

CUMBERNAULD YMCA

Job Description

1. JOB TITLE: Driver
2. ACCOUNTABILITY: The assistant is responsible in line management to Centre Manager
3. JOB PURPOSE: To maintain the provision of transport, health and safety standards

4. MAIN DUTIES:

Transport:

- a) Routine maintenance and cleanliness of vehicles.
- b) Carry out proper vehicle checks prior to use.
- c) Proper adherence to Health & Safety – passengers pick up/drop off.
- d) Collection/dropping of children and/or adults, as designated by the needs of the Childcare Services & Association programmes.
- e) Other transport requirements as designated from time to time.

Health & Safety:

- a) Ensuring that all vehicles are free from hazard/dangers.
- b) Reporting/removing any items considered dangerous.
- c) Ensuring all reasonable precautions are taken with regard to the passengers Health and Safety.

Management:

- a) Ensure familiarity and adherence to association procedures/policies.
- b) Reporting of any problems out with your ability to manage.
- c) Monitoring standards relating to transport and reporting any breaches or areas of concern.
- d) Reporting any problems outwith responsibilities and / or ability to manage.

5. SALARY:

5-10 hrs per week : £ 9.50 per hour. / normal hours .8.30-9.30am and/or 2.30-3.30pm