



Mead Medical Services Ltd

Job Description

JOB TITLE : Driver

REPORTS TO: Home Manager

JOB PURPOSE: To safely transport staff and Service Users to the Homes, day care services, activities and appointments

Qualifications and skills:

- ❖ Highly organised but also flexible
- ❖ Good communication skills
- ❖ Team player
- ❖ Honest, reliable and trustworthy
- ❖ Experience of driving
- ❖ Valid current driving licence
- ❖ Satisfactory police check and satisfactory check against the relevant registers within the PVG Scheme

Main Responsibilities:

Driving

1. To ensure that staff or Service Users arrive at their destination in a timely manner.
2. Where appropriate, assist in securing wheelchair clamps and applying safety harness to ensure that Service Users remain seated during transportation. Ensure vehicles are not driven until staff and/or Service Users are safe comfortable and secure.

3. Wash and inspect vehicles once a week ensuring cleanliness inside and out and that the vehicle is roadworthy.
4. Take vehicles for servicing when required and giving all relevant documents to the Home Manager.
5. Keep a record of staff members who used the transport for getting to and from work at the Home, so that they are charged accordingly.

Training and Development

1. Attend mandatory training as required
2. Maintain professional knowledge and competence

Health and Safety

1. Ensure regular maintenance of the vehicles eg oil, tyres etc. Notify the Home Manager immediately if you have any concerns about the vehicle
2. Observe Mead Medical Service's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.
3. Adhere to manual handling principles at all times.
4. Report immediately to the Home Manager, person in charge, any illness of an infectious nature or accident incurred by a Service User, colleague, yourself or other person connected with the Home.

Communication

1. Participate in staff and client meetings as and when required
2. Complete weekly timesheets.

Confidentiality

1. Ensure the confidentiality of information gained whilst performing your duties. If you are in any doubt about divulging information about a Service User or the Company's business to a third party, then please seek advice from your manager before communicating such information.

General

1. Work with all other staff to ensure a happy, clean, dignified and safe environment for the Service Users
2. Respect at all times the privacy of Service Users in their rooms and their property
3. Ensure that the security of the Home is maintained at all times
4. Adhere to all the Company's policies and procedures relevant to this role
5. Ensure that all equipment is clean and well maintained
6. Notify the Home Manager or person in charge as soon as possible if you are unable to report for duty and also when you can return to work after an absence
7. Carry out any other tasks which may be reasonably assigned to you

This job description indicates the main duties and responsibilities of this post and is not intended as an exhaustive list.

Mead Medical Services reserves the right to amend this job description from time to time according to the needs of the business, but this is a correct reflection of the duties involved at the time of writing.

Any changes will be confirmed in writing. Please note that you share with Mead Medical Services the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign and date below to indicate your acceptance of this job description.

Signature: _____

Name: _____ Date: _____