

Job Profile: Bank Minibus Driver

Location:	Cannock – Cheslyn Hay – Tamworth – Hinksford Park
Grade:	£11.44 per hour
Hours:	As and When Required (split shifts)
Holidays:	Please see general Terms and Conditions
Job Number:	N/A
Responsible To:	Lead Driver/Team Supervisor
Working with:	Lead Driver, Escorts and Team Supervisor to organise day to day operational delivery
Responsible For:	Safe transport of Service Users to and from Day Opportunities
Job Purpose:	To provide transport for Service User accessing services delivered by Age UK Staffordshire.
Security Checks	Post is subject to two successful references and enhanced DBS disclosure
Equality and diversity	Age UK South Staffordshire is committed to a policy of equality and diversity

GENERAL DUTIES

- 1 To drive a Minibus with a tail lift
- 2 To ensure routes are planned efficiently, balancing the convenience of services users against the need for efficient use of the vehicle
- 3 To work alongside an Escort, ensuring the comfort and safety of passengers throughout journeys.
- 4 To collect older people from a wide geographical area.
- 5 To deliver service users into day care and return home in the afternoon

- 6 To maintain a logbook of journeys and mileage
- 7 To ensure the day to day safety of the centre's vehicle and to be aware of, and report, any faults / damage
- 8 Ensure transport arrangements made to suit the needs of the service users and serve the purpose of the service.
- 9 To maintain fuel levels at all times and keep record of all fuel receipts.
- 10 To keep the vehicle in a clean and tidy condition at all times.
- 11 To be flexible and work extra hours to cover holiday and sick leave.
- 12 To work weekends and bank holidays if required.
- 13 To undertake any other duties reasonably falling within the role of Minibus Driver.
- 14 To report to direct line manager regarding clients welfare
- 15 Willingness to undertake training to meet the need of the role and continue development
- 16 Attend all relevant training/staff meetings
- 17 To ensure the implementation and promotion of equal opportunities in service delivery and across the organisation.
- 18 Requirement to work flexibly across any day Service or location by negotiation with the Lead Driver/Team Supervisor according to service need.
- 19 To comply with the instructions and policy of Age UK Staffordshire, playing particular attention to responsibilities under the Health and Safety at Work Act.
- 20 Under the Health & Safety at Work Act (1974) and associated guidance it is the duty of all employees to take adequate care for the Health & Safety of themselves and other persons affected by their actions and omissions
- 21 Age UK Staffordshire is committed to Safeguarding Vulnerable People (of all ages) and expects all employees to adhere to Age UK Staffordshire's policies & procedures and child safeguarding policies & procedures (if applicable to the role.)

PERSON SPECIFICATION JOB DESCRIPTION	Required	Desirable
<ul style="list-style-type: none"> Ability to recognise and develop the important role as a driver you will play in ensuring continuity of care for those who use the service. 	√	
<ul style="list-style-type: none"> Full clean driving licence with category D1 or you will have passed your driving test before 01 January, 1997. 	√	
<ul style="list-style-type: none"> Proven knowledge, experience relevant to the transportation of vulnerable adults including geographical knowledge of service localities (Staffordshire County Council Minibus driver assessment and medical required) 	√	
<ul style="list-style-type: none"> Evidence of knowledge and understanding of all applicable legislation, standards & protocols 	√	
<ul style="list-style-type: none"> Ability to respond to risk or incident appropriately 	√	
<ul style="list-style-type: none"> Ability to ensure the day to day safety of the vehicles (to report faults, damage and concerns) 	√	
<ul style="list-style-type: none"> To work alongside an escort to ensure the comfort, safety and best experience for passengers throughout their journey 	√	
<ul style="list-style-type: none"> To comply with Age UK Staffordshire' policy & procedures and attend training/staff meetings. 	√	

This job description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time. The job description may need to be reviewed in light of internal or external changes that may occur.