Compaid

JOB TITLE: Driver

RESPONSIBLE TO: Transport Service Manager

SALARY: £19,760 gross annual
                     40 hours per week Mon – Fri

LOCATION: Paddock Wood

JOB DESCRIPTION:

1. To undertake transport duties on a daily basis as pre-arranged with the Transport Service Manager

2. To drive Compaid vehicles, transporting disabled and other vulnerable adults to and from pre-agreed destinations primarily in Tunbridge Wells and surrounding area

3. To provide assistance to clients where required, ensuring their safety and comfort during the journey.

4. To ensure the safe handling of all cash fares

5. To maintain the vehicles at all times as required, including cleaning, 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 Service, informing the Transport Service 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

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 withCat D1 included.
- Driver CPC preferred, if not, successful candidates will be placed on Driver CPC Training, including Mandatory DVLA Medical and Eye tests.