Document:	JOB DESCRIPTION	Denby Dale	
Job Title:	Self Employed Driver	CENTRE	
Payment:	£11.50 per hour		
Hours:	0 hours per week – flexible and irregular hours		
Responsible to:	Transport Coordinator		
Responsible for:	Passenger transport		
Accountable to:	Chief Officer and Trustees of Charity		
Location:	Kirkburton & Denby Dale		
Contact with:	 Service users Service user family/carers Volunteers DDC staff DDC management DDC trustees 	 Professional healthcare employees Social workers Public VCS colleagues Funders Commissioners Maintenance contractors 	
Holiday:	Equivalent to 5.6 weeks applied to hourly pay rate in compensation		
Bank Holiday:	Bank holidays are included in the Holiday entitlement (above) and not paid or taken in addition		
Pension:	5% auto enrolment for eligible staff		
Other Benefits:	None		
Contract Type:	Self Employed with Irregular Hours (Nil Hours/Casual Hours/Sessional)		
Contract Period:	Two years Irregular hours – but terminated by you if up to 9 months of in-activity		
Funded by:	Passenger or Hirer of transport		

Document: **DUTIES & RESPONSIBILITIES**



Job Title:

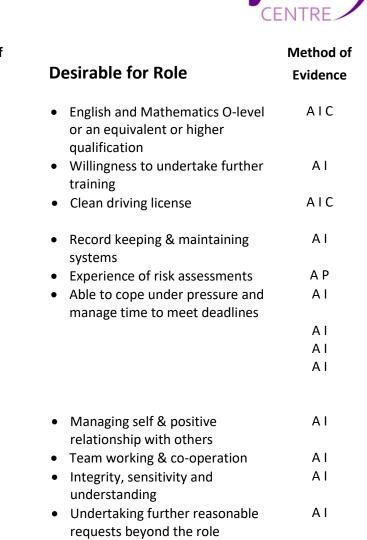
Self Employed (irregular hours) Driver

- 1. To drive Valleys Community Transport fleet vehicle
- 2. To be able to work in isolation as a lone worker when providing passenger transport duties
- 3. To undertake training and be familiar with safety equipment fitted to the minibus and use safely and correctly
- 4. To assist in route planning and to maximise efficiency
- 5. To prepare minibus seating configuration prior to and post trips, including taking out and storing minibus seats in a safe manner
- 6. To liaise with others to signpost to other professional and voluntary agencies, and services offered by The Denby Dale Centre, as appropriate.
- 7. To escort passengers to and from their homes and destinations to the fleet vehicle
- 8. To complete fleet paperwork as required
- 9. To be responsible for own and other persons health and safety, reporting all hazards to the Transport Coordinator as soon as possible.
- 10. To contribute to the preparation of regular reports by the Centre Manager for the Management Committee and other relevant bodies.
- 11. To ensure passenger safety on board the vehicle including helping passengers with seatbelts, stowing luggage safely, etc
- 12. To assist wheelchair or low mobility passengers with boarding and where necessary to tie down wheelchairs or anchor as luggage.
- 13. To meet regularly with the Transport Coordinator and, at least monthly, to review progress and plan future activities and development.
- 14. To be prepared to undertake relevant training as agreed with the Transport Coordinator.
- 15. To be proactively involved with improving and maintaining due diligent health and safety standards with own and adjacent projects in the Denby Dale Centre programme.
- 16. To undertake such other duties at an appropriate level of responsibility as may from time to time be attached to the post.
- 17. To undertake cleaning or layman maintenance of fleet vehicles
- 18. To carry out daily walk round safety checks prior to every trip and follow defect reporting system.
- 19. To immediately report, record and give statement to any incident however minor to the Transport Coordinator.
- 20. To ensure key, minibus and asset management procedures are maintained to minimise any losses to the charity
- 21. Where appropriate to record and collect payments made by passengers and present to the Transport Coordinator for accounting
- 22. To ensure the fleet vehicle is refuelled at the end of every trip
- 23. To ensure all approved training is kept up to date as appropriate for the role
- 24. To represent the DDC and VCT appropriately when dealing with others and whilst driving

Document: PERSON SPECIFICATION

Role: Irregular Hours Driver

	Essential for Role	Method of Evidence
Academic	 Experience of using English and Mathematic skills 	AI
	D1 101 driving license	
	• 3 points or less	
Experience	 Experience of working with vulnerable individuals 	AI
	 Working as part of a team 	AI
	 Promoting and maintaining H&S standards 	AI
	 Effective and appropriate communication, both written and orally 	AI
Personal	 Patience to work with people in need 	AI
	 Non judgmental approach 	AI
	 Customer/client focus & managing diversity & equality 	AI
	 Able to work on own initiative & maintain enthusiasm 	ΑI



THE

Denby

Evidence Key

- A Application
- I Interview
- C Certificates
- P Practical