

Job Description

Post: Casual Driver

Purpose of Post:

To drive Community Transport vehicles for individuals and community groups to enable them to participate fully in a wide variety of activities.

Duties and Responsibilities:

- 1 To be responsible for carrying out driving /Passenger Assistant (PA) duties in compliance with current Merton Community Transport (MCT) policies & procedures as described in the Drivers and PA Handbook.
- 2 To work co-operatively with paid staff and other volunteers.
- 3 To be responsible for carrying out vehicle checks before driving and report any problems to MCT.
- 4 To be responsible for ensuring that the required number of seats are in place and secure, and that the necessary wheel chair restraints are available for the planned journey.
- 5 To be responsible for the welfare, safety and comfort of passengers at all times, and to offer assistance where appropriate in accordance with MiDAS training.
- 6 To be responsible for completing logsheet accurately and returning them to the Depot office along with vehicle keys or to leave them as advised if outside office hours.
- 7 To be responsible for the correct use of safety and security equipment in accordance with the instructions given, and the wearing of safety clothing.
- 8 To undertake appropriate training when necessary eg first aid and to always hold a current MiDAS certificate.
- 9 To be responsible for the cleanliness of the interior of the vehicle you are driving.
- 10 Not to drive any vehicle or use any equipment unless fully trained and confident.
- 11 To supply a copy of your driving license every 6 months on request, and to immediately advise MCT of any changes or endorsements to your license.
- 12 To be responsible for ensuring that all passengers and yourself wear a seat belt at all time.
- 13 To undergo a Disclosure Barring Check Service and reference check prior to role acceptance
- 14 To undertake any other duty that may from time to time be reasonably required.