

JOB DESCRIPTION

POST: Minibus Driver/Carer
POST SUBJECT TO ENHANCED DBS CHECK

ACCOUNTABLE TO: Day Centre Manager (DCM)

JOB PURPOSE:

To drive vehicles owned and hired by Age Concern Bracknell Forest and to ensure passenger safety and wellbeing at all times. To assist with client care in the Day Centre during the lunch period. **70% driving / 30% caring**

KEY RESPONSIBILITIES AND DUTIES:

1. To drive the minibus on routes and at times agreed with the Day centre Manager.
2. To pick up clients from and return them to their homes.
3. Responsible for the health and safety, comfort and welfare of clients
4. Carrying out regular routine vehicle and maintenance checks
5. Refuelling vehicle as required
6. Ensuring the vehicle is in a clean, legal and roadworthy condition at all times.
7. Working within Health and Safety Guidelines and other guidelines that may be issued from time to time
8. To remain with the vehicle whilst passengers are on board particularly when the escort is in clients homes
9. To ensure all mobility equipment is carried securely.
10. Arrange maintenance, MOT, tail lift service and repairs in conjunction with the DCM
11. To maintain journey logs, mileage records, risk assessments and any other paperwork requested by the DCM
12. Maintaining client confidentiality
13. Promoting the organisation and maintaining company image
14. To report any defects, faults, incidents or accidents to the DCM immediately. Arrange repair or call out recovery provider when necessary.
15. To undertake any other reasonable task requested by the DCM.
16. To assist with occasional fundraising activities
17. To comply with ACBF policies and procedures
18. To notify the DCM of any prosecutions for driving offences incurred
19. To notify the DCM of any illness, impairment or medication that may affect your ability to drive safely.
20. To drive and park legally at all times and in accordance with the Highway Code

21. To ensure that the minibus, garage and Day Centre are locked securely and that the keys and client information book are returned to the Day Centre at the end of each day

Person Specification:

1. Pleasant, patient and helpful personality
2. Experience driving a large vehicle
3. Reliable and trustworthy
4. Willing to undertake training as appropriate including MIDAS, safeguarding vulnerable adults, moving and handling, First Aid.
5. Flexible approach to working arrangements
6. Ability to work on own initiative and as part of a team
7. An ability to communicate with a range of people
8. Understanding of the needs of older people, particularly those with dementia and mobility issues
9. For insurance purposes drivers must be over 25 and under 75, with appropriate license held for a minimum of 2 years

Experience Skills and Knowledge:

1. Hold a current clean and valid driving licence D1 unrestricted or a PCV licence
2. Competent to carry out regular vehicle checks
3. Geographical knowledge of local area
4. NVQ Level 2 or equivalent in Health and Social Care or care experience and willing to work towards qualification

Hours 9 a.m. to 5 p.m. Monday to Friday with an unpaid one hour lunch break

35 hours per week

Salary £15,470 per annum