

Compaid

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| JOB TITLE: | Relief Driver |
| RESPONSIBLE TO: | Transport Service Manager |
| HOURS | 45 hours per week during term time & 40 hours per week during school holidays – Mon – Fri Extra hours may be required to cover staff absence. |
| SALARY | £27,300.00 |
| LOCATION: | Paddock wood |

JOB DESCRIPTION:

1. To undertake transport duties on a daily basis as pre-arranged with the Team Leader.
2. To drive Compaid vehicles, transporting disabled and other vulnerable adults and children to and from pre-agreed destinations.
3. To provide assistance to clients where required, ensuring their safety and comfort during the journey. May include manoeuvring, loading and clamping of wheelchairs
4. To ensure the safe handling of all cash fares.
5. To maintain the vehicles at all times as required, including cleaning, daily walk around checks, routine basic servicing 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 Office, informing the Transport Service Manager or Team Leader 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 Team Leader or Transport Service Manager.

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PERSON SPECIFICATION - DRIVER

Skills

1. Excellent driving skills
2. Ability to work to agreed schedules
3. Confident and adaptable when dealing with disabled and elderly people
4. Ability to deal with difficult situations

Experience

1. Minimum of 2 years professional driving experience
2. Working with disabled people (desirable)

Knowledge

1. Knowledge of road safety and the Highway Code

Qualifications

1. Clean, Full UK Driving Licence with Cat D1 (101) included.
2. Driver CPC or MiDAS.