

Health for All (Leeds)

DRIVER – Casual Minibus/Car COMMUNITY TRANSPORT SERVICE

JOB DESCRIPTION

PAY: £7.83 per hour plus £1.17 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 busses and community cabs for Health for All's member groups.

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 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.