

## DRIVER/HANDYPERSON

Reference No.	G155.01	Type	Generic
Service	Older People		
Job Family	Technical 3	Grade	FC3

### Purpose

Undertake vehicle checks ensuring all Health and Safety legal requirements are met.

Ensure individual and groups of passengers have a safe and comfortable journey providing any necessary guidance and assistance to enable them to use transport with confidence.

Ensure that any specialist equipment such as passenger lifts, wheelchair clamps are operated properly.

Undertake handyman duties as deemed appropriate.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Driving and assisting, as required, with the escorting of passengers to the vehicle, while ensuring that the vehicle is attended by a designated responsible person, if passengers are on board.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

Communication skills (Deliver results - See 'How We Work Matters' Framework)	✓	
Full driving licence	✓	
Significant driving experience (Embrace technology and information)	✓	
Ability to deal with emergencies/use initiative (Take ownership)	✓	

## Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
	Ability to provide a regular and effective service  MIDAS Certificate	✓	✓
Assisting with settling and securing passengers prior to commencement of journey.	Ability to relate to varying groups and individuals (Focus on customers)  Experience of working with people who have mobility or other disability problems  First aid certificate  Moving and handling experience	✓	✓   ✓  ✓
Conducting the prescribed vehicle checks, routine maintenance, cleaning and completion of the necessary paperwork.	Ability to prioritise workload  Knowledge of Health and Safety issues required for the maintenance of vehicles	✓  ✓	
Undertaking a range of ancillary duties whilst not driving, appropriate to the type of work being undertaken by the team being serviced.	Team working skills (Work together)  Ability to work alone	✓  ✓	

## Role Profile

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Operating in a handyperson capacity providing services including portage, minor repairs and maintenance to buildings, fixtures, furnishing and general maintenance of internal and external areas as required.	Ability to carry out the physical aspects of the job  Handyperson experience	✓	✓
Undertaking delegated health and safety tasks such as fire drill, water and building checks and completing the appropriate recording/reporting.	Knowledge of Health and Safety issues required for the safety of buildings		✓
Holding keys for the purpose of entering and leaving premises in which duties are being carried out.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

# Role Profile

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input checked="" type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

**Additional Information** – the following information is included in appendices:

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- Skills Framework (if applicable)
- How we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results