

AGE UK BLACKBURN WITH DARWEN

JOB DESCRIPTION

JOB TITLE: Driver

LOCATION: Various across Blackburn with Darwen

RESPONSIBLE TO: Operations Manager

ROLE SUMMARY

Work as a member of the Day Care team transporting older people including those who are mentally and or physically frail, or have dementia and adults with learning disabilities to access day care services across Blackburn with Darwen.

MAIN DUTIES & RESPONSIBILITIES

1. In conjunction with the Operations Manager take responsibility for the Age UK vehicles, ensuring that they are clean, fuelled, maintained in a roadworthy condition and that all problems or defects are promptly reported
2. Take responsibility for ensuring that all routine daily, weekly and monthly and annual minibus safety and other checks are promptly and effectively carried out
3. Route the vehicles, in co-operation with the Operations Manager, ensuring their efficient and effective use
4. Work with the Operations Manager to plan and undertake the safe transport of service users to and from venues, ensuring their comfort and security during the journey in compliance with Age UK policies and procedures
5. Transport older people and Age UK staff to other venues, including social events and shopping trips which may be out of normal working hours
6. Undertake the MiDAS training course
7. Maintain accurate records of all journeys and mileage
8. Collect and deliver goods, including donated items to Age UK premises as required
9. Report any accidents, incidents or near misses and complete necessary paperwork immediately to ensure accurate evidence and records are maintained.

10. Work within Age UK Blackburn with Darwen's Day Care Operational Procedures ensuring that all Age UK policies are followed at all times
11. Work effectively with volunteers, placements and trainees that support the delivery of the service
12. Follow Safeguarding procedures and immediately report to the Care Manager/Senior Support Worker any marks/bruises or anything unusual relating to service users whilst attending the service.

GENERAL RESPONSIBILITIES

1. Comply with all Age UK Blackburn with Darwen's policies, including Health & Safety, Confidentiality, Equality & Diversity and Safeguarding of Vulnerable Adults
2. Participate in Age UK's promotional and social events, working with the Chief Executive and other members of staff to fundraise to ensure the continuity of Age UK Blackburn with Darwen and its services
3. Perform other tasks associated with the job description as delegated by the Operations Manager Worker with due regard to the skills of the Driver.
4. Undertake any training as deemed necessary for the role

FLEXIBILITY CLAUSES

1. The nature of this post will require flexibility to meet the needs of older people and the service, which will entail weekend or evening work
2. The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the organisation, and in keeping with the general profile of the post.