

# Job Description



**Job Title:** Relief Driver

**Reports to:** Day Centre Manager

**Based at:** Brandon Day Centre / All Hallows Day Centre, Ditchingham

**Hours:** Relief, as and when required

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## Key Objective of Role

1. To provide a driver service to vulnerable older people and those who are physically frail who use our day care service. Journeys would include pick up and drop off to their homes in the local area.

## Main Responsibilities

1. To ensure the health and safety, comfort and welfare of passengers and staff whilst being carried in the vehicle.
2. To carry out full health and safety checks of the vehicle prior to using it, in line with Empanda procedures.
3. To report any vehicle defects, faults, incidents or accidents.
4. To ensure the vehicle is thoroughly cleaned after each trip for infection control purposes.
5. To ensure the vehicle is in a clean and roadworthy condition before and after use.
6. Refuelling vehicles as required.
7. To treat service users with dignity and respect at all times.
8. To take personal responsibility for demonstrating the aims of the Empanda Equality and Diversity objectives.
9. To take personal responsibility for own Health, Safety and Welfare and that of colleagues in the workplace and service users.
10. To work flexibly, as part of a team, responding to the needs and demands of service users.

## Key Tasks

1. To work alongside the care team to collect and drop off those using the Day Care service.
2. To assist with the safe entry and exit of the vehicle using the tail lift, to ensure service users are safely received by a member of the care team.
3. To establish, maintain and develop relationships with service users and staff within the Day Care Centre.

4. To create, maintain, monitor and develop high standards of practice through team working that supports the provision of a high quality service to those using the service and their carers.
5. To act in a way that supports an open and honest team process and ensures that the team works efficiently and effectively.
6. To receive support and supervision from line management to identify training needs and develop plans to meet those needs.
7. To undertake any training identified as necessary for the job.
8. To work within a rota to provide appropriate support for service users.
9. To maintain a level of proficiency in First Aid.
10. To maintain a knowledge and understanding of procedures in case of emergency.
11. To identify any actual or potential risks under the Health & Safety at Work Act and bring them to the attention of the Day Centre Manager.
12. To drive the minibus for planned trips and days out as and when required.
13. To adhere to the policies and practices of Empanda Care & Support Ltd CIC, in particular, those relating to health and safety, equality and diversity and safeguarding.

## Person Profile

<b>Selection Criteria</b> <b>A = Application form</b> <b>I = Interview</b> <b>T = Test</b> <b>D = Desktop or other practical exercises</b>	<b>Essential or Desirable (E, D)</b>	<b>Assessment Method (A, I, T, D)</b>
<b>Experience:</b>  1. Experience of working with older people.  2. Experience of driving a mini-bus.	D  E	A, I  A, I
<b>Qualifications:</b>  1. First Aid, Infection Control, PPE training (training will be given)  2. Full Clean UK Driving Licence (inc Cat D1)	E  E	A  A, I
<b>Skills:</b>  1. Empathy - with older people.  2. Conscientiousness, care and compassion.  3. Good communication skills including good standard of spoken English.  4. Reliability and trustworthiness  5. Willingness and ability to participate in mandatory training sessions as and when required.  6. Reasonable level of fitness	E  E  E  E  D	I  I  A, I  I  A, I