

## **Age UK Sunderland (AUKS)**

### **Job Description**

**Post:** Day Service/ Community Club Driver - (Casual)  
**Responsible to:** Community Support Coordinator

#### **Job Purpose**

To transport older people into our Day Services and Community Support Clubs across the city.

#### **Job Description**

- Daily inspection of vehicles safety, to ensure roadworthy condition.
- To plan an effective route.
- To ensure that all persons on the bus are safe and comfortable.
- To escort passengers from their homes safely on and off the bus and into the Day Service / Community Clubs
- To assist wheelchair users on and off the bus
- To operate a manual tail lift safety as required
- To assist passengers fastening their seat belts
- To ensure that the vehicle is maintained both inside and out in a clean tidy condition.
- To ensure that documents relating to the use of transport are completed correctly.
- To abide by and implement all policies and procedures of Age UK Sunderland, including being aware of and responsible corporately and as an individual for Health and Safety policy.
- To undertake all reasonable tasks, in keeping with the level of responsibility of the post, as requested by the Director.

**This post is subject to an DBS Enhanced Disclosure**

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### **Person Specification**

**Post:** Day Services / Community Club Driver- casual  
**Responsible to:** Community Support Coordinator

#### **Essential Criteria**

- Full clean driving licence with a D1 entitlement
- Mini Bus driving experience
- To pass a medical examination to ascertain fitness to drive passenger carrying vehicles.
- To be physically able to assist frail older people on and off the bus including wheelchair users
- Have the ability to plan and organise routes effectively and efficiently
- Understanding of and empathy with the needs and aspirations of older people.
- Ability to deal with older people in a caring, respectful and courteous manner.
- Respect confidentiality.
- Ability to work in a team and to use own initiative as appropriate.
- Be prepared to work flexibly to meet changing needs and staff cover.
- Demonstrate common sense and reliability.
- Willingness to participate in any training considered necessary.
- Safe moving and handling and first aid qualifications.
- Good general standard of education.
- To abide by and implement all policies and procedures of Age UK Sunderland, including being aware of and responsible corporately and as an individual for Health and safety policy, with special awareness to the safe transportation of passengers.

- To undertake all reasonable tasks, in keeping with the level of responsibility of the post, as requested by the Director.