

JOB DESCRIPTION

Job Title:	Driver/Escort
Responsible To:	Transport Manager
Hours:	Part time post, 21.5 hours per week over 5 days
Salary:	£11 per hour

EQUAL OPPORTUNITIES STATEMENT

Condover College is committed to becoming an equal opportunities employer. It is committed to promoting equal opportunities and preventing discrimination. This policy applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Condover College's Equal Opportunities Policy.

KEY RESPONSIBILITIES

1. To drive Condover College Ltd vehicles.
2. To transport service users to and from their appropriate Home, Health, Education or Social Services establishments and ensure their safety on journeys.
3. To interact with the young people using their chosen form of communication in a positive, engaging "adult to adult" manner
4. To inspect vehicles on a daily basis and ensure that they are clean, well maintained and filled with fuel.
5. Maintains accurate, up-to-date records on trip sheets, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested from management.
6. To assist the young people to transfer into their wheelchair and move from home etc and to assist with moving into adapted vehicle
7. To ensure that wheelchairs are clamped into the vehicle in accordance with established guidelines
8. Perform minor maintenance tasks on assigned vehicle(s) as required
9. Coordinate the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions

10. Responds immediately to accident or medical emergencies by notifying emergency response providers, and rendering First Aid until emergency personnel arrive
11. Serves as a positive role model while providing transportation service
12. To follow Condover College's Mission statement
13. Any other duties of a related nature which might reasonably be required and allocated by the Transport Manager

Policies and Procedures

The duties and responsibilities of the post will be undertaken in accordance with the policies and procedures and practices of Condover College.

Signed: _____

Dated: _____

PERSON SPECIFICATION

Position: Driver/Escort

Factors	Essential	Desirable
Skills and abilities	<p>To demonstrate reliability, commitment and consistency in working with adults with disabilities.</p> <p>Effective verbal and written communication skills.</p> <p>To work on own initiative.</p> <p>Understand and maintain confidentiality.</p> <p>To demonstrate the ability to work as part of a team.</p> <p>To be able to drive with confidence a wide range of vehicles including adapted, large and manual/automatic vehicles</p>	<p>Experience of completing risk assessments.</p>
Knowledge relevant to the post.	<p>A working knowledge of relevant legislation and guidance.</p> <p>Effective team working.</p>	<p>Knowledge of the Protection of Vulnerable Adults procedure.</p> <p>Certificate in Adult Protection Awareness.</p>
Experience.		<p>Knowledge of the vehicle clamping system for securing wheelchairs.</p> <p>Direct working with adults with disabilities.</p>
Qualifications	<p>Commitment to complete mandatory training.</p> <p>To have held a full clean driving licence for 12 months (1 speeding or similar may be disregarded)</p>	<p>First Aid certificate.</p> <p>Manual handling training.</p> <p>MiDAS training / D1 or prepared to obtain</p>
Any other requirements.	<p>Competent “driver maintenance skills”.</p> <p>A flexible “Can Do” Approach.</p> <p>Prepared to undertake training relevant to the job role</p>	