**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **Job Title:** | **Relief Driver**  |
| **Salary:**  |  **£15.52 per hour**  |
| **Hours of Work:** |  **Zero hours – As and When** |
| **Responsible to:** | **Wellbeing Manager / Day Opportunities Manager** |
| **Based at:** | **Ann Owens Centre, Oak Lane, East Finchley, N2 8LT and Hendon Centre at 154 Station Road, Hendon, NW4 3SP** |
| **Purpose of Job:**  |  **Driving for Age UK Barnet**  |
| **Website:** | **www.ageukbarnet.org.uk** |

The Age UK Barnet Day centre offers a stimulating and supportive day opportunities service for clients living with dementia. The service currently operates from the Ann Owens Centre & Station Road Hendon. Drivers will transport clients to and from these sessions and may occasionally drive throughout the borough of Barnet for other events.

**Duties**

Work as part of an efficient team providing a quality transport service for individuals who have mobility difficulties and cannot use public transport, working closely with the AUKB team as required.

1. The driver will be dealing extensively with clients with mobility issues and must demonstrate their ability to deal sensitively with their needs.

2. Drive light vehicles adapted to transport individuals who may have mobility difficulties (e.g. disabled and older members of the community) with due consideration to their needs and comfort.

3. Provide a door-to-door service, collect and deliver passengers to and from their destination as required by route schedules. In addition, undertake route planning to take into consideration passenger needs and traffic conditions.

4. Drivers will be required to undertake some manual handling activities, for example assisting wheelchair users, assisting disabled people to walk to/ from bus, carrying shopping etc.

5. If a passenger assistant (PA) is provided for the route, then the driver and PA must work as a team to provide a safe and quality service. This will require flexibility from both members of the team.

6. The driver is responsible for the safe and comfortable access of the vehicle by all passengers, ensuring that any wheelchair users and those unable to manage steps do so safely using the accessible lift. All wheelchairs and equipment must be secured safely before driving off.

7. Ensure that all passengers are sitting safely and comfortably in their designated seats or belts as required before driving.

8. If the passenger is not ready for collection, the driver must wait five minutes beyond the scheduled collection time and check with office before moving off.

9. For any homeward journey, if family member or carer is not available to receive the passenger, where appropriate, the driver is expected to follow strict predefined procedures.

10. The driver will remain in contact with AUKB and be responsive to operational needs.

11. Completion of paperwork and log-sheets, as required, on a daily basis.

12. To attend training courses as required.

13. Responsible for daily safety checks of the vehicle. These include the daily checking of oil, water, and exterior bodywork before the commencement of their round. All defects must be immediately reported. In addition, the driver will be responsible for maintaining their vehicle in a clean and tidy condition.

14. To report to AUKB any accidents and vehicle damage, and possible offences under the Road Traffic Acts as well as all matters affecting the efficiency and day to day running of the transport service.

15.The driver is responsible for payment of any penalty charge incurred because of contravening a Highway Code regulation during the course of their duties.

16. The driver must adhere to safe working practices, Health & Safety policies and other procedures; report all accidents and incidents in accordance with procedures. Further, the driver is responsible for day-to-day health and safety issues, wear appropriate personal protective equipment and to ensure that a duty of care is maintained to him/herself, their passengers and other colleagues.

17. The driver will complete duties in accordance with procedures and training and adhere to AUKB Equality and Diversity Policy.

18. The driver will assist promoting AUKB Charity’s services to the community.

19. The driver will undertake all other reasonable duties as delegated to them by the Living Well Co-ordinator or Wellbeing Manager.

The above items outline the main duties and responsibilities of the post and are designed to give a flavour of the nature and scope of this post. However, they do not represent an inclusive list of all the duties required.

* Post holder may be asked to cover appropriate duties as reasonably required by management.
* Some meetings and training events may be held out of normal office hours and may involve travel away from the local area.
* The post holder will be expected to adhere to all Age UK Barnet policies and procedures in all aspects of their work
* The post holder will be expected to participate in supervision, appraisals, and training.

**Age UK Barnet is committed to safeguarding and promoting the welfare of vulnerable adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our workforce.**

**Person Specification- Driver**

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|  | CRITERIA | **ESSENTIAL** or **DESIRABLE** |
|  | **KNOWLEDGE** |  |
|  | Over 21 years of age and has held a full, UK driving licence for at least two years (at least D1 entitlement on driving licence) | E |
|  | Knowledge of the area of Barnet | E |
|  | Ability to drive a larger vehicle (minibus) showing due to consideration to passenger safety | E |
|  | Understanding of the needs and concerns of elderly clients | E |
|  | **SKILLS & ABILITIES** |  |
|  | Ability to undertake route planning | E |
|  | Excellent communication skills and ability to communicate well with passengers | E |
|  | Ability to adapt and remain calm to difficult situations | D |
|  | Physical ability to undertake regular manual handling activities such as assisting wheelchair users. | E |
|  | **EXPERIENCE** |  |
|  | Must be aged over 21 | E |
|  | Experience of regular driving commitments | D |
|  | Understanding of safety checks needed to ensure the safe upkeep of a vehicle | D |
|  | **EQUAL OPPORTUNITIES** |  |
|  | Commitment to incorporating Equal Opportunities principles into all aspects of work. | E |