



Job Description – Roles & Responsibilities Community Car Transport Driver

Background:

Roscommon Leader Partnership is seeking applications for part time Community Car Drivers to support the delivery of a key service for the Ukrainian refugee community living in Roscommon.

The Community Car initiative is aimed at supporting Ukrainian refugees who have been offered temporary accommodation in rural locations of County Roscommon under the “Offer A Home” appeal. This initiative will offer a dedicated transport service for these individuals and will aim to transport them from their rural location to nearby towns and villages where local services or local and national transport links can be accessed.

REPORTING DIRECTLY TO:

Lead SICAP Coordinator

Working hours

17.5 hours per week

Key Responsibilities:

As a community transport driver, the key role is to transport passenger’s door-to-door.

The following obligations apply:

- Display a caring approach in relation to the transportation of all passengers. The driver must ensure respect, courtesy and confidentiality to all passengers.
- Work closely with Dispatch Administrator to ensure efficient service delivery.
- Without using physical contact always assist all passengers safely onto and off the vehicles.
- Drive with careful consideration for the safety and comfort of all passengers, ensuring that passengers conform to the seatbelt regulations.
- Observe the ‘Rules of the Road’ and any statutory requirements relating to driving vehicles owned or leased by Roscommon LEADER Partnership.
- Assist passengers with their luggage onto the vehicle and off load luggage at their destination within a reasonable distance and weight (participation on Manual handling training will be required).

- If relevant to the vehicle ensure that wheelchairs lifts, winches and belts are maintained in a proper condition and to promptly report any defect in this equipment to your Line Manager.
- Maintain the cleanliness of the vehicle daily both internally and externally.
- Carry out daily vehicle maintenance checks and maintain reports on same in files provided.
- Ensure all safety measures such as fire equipment and first aid boxes are fully operational and available on each vehicle and first kits are replenished if applicable.
- Liaise with your Line Manager and driving team colleagues regarding rota changes and additional trips.
- Partake in all related training programs organised by Roscommon LEADER Partnership and undertake any training or tests required for the driving license which may be deemed necessary by Roscommon LEADER Partnership.
- It is the driver's responsibility to renew his/her mandatory driving license as and when required and provide Roscommon LEADER Partnership with a copy of the license each year.
- Report immediately thereafter any incident/accident involving the vehicles or passengers to Roscommon LEADER Partnership.
- Be personally responsible for any traffic or parking violations whilst in charge of the vehicle.
- Assist in the promotion of the Community Car Initiative for passengers, staff and members of the public.

Essential Criteria

- Full Clean B Category Driving license (no penalty points, accidents/claims, or convictions) and must be eligible to drive in Ireland.

Desirable

- Knowledge of geographical area.
- Ability to engage with vulnerable people.
- Basic computer skills are desirable, but not essential.

Terms & Conditions

- Part Time (17.5 hours per week) Fixed Term Contract ending 31st December 2023.
- Salary: €32,182 to €36,335 pro rata depending on experience.
- 21 days' annual leave pro rata.

CONFIDENTIALITY OF THE SERVICE USERS TO BE MAINTAINED AT ALL TIMES

NOTE

This job description is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of RIDC's operations and needs of the services.