

Job Description

JOB TITLE: Driver
RESPONSIBLE TO: Day Centre Manager

Job Summary:

To support the Unit Manager in providing a quality service when transporting the clients to and from the Day Centre, in accordance with the organisation's policies and procedures. To maintain and clean vehicles to a high standard, ensuring the safety of all passengers. To promote dignity, privacy, independence and to maintain confidentiality at all times.

Key Tasks:

AM

- To ensure the minibuses are in good working order and put heaters on (winter only)
- To ensure the minibuses are clean, steps and tail lifts to be cleaned daily for Health and Safety maintenance
- To check the diary and the phone log for any changes to client pick ups before leaving
- To be ready to leave to pick up client's by 8.50 am
- Accompany carers and help them with the picking up of client's to and from their homes to the buses and to help ensure their safety
- On return check drivers book for any jobs to be done
- Ask if needed for anything else now or later in the day

PM

- Arrive at Day Centre at 14.45
- Check drivers book for jobs prescriptions etc.
- Warm up minibuses bring to front of building
- Assist carers to help client's to board minibuses and ensure they are strapped in safely
- To assist carers to get client's off minibuses. Assist when required to and from house and deliver them home safely
- To check fuel levels and fill up if needed and to check oil, water etc. are topped up
- To check drivers book for any new jobs

IMPORTANT

IT IS THE DRIVERS JOB TO LOWER THE TAIL LIFTS AND TO PUT THEM BACK WHEN CLIENTS ARE SAFELY OFF

ENSURE YOU LOG ANY JOBS DONE FOR OTHER PARTS OF THE HOME IN THE MILEAGE AND DRIVER HOUR BOOK STATING DESTINATION, REASON FOR TRIP, TIMES AND MILEAGE

ONCE A WEEK DUTIES

- Check First Aid kits and inform manager if replacements needed
- Give minibuses a thorough clean inside and out

Horsfall House is committed to providing professional, respectful and quality care, whilst maintaining exceptional standards to ensure residents enjoy the highest quality of life. All employees are required to:

- Make a difference to the lives of older people and adults with a disability. Residents will be encouraged to maintain independence and choice in a homely environment
- Show courtesy and respect to clients/residents and relatives and retain the confidentiality of clients/residents and their families at all times
- Greet all visitors in a friendly, courteous and efficient manner and promote Horsfall House positively in the local community
- Maintain good working relations with all colleagues at all times. In order that Horsfall House may maintain a positive environment, employees are required not to engage in or permit any fellow employee to engage in any unlawful discrimination against employees, clients/residents or relatives
- Attend and participate in training sessions and staff and relatives' meetings as and when required
- Be aware of and at all times comply with all MCEL rules, policies and procedures, including the statutory requirements of the Health and Safety at Work Act, Care Standards Act and the relevant regulations

Policies & Procedures:

To comply with all policies and procedures of the organisation relevant to the post and continue to update knowledge when new policies are introduced.

Health & Safety:

It is the duty of every employee to assume responsibility for the health and safety of themselves and others, including the use of the necessary risk assessments, safety devices and protective clothing.

To co-operate with management in meeting its responsibilities under the Health & Safety at Work Act 1974, COSHH, Moving & Handling, Food Hygiene and First Aid regulations, you must:

- Act upon MCEL Fire Policy and be fully aware of the emergency procedure, the location of fire alarms, equipment and the fire panel
- Report promptly to your Manager any problem arising from an accident or incident and record in accident book as required
- Adhere to Moving & Handling principles following training and when so required complete a self-risk assessment for use of display screen