One Trust LIVES REALISED	Job Description & Person Specification

POST TITLE:	**Driver**	**PAY:** **HOURS:**	£14.80ph Split Shift/Variable
REPORTS TO:	Transport/Service Manager		

NO.	**Purpose of the Role**

- To transport service users in One Trust's own vehicles or hired vehicles from their home to the centre and back. To drive service users to and from events and activities.

Key tasks / responsibilities:

- To be responsible for carrying out driving duties in compliance with One Trust's policies and procedures.
- To work collaboratively with other staff in assisting service users as necessary.
- To be responsible for carrying out vehicle checks before driving and report any problems to a manager.
- To be responsible for ensuring that the required number of seats are in place and secure, and that the necessary wheelchair restraints are available for the planned journey.
- To be responsible for the welfare, safety, and comfort of passengers at all times, and to offer assistance where appropriate in accordance with MIDAS training.
- To ensure that vehicles and vehicle keys are returned to the specified location and securely stored.
- To be responsible for the correct use of safety and security equipment in accordance with instructions.
- To ensure that all passengers including yourself wear a seat belt at all time.
- To undertake appropriate training when necessary eg first aid, MIDAS training.

- To be responsible for the cleanliness of the interior of the vehicle you are driving.
- To undertake any other duty that may from time to time be reasonably required.

Skills & Requirements

Essential

- **D1-compliant driving licence**
- Confident driving minibuses and accessible vehicles
- Calm, respectful, emotionally regulated demeanour
- Ability to assess risk to ensure passenger safety
- Good communication skills
- Able to communicate effectively with **families, service users, and colleagues**
- General health & safety awareness for passengers and vehicles

Desirable

- **MIDAS training** (Minibus Driver Awareness Scheme)
- **PCV Licence**
- **Passenger Assistance Training (PAT)**
- Experience supporting adults with learning disabilities and/or autism
- Experience responding to sensory needs or communication differences
- Knowledge of safe wheelchair securing and tie-down procedures