

Job description



Job title: Minibus Driver – Bank

Responsible to: Activities and Volunteer Coordinator

Our Values

- ❖ Fulfilling Lives is our core purpose
 - ❖ Every one of us makes a difference is the belief that drives us
 - ❖ Caring, Passionate and Teamwork are the values that underpin everything we do
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Job Summary

The Driver is responsible for providing safe, timely and courteous transportation for residents to and from various activities while providing quality service.

Key Responsibilities

- The Driver is to maintain paperwork and records in addition to maintaining the community's vehicles in good working condition to include monthly and pre-trip vehicle inspections.
- The Driver is responsible for ensuring that he/she is familiar with the risk assessment for the safe operation of Community vehicles.
- The Driver is responsible for ensuring that all passengers in community vehicles are aware of and comply with the Health & Safety instructions for the operation of Community vehicles.
- The Driver is responsible for ensuring effective communication with residents, families and for notifying the Assisted Living Coordinator and or Reminiscence Coordinator of any changes in a resident's condition or behavior.
- The Driver is responsible for reading the *Daily Log* and for making appropriate entries as needed.

Driving:

- Provides transportation services for residents
- Assists residents with any special needs during transportation; such as the following but not limited to, carrying packages, opening doors, assisting residents onto and out of vehicle and to the point of destination required
- Maintains focus on driving at all times; directs tasks and passenger interactions to on-board support staff while vehicle is in motion. No personal mobile phone use allowed at any time
- Provides miscellaneous pick up and delivery services as needed
- Demonstrates positive resident relations at all times
- Demonstrates safety, loss prevention and infection control procedures
- Coordinates the activities of other Sunrise Senior Living team members who are acting in a driver assistance role / "Spotter" or resident care capacity
- Solid knowledge of local area including traffic patterns in order to closely estimate travel times and plans appropriate routes to destinations. Resident safety should be observed and considered at all times
- Reports residents' change of health, physical or mental, to Assisted Living Coordinator and or Reminiscence Coordinator

Other:

- Forms part of the activities team, and when not driving should participate in activities program
- Responds in a timely manner to requests and concerns from residents, family members and team members
- Maintains and protects the confidentiality of residents information at all times
- Notifies the Assisted Living Coordinator and or Reminiscence Coordinator of any resident concerns
- Immediately reports all vehicle safety problems and incidents / accidents to the General Manager
- Documents and checks the *Maintenance Logs* and *Daily Log* for any needs and or requests
- Trains Sunrise Senior Living team members on driver assistance procedures (Spotting) and safety as needed
- Adheres to Highway Code regulations and Sunrise Senior Living policies
- Ensures that the risk assessment for the safe operation of Community vehicles is dynamic and current
- Documents and accounts for all expenditure on fuel and vehicle consumables to the appropriate line manager within the Community.
- Assists AVC with research and planning of outing, and provides required information so monthly activities calendar can be produced

Vehicle Maintenance and Supplies:

- Maintains all community vehicles in good working condition, including cleanliness, fully charged mobile phone, equipment, checking lights and operation of vehicle, first aid supplies, blood spill clean up kit and other safety equipment or assistive devices (step stool to assist residents onto and off the vehicle)
- Performs routine preventative maintenance as required
- Maintains all tools, equipment, and supplies in proper condition
- Inspects and documents vehicle condition on a monthly and per trip basis completing the approved Sunrise Senior Living forms
- Performs specific work duties and responsibilities as assigned by line manager
- Completes any additional training as determined by Sunrise Senior Living

Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

- ❖ This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

❖ This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of postholder

Signature

Date

Person specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Must have a PCV license with Cat D1 and acceptable driving record 	<ul style="list-style-type: none"> • Arrange periodic Certificate of Professional Competence (CPC) training as required
Experience	<ul style="list-style-type: none"> • Experience gained in a healthcare setting • Experience of care of the elderly • Knowledge of dementia 	
Technical Skills	<ul style="list-style-type: none"> • Must be at least 21 years of age • Must be knowledgeable of all safety precautions and comply with safety procedures • Ability to react calmly in emergency situations and be considerate • Ability to operate a chair lift and secure regular and mechanical wheelchairs and scooters • Ability to work semi-independently without direct supervision by following all community procedures and guidelines and using good judgment and common sense, and have the ability to follow through on assigned tasks, and demonstrate initiative • Able to make responsible choices and decisions and act in a resident's best interest • Possess effective written and verbal communication skills 	
Personal Qualities	<ul style="list-style-type: none"> • Exhibits a caring and compassionate attitude while articulating true concern for people • Adaptable, polite and caring qualities 	