



Job Description - Driver

Purpose of the post

The purpose of this role is to support the staff to provide transport for individuals attending meetings/outings.

Main duties and responsibilities

1. To have a full and valid driving licence and access to a vehicle if required
2. To transport people with dementia to and from their home for meetings, clubs and for outings
3. To help maintain any Alzheimer Scotland vehicle(s) that you may be required to drive i.e. help to keep tidy and report any concerns
4. To maintain your own vehicle (if using) to meet legal requirements i.e. current MOT, insurance and service
5. To attend training to be informed about dementia and to attend any other necessary training relevant to role
6. To carry out any other reasonable duties requested.

Accountability and support

All of the responsibilities and duties are to be carried out according to Alzheimer Scotland's standards, policies and procedures.

This post is graded at point 8

The post will be subject to a criminal records check by Disclosure Scotland

This role description is open to review by the organisation at any time and was last revised in April 2012



Person Specification - Driver

The following criteria will be used in selecting a candidate:

	Essential	Desirable
Skills, ability, knowledge		
Good communication skills both written and verbal.	√	
Full clean driving license and access to a vehicle during working time	√	
Understanding of relevant Health & Safety legislation	√	
Basic understanding of IT systems and packages	√	
Personal qualities		
Enthusiasm and motivation as well as understanding of and empathy with vulnerable people	√	
Ability to relate to service users and carers and to understand their needs	√	
Non-discriminatory and inclusive approach to enable people with dementia to still live life to the full	√	
Ability to manage own time and to organise tasks and work load	√	
Qualifications/experience		
Understanding and/or experience of working with, or supporting vulnerable people or carers		√
Experience of working with, or supporting, people with dementia		√
Experience of driving small commercial vehicles/providing person transport services would be advantageous		√

This Person Specification is open to review by the organisation at any time and was updated in September 2014.