

## Job description

<b>Job Title</b>	<b>Driver</b>
<b>Reports to</b>	<b>Service Manager</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Transporting employees from service to service, home – service – home and being nominated driver for visits or appointments in conjunction with supporting team members.</li> <li>• Maintain accurate and detailed records in line with legislation and organisation policies and procedures. This includes, but is not limited to, preparing and implementing vehicle checks, mileage recordings, vehicle maintenance.</li> <li>• Work as part of a team in a constructive and supportive manner, attending and participating in regular team meetings and contributing to a culture of open communication and constructive feedback with colleagues.</li> <li>• Map out driving routes ahead of time to determine the most expedient trip</li> <li>• Pick up people supported from the place and at the time they've requested</li> <li>• Assist people supported with loading and unloading their bags</li> <li>• Listen to traffic and weather reports to stay up-to-date on road conditions</li> <li>• Adjust the route to avoid heavy traffic or road constructions, as needed</li> <li>• Schedule regular car service appointments and report any issues</li> <li>• To support all individuals in line with operational requirements. This involves working as part of a team or lone working in order to maintain a stable, happy and caring environment that puts the health, safety and welfare of people we support first.</li> <li>• Book car wash and detailing services to maintain interior and exterior cleanliness of the car</li> <li>• Any other tasks or duties as confirmed by your manager.</li> </ul>
<b>Accountabilities</b>	<ul style="list-style-type: none"> <li>• Achieve together is committed to safeguarding and promoting the welfare of people we support and employees. Employees must ensure they are complying with all health and safety requirements and all other relevant legislation, safeguarding policies and best practice. Ensure all concerns around safety and safeguarding are reported immediately.</li> <li>• Ensure the car seats are clean and comfortable for all riders</li> </ul>

	<ul style="list-style-type: none"> <li>• To be personally accountable for the standard of your practice.</li> <li>• To report concerns and important matters to line management in a timely manner.</li> <li>• To maintain the confidentiality of information.</li> <li>• To participate in regular supervision meetings, annual development reviews and Career Adventures annual assessments.</li> <li>• Take personal responsibility for your own learning and attend all relevant training/development provided and take responsibility for putting your learning into practice on a daily basis.</li> </ul>
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## Person Specification

<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience as a Driver</li> <li>• Knowledge of a person’s seating plan as detailed in the support plan, where required</li> <li>• Familiarity with GPS devices</li> <li>• Knowledge of roads in the neighbourhoods of the area supported by the service.</li> </ul>
<b>Qualifications &amp; Requirements</b>	<ul style="list-style-type: none"> <li>• A CAT B licence (normal car and minibus up to 8 passenger seats). We don’t have any vehicles that require a CAT D (minibus with more than 8 seats)</li> <li>• Candidates would need to have a licence check with our fleet management company in line with policy</li> <li>• Satisfactory enhanced DBS check required.</li> <li>• Ability to remain calm in stressful driving situations (e.g., at rush hour)</li> </ul>



