

Document: **JOB DESCRIPTION**

Job Title: **Casual Driver**

Payment: £8.50 per hour

Hours: 0 hours per week – flexible and irregular hours

Responsible to: Transport Coordinator

Responsible for: Passenger transport

Accountable to: Centre Manager and Trustees of Charity

Location: Kirkburton & Denby Dale

Contact with: Service users, volunteers, DDC management, DDC trustees, professional healthcare employees, social workers, public, VCS colleagues, funders, commissioners

Holiday: Equivalent to 5.6 weeks applied to hourly pay 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: Sick pay, travel expenses

Contract Type: Casual

Contract Period: Casual hours – up to 9 months of inactivity

Funded by: Passenger or Hirer of transport

Document:

DUTIES & RESPONSIBILITIES



Job Title:

Casual 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: **Casual Driver**

	Essential for Role	Method of Evidence	Desirable for Role	Method of Evidence
Academic	<ul style="list-style-type: none">• Experience of using English and Mathematic skills• D1 101 driving license• 3 points or less	A I	<ul style="list-style-type: none">• English and Mathematics O-level or an equivalent or higher qualification• Willingness to undertake further training• Clean driving license	A I C A I A I C
Experience	<ul style="list-style-type: none">• Experience of working with vulnerable individuals• Working as part of a team• Promoting and maintaining H&S standards• Effective and appropriate communication, both written and orally	A I A I A I A I	<ul style="list-style-type: none">• Record keeping & maintaining systems• Experience of risk assessments• Able to cope under pressure and manage time to meet deadlines	A I A P A I A I A I
Personal	<ul style="list-style-type: none">• Patience to work with people in need• Non judgmental approach• Customer/client focus & managing diversity & equality• Able to work on own initiative & maintain enthusiasm	A I A I A I A I	<ul style="list-style-type: none">• Managing self & positive relationship with others• Team working & co-operation• Integrity, sensitivity and understanding• Undertaking further reasonable requests beyond the role	A I A I A I A I

Evidence Key

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