



Driver

Overall Objective

The Rossendale Trust places our tenants at the centre of everything that we do. The overall objective of the role is to ensure the safe transfer of our vulnerable tenants (adults) between pick up and drop off locations/venues to enable them to attend various activities and appointments.

Principal Accountabilities

- i. The ability and confidence to drive and park various types and sizes of vehicles including wheelchair access vehicles (not minibuses).
- ii. The ability to build positive and professional relationships with tenants and work colleagues.
- iii. The ability and knowledge to safely help tenants in and out of vehicles.
- iv. The ability and knowledge to perform basic daily and weekly checks of vehicles e.g., checking oil and tyre pressures.
- v. To keep the vehicles, tidy between journeys and fill up with fuel.
- vi. To be thorough and pay attention to detail e.g., actively listening to instructions and follow procedures.
- vii. The ability to write incident/accident reports when necessary.
- viii. The ability to plan and navigate the best route to various locations.
- ix. The ability to use Sat Nav systems.
- x. To work in an effective, safe, and flexible manner to support the work of the trust and in accordance with trust policies and procedures.
e.g., ensure all passengers are wearing seat belts, and wheelchairs are secured safely.

Health and Safety

- To be aware of all issues around the safeguarding of tenants.
- To be prepared and competent to take appropriate action in the absence of a member of the care team in the event of unforeseen emergencies.



PERSON SPECIFICATION – DRIVER

CRITERIA	ESSENTIAL/ DESIRABLE	ASSESSED BY
QUALIFICATIONS		
Good standard of education	E	Application/Certificates
KNOWLEDGE AND EXPERIENCE		
Experienced and competent driver.	E	Application/Interview/Competence test
Knowledge and understanding of the highway code.	E	Application/Interview
Knowledge and experience of using Sat Nav's to plan routes.	D	Application/Interview
SKILLS AND QUALITIES		
Confident interpersonal skills - able to initiate and develop positive relationships with tenants and co-workers.	E	Interview
Good customer service skills.	E	Interview
Patient with the ability to remain calm in any possible unforeseen or stressful situations.	E	Interview
Ability to show empathy to tenants and treat them with dignity and respect.	E	Interview
Strong planning and organisational skills – able to prioritise work effectively.	E	Interview
Proven self-starter – able to work alone in the absence of another staff member.	E	Interview
Active listener.	E	Interview
Ability to understand and follow procedures/instructions/risk assessments.	E	Interview
Ability to write legible incident/accident reports when appropriate.	E	Interview
Commitment to achieving best	E	Interview



Rossendale Trust

Supporting independent futures

outcomes for tenants.		
Able to work flexibly in relation to workdays/hours.	D	Interview
ADDITIONAL REQUIREMENTS		
The post is subject to an Enhanced Disclosure and Barring (DBS) check. Valid full clean driving licence (maximum of 3 points) Minimum age 21 due to insurance requirements for driving vehicles. Commitment to keep up to date with all required mandatory training. Be physically fit to carry out moving and handling of passengers/wheelchairs where necessary.		