

JOB DESCRIPTION

JOB TITLE: Minibus Driver

SUPERVISED BY: Transport & Logistics Manager

ACCOUNTABLE TO: Transport and Logistics Manager

JOB PURPOSE: To provide safe and reliable transport for individuals with limited mobility, assisting them to and from their homes to various destinations across Leicestershire County and City. The role involves working closely with third-party organisations to support individuals in staying mobile and connected to their communities, enabling them to access essential services and activities that meet their personal needs.

Major Duties

1. To ensure the safe transportation of people to and from their required destination, including Age UK Leicester & Rutland Day Clubs, whilst being in line with the transport policy
2. To liaise with staff, carers, relatives, and other agencies involved in the care of individuals 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 clients meets Age UK Leicester Shire and Rutland's service principles and standards.
2. Ability to carry out maintenance checks on a minibus
3. Provide individuals with an appropriate level of support to access 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 the 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: _____