**T17 Job Description**

**and Person Specification**

**Job Title:** Driver

**Reporting to**: T17 Transport Manager

**Responsible for:** engaging with the community and providing a safe and reliable transport service.

**Role Overview**

Transport 17 aims to facilitate the advancement of recreation and leisure time activities with a view to improving quality of life and reducing social isolation.

The Driver will be supervised and managed by the Transport 17 Manager and will work alongside the Transport Manager, admin staff, volunteers and key partners to provide an efficient, safe, reliable and friendly transport service to older people. The driver’s voluntary working hours will normally be part - time between Monday and Friday as agreed with the Transport Manager.

The Driver’s typical duties include:

1. To work within the Transport team to provide a door to door transport service to older people.
2. To check that vehicles are fit for purpose on each trip and are in a roadworthy condition by completing safety checks.
3. To keep accurate mileage and passenger number records for each trip.
4. To respond effectively and efficiently to requests for support, including emergency situations.
5. To assist in sharing information with older people about the organisation’s activities, being a good ambassador for Transport 17 in the community.
6. To assist in any other areas that may be required.

**Person Specification**

* Full enhanced DBS clearance
* Full UK driving licence with D1 category
* Undertake and pass MIDAS minibus training every 3 years
* Physical ability to push wheelchair users and transfer mobility aids from the minibus and people’s homes e.g.wheelchairs and tripods.
* To comply with Transport 17 policies and procedures and equal opportunity policies.
* To be a positive team member, contributing to a well-run team-working environment through input of new ideas and the support of colleagues.
* Honest, reliable and a positive attitude to combat discrimination on any grounds
* Flexibility, availability and the ability to work to a tight time schedule.
* Ability to work as a team and alone
* Knowledge of the locality and surrounding areas is an asset
* An ability to work with and pass information effectively, accurately and concisely between relevant parties, including staff, volunteers, service users and carers.
* An ability to respond to changing conditions and emergency situations by thinking creatively, effectively and efficiently when delivering the service within the community.

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To apply, please visit <http://www.transport17.co.uk/get-involved/> and download the application form