

## **Health for All (Leeds)**

### **SESSIONAL DRIVER COMMUNITY TRANSPORT SERVICE**

#### **JOB DESCRIPTION**

**PAY:** **Basic** - £8.72 per hour plus £1.31 per hour holiday pay  
**Weekend** - £12.00 per hour plus £1.80 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 buses 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.

