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| **ROLE PROFILE** |
| Role  | Driver  |
| Grade | AS1C - £12.78 per hour  |
| Division/service | Quality & Compliance |
| Directly responsible to | Facilities Co-ordinator |
| Directly responsible for |  |
| Hours  | 18 hours per week  |

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| **Main duties and responsibilities/accountabilities** |
| 1 | Transporting our customers/people supported to agreed destination. |
| 2 | Transporting items/packages/equipment as required.  |
| 3 | Ensuring passengers are safe and well cared for throughout their journey.  |
| 4 | To ensure vehicle is routinely maintained and ready for use e.g. fuelling, cleaning, tyre pressure etc...  |
| 5 | To complete vehicle documentation as required |
| 6 | To report any concerns related to the minibus or passengers  |
| 7 | To have an up-to-date CPC licence and complete necessary training to maintain licence |
| 8 | To be physically able to load and unload safely – including wheelchair users and use of safety straps |
| 9 | To support the health & safety of the customer/people supported and colleagues  |
| 10 | Adhering to transportation laws and maintaining a safe driving record |
| 11 | To undertake training as specified / required e.g. MIDAS, Moving & Handling, Safeguarding and any other relevant courses as required. |
| 12 | To support and demonstrate the values of our organisation and in the delivery of our vision and mission statement. |
| 13 | To have a satisfactory Enhanced DBS check  |

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| **Experience, skills and qualities**  |
| Essential |
| 1 | To have a clean UK driving licence and provide an up-to-date or willingness to complete CPC licence before commencing role. |
| 2 | To have great customer/people supported attitude and attentiveness |
| 3 | Interacting with customers/people supported in a friendly and professional manner  |
| 4 | Time management/organisational skills |
| 5 | To be physically healthy and able to move & handle in a safe manner. |
| 6 | To be flexible in working pattern – Hours to be agreed within a 7-day working (to be agreed in line with service delivery - may be rotated). |
| 7 | Satisfactory Enhanced DBS check |
| Desirable |
| 8 | To be able to route plan to support the arrival or pickups on schedule. |
| 9 | Being aware of your responsibilities regarding Safeguarding policy and procedures. |
| 10 | To have knowledge of being able to load and unload safely – including wheelchair users and use of safety straps. |
| 11 | To have basic skills in supporting and willingness to support all areas within Aspire  |

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| **Review arrangements:** |
| The details contained in this role profile reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Aspire will expect to revise this role profile from time to time and will consult with the post holder at the appropriate time. |

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| Version Control | Name | Date reviewed | Signed |
| V1 | AMM | 08/07/2024 | Ann-Marie Mather |
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