**East Kent Mencap**

**Job Description: Driver – Transport Service**

**Salary: £8.21/hour**

**Responsible to: Relevant Day Resource Manager or Strategic Operations Manager**

**This role:**

The purpose of this role is to transport service users of East Kent Mencap to and from our Day Resource Centres in an efficient, safety-conscious and personable manner.

This role consists of 2 hours in the morning and two hours in the afternoon x the number of days recruited for.

**General responsibilities / duties**

**Duties:**

* Transportation of People who use our services to and from home to our Day Services.
* Service users may need to take mobility equipment with them, the Driver is responsible for safely moving this equipment.
* The Driver will ensure that all persons using the bus are collected and delivered appropriately to their destination.
* The Driver should ensure that persons using the bus are appropriately secure (wearing seatbelts, wheelchair clamps).
* The Driver is required to carry the specified EKM identity at all times.
* The Driver must ensure that all vehicles in the fleet are kept in compliance with the prescribed road safety standards and complete the relevant documents.
* The Driver must ensure that the vehicle is kept in a clean condition both internally and externally. They must clean and wash as required.
* The Driver must report any road traffic accidents/incidents on the prescribed form and give to their line manager.
* The Driver has use of a mobile phone for official use only and should familiarise themselves with policies regarding procedures in event of accident/emergency on the bus.
* The Driver will be responsible to their line manager to report any unusual event immediately.
* The Driver should be aware that they are an employee of EKM and act in a courteous, considerate manner while carrying out their duties.

**Other Responsibilities:**

* Be familiar and comply with the EKM policies in relation to Health and Safety.
* Report all incidents and accidents involving self and people being transported.
* Attend in-service instruction as required including Fire Safety, Manual Handling etc.
* To perform such other duties as appropriate to the post as may be assigned to them from time to time by the Service Manager.

**General:**

* EKM will not be responsible for the loss or theft of personal belongings.
* All accidents within the Department must be reported immediately
* In accordance with the Safety, Health and Welfare at Work Act 1989, all staff must comply with all safety regulations.
* The selected candidate will be required before appointment to provide a satisfactory DBS and two references.
* EKM is committed to education and lifelong learning which enables staff to improve their performance and professional competence. In this regard the EKM encourages and supports staff to seek opportunities for their own development. EKM provides mandatory training in line with contractual obligations and best practice
* You must comply with General Data Protection Regulations and EKM’s internal policy.

The Job Description is not to be regarded as exhaustive or restrictive. Service needs may dictate additions or modifications from time to time.

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| **Person Specification** | | **Driver – Transport Service** | | |  |
| **Criteria** | |  | | **Essential / desirable** | **How measured?**  **(Application form/interview/ assessment)** |
| **1** | **Education/ qualifications** | 1.1 | Must possess a Class D1 License | Essential | Application form |
| 1.2 | Must have a full, clean driving record | Essential | Application form |
| **2** | **Abilities/skills/ knowledge** | 2.1 | Must demonstrate competency appropriate to this role | Essential | Application form/ interview |
| 2.2 | Be familiar and demonstrate ability to comply with policies in relation to Health and Safety, Moving and Handling | Essential | Application form/ interview |
| 2.3 | Demonstrates the ability to maintain own and other’s health, safety and security in the workplace | Essential | Application form/ interview |
| 2.4 | Demonstrate commitment to own personal development within the workplace | Desirable | Application form/ interview |
| 2.5 | Demonstrates an awareness of the importance of person-centeredness and focus on customer care. | Essential | Application form/ interview |
| 2.6 | Demonstrate an awareness of the importance of adherence to standards, procedures, legislation, quality and customer focus | Essential | Application form/ interview |
| 2.7 | Demonstrates effective team working skills, including an understanding of own role within team and roles of other team members and other relevant disciplines | Essential | Application form/ interview |
| 2.8 | Demonstrates excellent communication skills (face to face, listening & verbal skills) | Essential | Application form/ interview |
| 2.9 | Demonstrates sufficient command of the English language (both oral and written) to effectively carry out the duties and responsibilities of the role | Essential | Application form/ interview |
|  | **Health** | 3.1 | Any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.\* | Essential | Application form/ interview |

\*We believe this to be a genuine occupational requirement and hence exempt from the 2010 Equality Act.

**Disabled Applicants who meet the minimum criteria will be offered an interview in every circumstance**.