

## Job Description & Person Specification

Position: Driver

Reports To: Registered Manager

Contract: Bank, Zero Hours

### Our Values and Behaviours

To act in accordance with “Our Values and Behaviours” at all times when delivering your role, ensuring that “Kindness”, “Respect”, “Belonging”, and “Empowerment” are fundamental to your behaviour.



### Policies and Procedures

In addition to undertaking the accountabilities as outlined below, the post holder will be expected to fully adhere to all Norwood policies and procedures which are referenced in the employment contract and Norwood's intranet.

### Role Summary

To provide transportation (*what does that mean?*) using the minibus and perform all legally required safety and roadworthiness duties associated with the use of Norwood owned transport and Norwood policies.

### Key Accountabilities

1. To be responsible for the safety and comfort of passengers at all times when the vehicle is in use
2. To plan and organise routes effectively, and to maintain an accurate record of journeys made

3. To allow sufficient time for vehicle safety, roadworthiness and maintenance checks to be carried out, and report defects and arrange for repairs as necessary.
4. To carry out basic maintenance such as fluid top-ups, changing of bulbs, wipers, where possible; to maintain or replace safety equipment or safety clothing as required; and to keep the vehicle clean (*the vehicle...? Could be driving any of them...?*)
5. To ensure that wheelchair passenger lifts and wheelchair occupant securing equipment is available, in good order, and used correctly; and advise passenger assistants on safe practice.
6. To take charge in the event of any accidents, incidents or breakdowns, and report these to the line manager and Support Services.
7. To work occasional evenings and weekends in line with the needs of the role/service
8. To assist with occasional ad-hoc Administration associated with transportation issues
9. To undertake appropriate training necessary for the role and working environment

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualification(s)</b>	Full clean driving licence Midas for Minibus certificate	Health and Safety at work Midas Driver Assessor Trainer	Cover Letter / CV / Onboarding
<b>Experience</b>	Relevant driving experience for passengers with disabilities and adapted vehicles  Experience and ambassador of customer service	Experience of working with volunteers	CV / Interview / Onboarding

<p><b>Knowledge &amp; Training</b></p>	<p>Working knowledge of relevant Health &amp; Safety requirements or willingness to learn</p>	<p>Knowledge of wheelchair occupant restraint systems and electric tail lifts</p> <p>Have an understanding of learning disabilities</p> <p>Knowledge of Jewish Culture</p>	<p>Cover Letter / CV / Interview</p>
<p><b>Personal Qualities &amp; Attributes</b></p>	<p>Able to drive with care and safely</p> <p>Able to prioritise and plan routes and workloads</p> <p>Ability to communicate effectively both orally and in writing</p> <p>High levels of initiative and responsibility</p> <p>Ability to work calmly and efficiently under pressure in a fast-moving environment</p>		<p>Cover Letter / CV / Interview</p>

All roles require a DBS check and satisfactory clearance under Norwood’s safer recruitment policies. We are committed to safeguarding the wellbeing of our people and maintaining a respectful, safe environment.

This job description is not exhaustive and may be updated as accountabilities evolve.