

Compaid

JOB TITLE: Accessible Minibus Driver
RESPONSIBLE TO: Transport Service Manager
HOURS 32 hours per week
SALARY £19,968 gross annual salary
LOCATION: Paddock Wood

JOB DESCRIPTION:

1. To undertake transport duties on a daily basis as pre-arranged with the Transport Manager
2. To drive Compaid vehicles, transporting disabled and other vulnerable adults to and from pre-agreed destinations. This may involve manoeuvring and securing wheelchairs.
3. To provide assistance to clients where required, ensuring their safety and comfort during the journey, including supporting clients on and off vehicles.
4. To ensure the safe handling of all cash fares
5. To maintain the vehicles at all times as required, including cleaning inside and out, safety checks and minor repairs
6. To keep records of the journey, including mileage readings, departure and arrival times, and reports of any accidents or incidents
7. To maintain daily contact with the transport office, informing the Transport Manager or Transport Office team of any delays, incidents or other problems
8. To undertake such training as may be required in order to undertake and develop the role, including MiDAS and First Aid
9. To undertake other tasks as directed by the Transport Service Manager

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Person Specification –Driver

Skills

- Excellent driving skills
- Ability to work to agreed schedules
- Confident and adaptable when dealing with disabled and elderly people
- Ability to communicate effectively (e.g. discussing absences and changes to route with Transport Office)
- Ability to read, understand and apply or follow simple written instructions and information
- Ability to deal with unexpected/difficult situations (e.g. sudden illness etc)
- Ability to work without close supervision

Experience

- Minimum of 2 years professional driving experience
- Working with disabled people (desirable)

Knowledge

- Knowledge of road safety and the Highway Code

Qualifications

- Clean, Full UK Driving Licence with minimum Cat D1 (101) included.