

Kent County Council

Job Description: *Permanent Relief Minibus Driver*

Directorate:	Adult, Social Care and Health
Unit/Section:	Learning Disability
Grade:	KR3
Responsible to:	Team Co-Ordinator

Purpose of the Job:

To ensure the safety and well-being of the clients during their journey.

Main duties and responsibilities:

- Assist the clients to get on and off the minibus, ensuring seatbelts are fastened, wheelchairs secured, and bags stowed away in accordance with acceptable safety standards.
- Ensure the well-being of the clients during the journey to enable them to arrive in safety.
- Ensure messages and money (if applicable) between the clients' home and the establishment are relayed to the relevant staff member, to enable a daily link to be maintained.
- Complete records as required.
- Attend training courses as required and assist in training of other escort staff as directed.
- Comply with Health and Safety, Fire Regulations and other County policies.

Footnote: This job description is provided to assist the job holder to know what his / her main duties are. It may be amended from time to time without change to the level of responsibility.

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Person Specification: *Permanent Relief Minibus Driver*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Basic written and numerical skills.
EXPERIENCE	Experience of Adult Services. Experience of caring for older people or people with learning Disability.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Able to complete basic time and job sheets or other basic forms required for the job.• Able to establish a rapport with service users as necessary e.g. clients, members of the public etc.• Able to recognize problems and report to supervisor.• Able to be receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate.• Able to recognize and to deal with emergency situations.• Ability to listen, observe and contribute to discussions as required for the job e.g. client care, childcare, work plans etc.• Ability to travel across a geographical area in a timely and flexible manner at various times of the day in accordance to the needs of the job.• Ability and commitment to support the Directorate Equality and Diversity Policy Statement which is an integral part of the Directorates service delivery and relationship with clients to respect people and individuals regardless of age, ethnic origin, cultural values, disability, gender, sexual orientation or religion.

KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and skills normally gained through simple demonstration in a matter of hours. • Knowledge of any / all common practices associated with own job. • Understanding the needs of others and able to respond accordingly.
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	<ul style="list-style-type: none"> • Understanding of Health and Safety procedures relevant to the job such as; Manual handling; both of people and inanimate objects, safe use of machinery and/or equipment; COSHH: First Aid and Hygiene Practice. • Awareness of lone working procedures and responsibilities. • Awareness of Data Protection and confidentiality issues. • Awareness of and compliance with equality policy procedures • Awareness of safeguarding clients for collecting and returning clients to their home. • Awareness of Mental Capacity Act.
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BEHAVIOURS	<p style="text-align: center;">Conversation and Compassion</p> <ul style="list-style-type: none"> • Free flowing conversation / Speak to colleagues. • Sensitivity to others needs / adjust accordingly / accepting differences. • Politeness / check for mutual understanding • Listen carefully / use clear language.
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	<p>People and Partnerships</p> <ul style="list-style-type: none"> • Keep communication open / ask questions / listen to answers / act and feedback. • Be customer focused • Be approachable. • Co-operate with partners and colleagues to achieve common goals.
	<p>Tools and Professionalism</p> <ul style="list-style-type: none"> • Speak and act professionally at all times.
KENT VALUES	Kent Values:
	<ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make