



## **JOB DESCRIPTION**

### **1. DETAILS:**

<b>TITLE</b>	MINIBUS DRIVER WITH CARING DUTIES
<b>RESPONSIBLE TO</b>	PROJECT MANAGER
<b>REPORTING TO</b>	PROJECT MANAGER
<b>HOURS</b>	30 +
<b>LOCATION</b>	LAGAN VALLEY RURAL TRANSPORT OFFICES

### **2. PURPOSE:**

Undertake driving and caring duties in order to provide an essential Door to Door and service for Individual members of Lagan Valley Rural Transport (LVRT)

To deliver services for the DRD's Rural Transport Fund provided by Lagan Valley Rural Transport.

Provide support and assistance for passengers getting to, from, into and out of the vehicles

Maintain the vehicles and equipment

### **3. MAIN RESPONSIBILITIES**

- 3.1 To have and retain a current and valid D or D1 licence and obtain the appropriate MiDAS (Minibus Driver Awareness Scheme) Certificate, to adhere to agreed quality standards as per the MiDAS training and to immediately report any

driving related offences that may affect the status of the driving licence to Project Manager.

- 3.2 Drive vehicles owned, managed and operated by LVRT in a safe and courteous manner. To accurately complete all paperwork and documentation associated with the vehicle. Be familiar with and maintain equipment fitted to the vehicles and carry out the prescribed vehicle and equipment checks, defect and reporting procedures. Carry out any necessary corrective action, including vehicle log sheets ensuring that all journeys details are accurately recorded.
- 3.3 To maintain the vehicles in a clean and tidy state - internally and externally on a regular basis. Record and report any details of incidents, accidents and mishaps, however minor to the Project Manager immediately – or as soon as reasonably practical, including possible driving offences; such as but not restricted to, speeding or parking infringements.
- 3.4 Report any comments or complaints from passengers, or details of any accident or incident to the Project Manager. Assist passengers to, from, into and out of the vehicles where necessary, and drive them to/from their destination ensuring that all walking aids, wheelchairs and any other items to be conveyed are safely stowed and secured. Carry out the role in a helpful, caring and confident manner – within the aims, objectives and values of LVRT.
- 3.5 Be self motivated and sensitive to the needs and wishes of the passengers and staff of LVRT.

#### **4. GENERAL**

- 4.1 Drivers shall carry out their duties with full regard to LVRT policies and procedures as laid out in the Drivers reference handbook
- 4.2 To ensure that all information received and disseminated, whether verbal or written, concerning passengers is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner.
- 4.3 Attend and participate in training and/or development events from time to time as required to update on relevant policies and procedures
- 4.4 Wear and maintain in a tidy manner the uniform and personal protective equipment (PPE) including identity badges where issued.
- 4.5 Drivers are not to expect or to solicit payment in cash or kind nor gifts of any kind from passengers.
- 4.6 In addition to the responsibilities listed above, drivers may be required to perform other tasks assigned by the Project Manager from time to time. Such other tasks will be reasonable in relation to the employee's skills, abilities and status.

*The details contained in this document reflect the content of the purpose at the date that it was prepared. It should be noted however that it is inevitable that over time the nature of individual needs may change, existing responsibilities may be lost and other responsibilities gained without changing the general character of the purpose or the level of responsibility entailed. Consequently the organisation will expect to revise this document from time to time, however during this review process full consultation with drivers will take place at every stage.*