

**Job description - Driver**

**Duties and key responsibilities:**

* To ensure the transport service is compliant with legal, practical and safety issues surrounding minibus driving.
* Responsible for providing transport to people we support to and from the day centre.
* To transport people we support from their home to the day centre and return and for other purposes such as shopping trips, outings etc (when required).
* To operate the tail lift according to instructions.
* To work with the designated escort to ensure all people we support are safe and comfortable on board the transport.
* To assist people we support on and off the transport.
* To interact with people we support and their parents/carers e.g. communicating travel information effectively and understanding individual needs and ensure these are catered for.

* To provide assistance with the movement of passengers where required e.g. assisting with entry and exit to transport, including the use of wheelchair clamps and harnesses.
* To undertake any other duties or projects commensurate with the nature and grade of this post as required.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

**Person Specification - Driver**

All of the following requirements are desirable, unless marked with a \* when they are essential, and will be assessed from a combination of information provided from the application form, extended interview process, panel interview and references:

**Education and qualifications**

* Full, clean UK driving licence\* (For insurance purposes you must be over 25)
* An ability to read road maps/use of a sat nav\*

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| **Skills and experience** | **Personal attributes / qualities** |
| An understanding of the needs of people with disabilities | Empathy |
| Excellent communication  and listening skills | Non-judgemental communication |
| Ability to use judgement and initiative | Patience |
| Ability to follow procedures | Good sense of humour |
| Ability to work alone and as part of a team | Excellent time keeping\* |