

# Liberty Centre Ltd.

## Job Description – Mini-Bus/ Vehicle Driver

<b>Purpose of Job</b>	To drive Liberty Centre vehicles, to and from Service Users house, Day Centre and other venues as notified by Manager, in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and yourself at all times.
<b>Location</b>	Vehicle based at 13/17 Claridge Road, Dagenham RM8 1TT
<b>Reporting to:</b>	The Manager
<b>Salary</b>	£8 per hour
<b>Hours of work</b>	As notified on Rota
<b>Holiday entitlement</b>	Prorata
<b>Duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Driving Liberty Centre vehicle</li> <li>• Responsible for the safety, comfort and welfare of Service Users and Liberty Centre staff.</li> <li>• Carry out driver's daily and weekly vehicle checks, and to carry out basic maintenance.</li> <li>• Report any vehicle defects, faults, incidents and accidents</li> <li>• Be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use.</li> <li>• Refuel vehicles as required.</li> <li>• Maintain accurate records of vehicle usage.</li> <li>• When required, give support to Keyworker while out in the community.</li> <li>• Maintain and help to promote a good company image, sensible working attire should be worn at all times and kept in a clean and tidy condition.</li> <li>• Work within health and safety guidelines and other guidelines that may be issued from time-to-time</li> <li>• Work within the constraints and guidelines as set out in the company handbook.</li> <li>• To undertake any other associated duties as required by the manager.</li> <li>• Take responsibility for health and safety of vehicle and people on board the vehicle.</li> <li>• Plan appropriate road routes to and from designated daily pickups and activities venues with Liberty Centre Manager and other Liberty Centre staff.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Attend relevant training courses as identified and agreed.</li> <li>• Mini-Bus(16 Seater) familiarisation</li> <li>• First Aid at work</li> </ul>

## Person Specification

<b>Values and Attitudes</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Clean driving licence</li> <li>• Experience of driving a large vehicle.</li> <li>• Pleasant approachable personality.</li> <li>• An ability to communicate with a range of people</li> <li>• Patient manner.</li> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Reliable and trustworthy.</li> <li>• Honest, sense of responsibility and confidentiality.</li> <li>• Flexible approach to working arrangements.</li> <li>• Sensitivity to Service User needs</li> <li>• Willing to undertake training as appropriate.(As a Support Worker)</li> <li>• Willing to undertake additional training to enhance the services delivered by the Liberty centre.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Sense of humour.</li> <li>• Express a wish to promote Liberty Centre services and achieve excellence for the users.</li> </ul>
<b>Experience, Skills and Knowledge</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered.</li> <li>• Be 25+ (for insurance purposes).</li> <li>• Capability to maintain accurate vehicle and user records.</li> <li>• Competent to undertake daily and weekly vehicle checks and carry out basic maintenance.</li> </ul>
<b>Desirable</b>	

**This post will be subject to an enhanced CRB Disclosure.**

### Declaration by Staff:

**I have read the above Job Description and hereby agreed to abide by duties and responsibilities contained herein.**

**Name:**.....

**Signature:**.....

**Date:**.....