

Health for All (Leeds)

DRIVER – Casual Minibus/Car COMMUNITY TRANSPORT SERVICE

JOB DESCRIPTION

PAY: £7.50 per hour plus £1.13 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 vehicles for member groups

DUTIES:

- To make vehicle checks before and after use and complete the relevant paperwork
- To drive the minibuses 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 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 HFA's Policies.