



STOCKDALES

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Sale

Cheshire

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E: mail: enquiries@stockdales.org.uk

Driver

Job Description

Main purpose of the job is to safely transport Service Users to day service, activities and appointments. To support service users to access activities of their choice, this includes when mobility difficulties occur. To carry out domestic chores deemed necessary by the management team.

This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and satisfactory references.

Reporting To: Chief Executive

Principal Responsibilities

1. Ensure that Service Users arrive at their destination in a timely manner.
2. Where appropriate, assist in securing wheelchair clamps and applying safety harnesses to Service Users, ensuring Service Users remain seated during transportation. Ensure vehicles are not driven until Service Users are safe, comfortable and secure.
3. Carry out daily inspections of vehicles ensuring cleanliness inside and out.
4. Take vehicles for servicing when required, submitting all relevant documents to the relevant manager.
5. Ensure regular maintenance of the minibus e.g. oil, water, tyres etc. Notify the relevant manager immediately if you have any concerns regarding the vehicle.
6. Adhere to manual handling principles at all times.
7. Report immediately to the manager, or person in charge, any illness of an infectious nature or accident incurred by a service user, colleague, self or another.
8. Understand and ensure the implementation of the Stockdales Health and Safety policy, and Emergency and Fire procedures.
9. Promote safe working practice in the Stockdales.
10. Promote and ensure the good reputation of the Stockdales.
11. Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
12. Notify the manager or the person in charge, as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
13. Adhere to all Company policies and procedures within the defined timescales.
14. Carry out any other tasks which may be reasonably assigned to you.
15. Assist by supporting service users to take part in community activities including in house sessions by ensuring the person is supported to engage as directed by the sessional teacher or the person who is in charge of the session.
16. Physically assist service users who have mobility difficulties to access their activity in accordance with their wishes and stipulated in their support plan.
17. Work in a respectful dignified professional manner at all times.

Hours – Flexible hours worked in a shift system including some evenings and weekends

Holidays – 28 days per year, pro rata this includes Bank Holidays.

Health care benefits provided by company Healthsure scheme after 1 year qualifying service

Ongoing professional development, guidance and support from experienced managers.

This Job Description is not to be regarded as definitive but will be amended from time to time as Stockdales grows.