

Mid Beds
Link-a-Ride
Community Transport Ltd

Job Description

Driver/Assistant – Part Time

Responsible to: The Manager
Qualities/Skills: Clean Drivers Licence, smart appearance, caring and patient attitude
Job Purpose: To fulfil driving duties for and on behalf of Link-a-Ride
Hours: () hours per week plus additional hours to cover sickness/holiday as required

Main Duties

1. To drive Link-a-Ride vehicles as directed by the manager
2. To ensure that safe and caring driving standards are maintained at all times and that safety equipment is utilised appropriately and that passengers are carried safely and in accordance with any relevant legal requirements/guide-lines
3. To carry out daily vehicle maintenance/safety checks and to report any faults immediately to the manager
4. To be familiar with and maintain all safety/medical equipment fitted to the vehicle
5. To collect and be responsible for fares
6. To ensure that the interior/exterior of the vehicle is kept clean at all times
7. To be responsible for the vehicle during operation hours, including the control of accident/breakdown procedures
8. To assist passengers to and from their home, on and off the vehicle and to help with any luggage they may have
9. To treat passengers in a caring and sympathetic manner AT ALL TIMES
10. To attend training sessions and courses as directed
11. To familiarise yourself with the duties and vehicles of other Link-a-Ride drivers
12. To be committed to the Link-a-Ride mission and to undertake any reasonable task requested by the manager

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