

Role Profile

Title: Driver – Residential Services

Reporting to: Operational Coordinator / CE Supervisor / Assistant Service Manager / Service Manager

Role Purpose

The Driver for Residential Services is responsible for transporting individuals who receive services from Cheshire Ireland using a designated vehicle. The role includes maintaining vehicle records (mileage, fuel usage, etc.), ensuring vehicle safety, and complying with all health & safety requirements. This position requires a commitment to Cheshire Ireland's values and operational ethos.

Duties & Responsibilities

Driving & Transportation

- Transport individuals using Cheshire Ireland's adapted residential service vehicles.
- Safely assist with the use of ramps, clamping equipment, and safety restraints.
- Accurately record vehicle usage and fuel expenditure.
- Conduct basic vehicle safety checks and report faults immediately.
- Assist individuals in transfers when required.
- Accompany individuals to appointments and social activities as needed.
- Maintain confidence and competence in driving in both rural and urban environments.

Communication & Record Keeping

- Ensure effective communication with individuals, colleagues, and external parties.
- Keep accurate and up-to-date records (e.g., cleaning logs, vehicle checklists).
- Provide necessary updates and information to relevant stakeholders.

Compliance & Confidentiality

- Follow all Cheshire Ireland policies, procedures, and codes of conduct.
- Maintain confidentiality regarding individuals receiving services.
- Seek guidance on information disclosure from management when necessary.

Health & Safety

- Adhere to all Health & Safety regulations and policies.
- Ensure compliance with health & safety procedures in all driving and transportation tasks.

Employee Responsibility

- Maintain good attendance and comply with all employee policies.
- Present professionally with appropriate grooming and attire.
- Attend team meetings, 1:1 performance review, and required training.

Competencies

This role aligns with Cheshire Ireland's 8 Core Competencies:

- **Person-Centred Focus**
- **Service Focus**
- **Teamworking**
- **Personal Accountability**
- **Communication (Verbal & Written)**
- **Interpersonal Skills**
- **Flexibility & Adaptability**
- **Personal Effectiveness**

Additionally, the following role-specific competencies apply:

- **Attention to Detail**
- **Time Management**

Required Skills & Qualifications

Essential Requirements:

- Minimum of 1 years' experience in a similar role.
- Full, clean driving licence with appropriate categories (B & D).
- Minimum of 5 years of previous driving experience.
- Strong interpersonal and communication skills (verbal & written).
- Computer literacy.
- Eligibility to work and reside in the Republic of Ireland.
- Fluent in spoken and written English.

Personal Attributes:

- Integrity and trustworthiness.
- Positive attitude.
- Empathy and mindfulness.
- Respect for others.
- High standards of personal grooming.
- Ability to remain composed in challenging situations.
- Adaptability to change and commitment to continuous improvement.
- Commitment to person-centred, rights-based service principles.

Additional Notes

Employees must be flexible and prepared to undertake additional tasks as assigned by the organisation. Cheshire Ireland reserves the right to amend this role profile as needed to meet organisational requirements.