

## **DRIVER – JOB PROFILE**

### **Organisation Purpose and Scope**

Centre 81 delivers two key services: skills and activities centre and community transport service.

88% of our Skills & Activities members are perceived as being vulnerable. 62% are wheelchair dependent and 16% need one to one support for all meals, snacks, and drinks. High numbers of our members have been diagnosed with diabetes and/or overweight with many having a BMI that is more than 30. Additionally, many of our members have complex social and/or medical conditions to manage.

Centre 81's role is to offer our members appropriate support, facilitate social interaction in a non-institutional way and assist our members to improve the quality of their life. It is important for the long-term sustainability of the organisation that we continue to provide cutting-edge, person-centred services to our members, which enhance their individual and collective resourcefulness and resilience.

Centre 81 has become a really important place supporting our members and providing training and volunteering opportunities for those who wish to work positively, developing their professional expertise within the care sector supporting adults with a range of disabilities, to develop critical skills and enjoy life. The overall aim is to safeguard Centre 81 so that it has the capacity to offer its services to our current and future generations.

### **Core Values of Centre 81**

Centre 81 ethos is to work with members from a person-centred approach that acknowledges each individual is the expert in their life, knows what matters to them and how they wish to live their life. By acknowledging each person's uniqueness and working with them with respect and dignity, Centre 81 aims to address all forms of discrimination, particularly on the grounds of disability and promotes the rights of its members. Centre 81 actively encourages social inclusion and through this access to greater independence and reduce social isolation.

### **Community transport service – Purpose and scope.**

The Community Transport service operates a fleet of fully accessible minibuses operating within the Borough of Great Yarmouth and surrounding areas. Our role is to provide all of our members/customers with a means of accessing ordinary community facilities.

### **Drivers: Purpose and scope**

To provide members: skills and activities and door to door to have a pleasant safe and positive experience. It is important that all our passengers are treated with respect. Assisting them to maintain their dignity at all times is a critical to Centre 81's ethos and values.

### **Organisational Relationships**

- AKM administrators
- Drivers

- Line Manager : Derek Rogers, Transport and Facilities Manager

**Key Information :**

- Salary £11.44 per hour
- Annual Leave: 28 days per annum including bank and public holidays pro-rata.
- Statutory sick pay (SSP) only.

**Liaise with:**

- Community Transport Manager: regarding any concerns relating to the buses and logistics regarding the day's routes.
- Designated Risk Assessor – Community Transport Manager and Skills and Activities Centre Manager where you have any concerns regarding the safe transportation of passengers.

**Principle duties and responsibilities:**

1. To work in line with all risk assessments.
2. Driving the vehicle safely and stopping at designated points as determined by your work sheets or instructions from the CT Manager.
3. Performing basic vehicle checks and ensuring that any concerns about the roadworthiness of the vehicles are reported to your Line Manager
4. Ensuring that all faults are logged in the Vehicle Fault book.
5. Keeping the vehicle tidy in between journeys ensuring that no equipment is left loose which could in the event of an accident cause injury to others.
6. To make sure that any safety restraints borrowed from another vehicle are returned prior to the start of the driving day.
7. Helping passengers to alight or disembark from the buses in a safe manner and as required provide support to access their homes.
8. Ensuring that any concerns you have relating to Centre 81 members are discussed with the Skills and Activities Manager.
9. To be available to undertake driving duties in the evenings/weekends to cover Centre 81 events.
10. To ensure that you are purposefully employed around the Centre during your contracted hours when you are not required for driving duties including the upkeep of the buses.
11. To work alongside passenger escorts as required.
12. To ensure that member confidentiality is absolute. Where you do have any concerns ensure that they are reported to the appropriate manager, Community Transport, Skills and Activities or the CEO.
13. To undertake such other duties or hours of work as may be reasonably required which are consistent with the responsibility of this job.