

JOB DESCRIPTION

JOB TITLE:	Casual Minibus Driver
SUPERVISED BY:	Transport & Logistics Manager
ACCOUNTABLE TO:	Transport and Logistics Manager
JOB PURPOSE:	To transport users with limited mobility to and from the home to various destinations within the Leicestershire County and City areas. Working with third party organisations to keep users mobile and able to access the community to support their needs

Major Duties

1. To ensure the safe transportation of users to and from their required destination including Age UK Daycares Centres in line with the transport policy
2. To liaise with staff, carers, relatives and other agencies involved in the care of clients attending the day care centre.
3. To support volunteers.
4. To undertake training and development initiatives as required.
5. To adhere to Health and Safety policies and procedures.
6. To comply with current working practices.

Tasks

To provide responsive, high quality, transport services for users with limited access to community transport or where mobility is limited

1. To ensure that the service provided to our users meets Age UK Leicester Shire and Rutland's service principles and standards.
2. Ability to carry out maintenance checks on a minibus
3. Provide users with an appropriate level of support to accessing wheelchair accessible transport, including support getting on and off the minibus using the tail lift and manual handling techniques including the use of the minibus tail lift or sidestep as per the client's risk assessment.

Administration

1. To maintain a weekly mileage sheet for any Age UK vehicle regarding details of journeys, mileage out and in and any petrol or oil purchased. Submit completed log

sheets to Age UK Leicester Shire and Rutland's Transport and Logistics Manager at the end of each month.

2. Complete Daily vehicle checks via our online system in line with the transport policy.
3. Be responsible for the cleaning of the vehicle both internally and externally in line with the transport policy.
4. Report all accidents and Incidents to the Transport and Logistics Manager and Day Care Organiser in line with the Accident and Incident policy.

Training and Development

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

Health and Safety

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

Signed: _____

Date _____

Please print name: _____