

JOB DESCRIPTION — DOMICILIARY CAR DRIVER

Position: Domiciliary Car Driver

Responsible to: Registered Manager

General Statement of Duties

Performs work in the operation of a vehicle to assure safe transportation of clients / carers to and from various destinations and to assist clients on entry and exit from vehicles as necessary.

Job Responsibilities:

- Ensure own vehicle is in good clean working order and suitable for the task
- Plan Route and requirements by studying schedule or ad-hoc requests by the office
 - Transport the carers on time to assignments by arranging early drop offs or drop off to allow carers sufficient time to walk and to get to destination on time
 - Fulfil special requests of the office by picking up and delivering items as directed and running errands
 - Maintain passenger confidence by keeping information strictly confidential
 - Any other tasks as assigned

Job Requirements:

- Required Skills: Safety First and Good Driving Habits
- Is attentive to the needs of the post Respond quickly and competently to the requests
- Has excellent attendance and positive attitude to the job
- Possess full clean drivers licence suitable
- 3 days on 3 days off roster system, 6am-3pm and 3pm-11pm approx, various breaks throughout the days
- Must have class 2 business insurance
- Use of a fully working and maintained mobile phone
- The company does not pay for any damage or wear & tear to vehicles
- Sometimes, drivers may be required to transport clients

Knowledge, Skills, and Abilities

Working knowledge of the rules and regulations involved in the safe and efficient operation of automotive equipment.

Knowledge of basic automotive maintenance procedures

Ability to work effectively and professionally

Additional responsibilities include maintaining a variety of records, such as times at each stop, purpose of trip, number of passengers per day, mileage, and vehicle maintenance.

Independent judgment must be exercised in handling unusual situations.

Drivers will receive requests for transport from carers

Drivers are supervised by the Transportation Coordinator. Work is reviewed through observation and review of records.

To take on other duties appropriate to post not specifically mentioned in job description.

Person Specification — Essential Criteria

The following personal attributes are considered essential to the post of all workers:

- Self motivated.
- Organised.
- Caring.
- Sensitive to the needs of others in need of help and support.
- An active team player but also able to work on own initiative.
- A good communicator.
- Own transport and full valid license as appropriate.
- You are required to undergo advanced DBS check
- Must be able to work flexibly Monday to Sunday.
- Must be able to work unsociable hours.
- Must be responsible for own health and safety.
- Highly motivated and committed to providing excellent care services.
- Values diversity and shows a commitment to equality of opportunities.
- Values health and safety.

All staff will be required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff will be expected to respect the requirements under the *Data Protection Act 1998*.

All staff must ensure that they are aware of their responsibilities under the *Health and Safety at Work, etc Act 1974*.