

## Health for All (Leeds)

### SESSIONAL DRIVER COMMUNITY TRANSPORT SERVICE

#### JOB DESCRIPTION

- PAY:** £9.50 per hour plus £1.43 per hour holiday pay
- HOURS:** Various as and when required
- OFFICE BASE:** Tenants Hall, Acre Close, Middleton, Leeds 10
- RESPONSIBLE TO:** Health for All (Leeds) Trustee Board
- REPORTS TO:** Transport Manager

#### **MAIN PURPOSE OF THE POST:**

To drive the Health for All community transport vehicles including mini buses and community cabs for Health for All's member groups.

To operate in line with Health for All values showing commitment and a positive attitude to the post and Health for All objectives.

To ensure you act in a professional manner at all times.

#### **DUTIES:**

- To make vehicle checks before and after use and complete the relevant paperwork.
- To drive the minibuses and community cabs when required.
- To provide effective and safe transport for member groups.
- Report all faults and problems when found.
- To work alongside existing staff and volunteers.
- To complete all job sheets, time sheets and forms effectively and concisely.
- To keep appropriate records, ensuring effective planning, monitoring and evaluation.
- To ensure Covid regulations are adhered to at all times
- To undertake any further task required to further the aims and objectives of Health for All.
- To carry out the duties of the post with regard to Health for All's Safeguarding Children's policy, Safeguarding Vulnerable Adults Policy, Data Protection Policy, Equal Opportunities and other policies.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_