

JOB DESCRIPTION - Driver

<u>Responsible to:</u>	Registered Home Manager
<u>Purpose of position:</u>	<p>To safely and efficiently transport residents and staff members from one site to another at varying times and as per the needs of the business, in responsible manner.</p> <p>To accompany residents to appointments outside the home where they have requested a chaperone service, to provide such assistance as they may need while away from the home having due regard for their safety and wellbeing, and to remain with them until they have returned safely to the home. As this role helps to support the well-being of residents, the post holder will naturally support the role of the activity coordinators within the home and in doing so promote and adhere to the Greensleeves Care values of respect, openness and responsibility.</p>
<u>Values:</u>	To promote and adhere to the Greensleeves Care - Workplace values of respect, openness and responsibility.

Principle Responsibilities

- Collect the vehicle key from the Managers 'office and return it there at the end of each journey.
- Driving a company vehicle, observing the law at all times.
- Ensuring enough fuel is in the vehicle at all times and refueling the vehicle appropriately and monitor vehicle fluid levels.
- Ensure agreed route(s) are adhered to.
- Maintain daily record keeping of staff members boarding the vehicle to be transported to other Trust sites.
- Maintain daily record keeping of residents boarding the vehicles to be transported to appointments.
- Provide a reliable and punctual service at all times.
- Drive safely at all times and respect the company vehicle.

- Maintain up-to-date and accurate records of locations and mileage and report all incidents/accidents promptly to management.
- Resolve any faults with the vehicle as appropriate in line with the skills and qualifications.
- Carry responsibility for the cleaning of the vehicle in preparation for each journey.
- Ensure that any issues with the vehicle are immediately reported to the management team.
- Inform the management team immediately as regards to any motoring offences.
- To have and maintain a clean driving license
- Participate and be responsive to assisting the Activities coordinators with activities outside of the home.
- Provide assistance to residents as they may need while travelling to and from appointments away from the home having due for their safety and wellbeing.
- Remain with the resident until they have returned safely to the home following appointments.
- To respect and maintain confidentiality of resident's personal information at all times, including their right to privacy, dignity and choice.
- To act at all times in a professional manner to visitors, staff and residents within the home.
- To participate in an annual appraisal with line manager to determine a personal development plan.
- Be able to carry out any other necessary duties as agreed with management team.
- The post holder must be able to work flexibly as determined by business requirements, including weekend working on a rota basis, call out or other.



In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____