

## **JOB DESCRIPTION**

**JOB TITLE:** Driver

**ACCOUNTABLE TO:** Caretaker

**JOB PURPOSE:** To transport clients to and from the day care centre.

### **Major Duties**

1. To transport clients to and from the day care centre.
2. To provide responsive, high quality, sensitive care for older people.
3. To liaise with staff, carers, relatives and other agencies involved in the care of clients attending the day care centre.
4. To undertake training and development initiatives as required.
5. To adhere to Health and Safety policies and procedures.
6. To comply with current working practices.

### **Tasks**

#### **Transport clients to and from the day care centre**

1. To ensure that the service provided to older people meets Age Concern Leicester Shire and Rutland's service principles and standards.

#### **To provide responsive, high quality, sensitive care for older people**

1. To transport clients to and from the day centre and on outings in line with the transport policy.
2. To ensure that great care is taken when transporting clients and to notify the day care organiser of any problems incurred on the journey.
3. To assist the Escort in the embarking/alighting of clients.
4. To be responsible for the weekly cleaning of the vehicle both internally and externally.

## **Liaise with staff, carers, relatives and other agencies involved in the care of older people**

1. To liaise with the Day Care Organiser, the escort, carers and other key people regarding the care and transport of day care clients.
2. Where appropriate, to liaise with personnel from Social Services, the Health Authority, Community Mental Health Teams or other voluntary agencies.

## **Administration**

1. To maintain a weekly log sheet for the Age Concern vehicle regarding details of journeys, mileage out and in and any petrol or oil purchased. Submit completed log sheets to the Caretaker at the end of each week.
2. To complete a Weekly Vehicle Checklist and report any vehicle faults to the Caretaker and/or the Transport Manager.

## **Training and Development**

1. To discuss with the Caretaker training and development needs and to undergo appropriate training and development as required.
2. To evaluate training undertaken and to integrate it into the work programme.

## **Health and Safety**

1. To become familiar with all policies and their practical implementation with regard to Health and Safety, including manual handling, accident reporting and fire procedures.
2. To undertake essential training e.g. First Aid, Food Hygiene and Manual Handling.
3. To assist the line manager in undertaking periodic risk assessments of the workplace.

## **Working Practices/General**

1. To be aware of and implement Age Concern Leicestershire and Rutland's policies with regard to Health and Safety, Equality & Diversity, Confidentiality, Complaints and Access to Records.
2. This post is subject to a disclosure application with the Criminal Records Bureau as to the existence and content of any criminal record.
3. Any other duties that may reasonably fall within the purview of the job.

**This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.**