Council</i>		<b>D</b>
<b>Other Requirements</b>			
<i>The ability to work both individually and as part of a team.</i>		<b>E</b>	
<i>Satisfactorily passed DBS Check undertaken by the Council</i>		<b>E</b>	
<i>Able to meet the travel requirements for the role.</i>		<b>E</b>	
<i>Full UK driving licence or equivalent</i>		<b>E</b>	
<i>First aid qualified or a willingness to be trained</i>			<b>D</b>
<i>May be required to undertake additional duties as commensurate with grade and role</i>		<b>E</b>	
<b>Organisation Structure (optional)</b>			
<p>The post-holder will report directly to the Team leader/ Senior and or Registered Manager/Assistant Manager</p> <p>The post-holder will not line manage any other team members directly.</p>			