

Role Profile & Specification

Title	DRIVER – SHORT BREAKS SERVICE
Reporting to	Service Manager – Short Breaks
Job Purpose	Providing minibus transportation to Short Breaks Service Guests

Core Competencies – Applicable to all roles	
Communicate well	<ul style="list-style-type: none"> ▪ Listens to others ▪ Asks relevant & pertinent questions ▪ Communicates in a clear & concise way ▪ Effectively uses a range of communication tools & techniques ▪ Keeps accurate, objective & clear records
Have a positive & practical approach to work	<ul style="list-style-type: none"> ▪ Tackles things in a direct & orderly manner ▪ Can be depended upon to get things right ▪ Able to prioritise tasks & manage workload ▪ Reliable under pressure
Work well with other people	<ul style="list-style-type: none"> ▪ Earns the respect of others ▪ Shows respect for the views & actions of others ▪ Builds & maintains mutually beneficial relationships ▪ Motivates self & others
Able to respond to & solve problems	<ul style="list-style-type: none"> ▪ Plans ahead ▪ Tackles issues voluntarily & positively ▪ Able to identify the cause & not just the symptoms of problems ▪ Able to anticipate problems & develop solutions in advance ▪ Solves problems in a calm, direct & organised manner ▪ Helps other people with problems
Able to innovate & have new ideas	<ul style="list-style-type: none"> ▪ Full of ideas which provide fresh insight & broader perspectives ▪ Responds positively to change ▪ Self motivated

Role Specific Competencies	
Driving responsibilities	<ul style="list-style-type: none"> ▪ Driving guests from the Short Breaks respite service to local services in the morning and return them safely in the afternoon using agreed routes and schedules. ▪ Assisting guests to enter and vacate the minibus, ensuring their safety and physical needs are fully met, and in accordance with their support plan. ▪ Attentive to traffic and weather conditions and ensures passenger safety. ▪ Complies with traffic laws and respects other road users. ▪ Reports delays, accidents and emergencies to the Service Manager in a timely manner. ▪ Responsible for the use of the fuelcard, and maintaining accurate record keeping in relation to fuel purchased. ▪ Undertaking other driving journeys for the Short Breaks service as required

Vehicle maintenance	<ul style="list-style-type: none"> ▪ Ensures the minibus is maintained through completion of daily checks, refuelling, vehicle cleanliness and reporting of maintenance and repair issues to the manager. ▪ Ensures the vehicle is secure and in a safe and convenient location
General	<ul style="list-style-type: none"> ▪ Upholds the values of Avalon at all times ▪ Establishes positive and professional relationships with guests, their carers/family members, and the key people at the establishments they attend. ▪ Works as a team player liaising effectively with other colleagues

<p>Our Values</p> <ul style="list-style-type: none"> • We are kind and respectful to everyone • We are honest and trustworthy • We are always learning and developing • We are inclusive; everyone has a voice • We work in partnership with our communities
--

<p>Expertise in role (role-related knowledge, skills & experience required at selection)</p> <ul style="list-style-type: none"> ▪ Essential – Confident in driving both local routes and more lengthy journeys as needed. ▪ Desirable – Previous experience of driving a minibus. ▪ Desirable – A good understanding of disability related issues/needs and be comfortable working with and providing appropriate support to people with care needs.
<p>Relevant technical, vocational or educational qualification for the role</p> <ul style="list-style-type: none"> ▪ Essential – A full valid UK driving licence with category D1 with no more than 6 penalty points for minor offences ▪ Essential – Must be able to drive a manual transmission minibus ▪ Essential – The role is subject to an enhanced DBS disclosure ▪ Desirable – A Midas qualification