



Job Description

Job: Relief Driver (Day Services)

Location: Adult Day Services Cork (Ballintemple, Carrigaline, Ballincollig)

Contract Hours: Hours of work to be worked over Monday – Sunday. This role will also include supporting Personal assistants with planned outings in the evenings/weekends if transport is required. The requirement for relief drivers may have a direct impact on the amount of hours, either increasing or decreasing, being worked by you. You will be required to submit timesheets for hours worked. You may be requested to work only for morning runs and/or evening runs as required by the needs of the service.

Contract Type: Relief Contract – varied hours.

Reporting to: Adult Services Manager/Designate/PIC

Overall purpose of the post:

- To provide skilled driving duties to meet the transport needs of adult service owners attending the Enable Ireland Cork Adult Services.

Duties:

- To drive the transport vehicle daily to support service owners to come to and from day services/hubs/outings/residential settings/respite settings which can include early morning and late afternoons.
- To drive the service owners to and from community-based activities as required.
- To undertake vehicle maintenance as requested
- To undertake general maintenance of equipment including personal wheelchairs and other personal equipment etc. as requested
- To maintain standards of hygiene and cleanliness on buses at all times in line with the Staff Good Practice Guidelines as requested
- To keep up to date, clear, accurate and precise records in relation to vehicle and vehicle use as outlined in Transport Guidelines including daily checks.
- Maintain professionalism in working relationships with service owners, colleagues and management.
- To carry out duties in a respectful manner at all times.
- Maintain and safeguard the dignity of the service owner at all times.
- Report any safeguarding concerns to the designated officer or line manager.
- To attend relevant meetings as required and participate appropriately

- To participate in any performance review system that is implemented in Enable Ireland
- To be flexible and support other departments and undertake any other activities when requested by the Line Manager or Director of Services

Health & Safety

- Compliance with best practice in all aspects of work and specifically in relation to safe handling, health and safety and security while on duty
- To drive safely at all times, observe the rules of the road and ensure that safety of service owners/staff at all times.
- Not to use a mobile phone when driving.
- To use the company phone and to keep the STREAM app updated at all times.
- Must be contactable at all times and return calls when safe to do so.
- Not to engage in any aggressive behaviour while driving.
- To ensure that all incidents are reported in a timely manner and documented.
- Ensure the appropriate use and maintenance of all equipment as required and appropriate
- To report any medical issues that may potentially hinder a driver from carrying out the role.
- To wear a high-vis vest when driving at all times.
- Use appropriate clamps and clamping procedures to keep all passengers safe.
- Deliver high standards of maintenance and be alert to any possible danger, either from defects in premises or equipment, and bring these to the attention of the Adult Services Manager or Designate.
- Report any incidents/concerns immediately and be part of the team to develop risk assessments.
- Complete all incident reports in a timely manner and escalate to line management.
- Work in line with the organizations policies and guidelines for Infection prevention and control and ensure that the vehicle assigned is left clean and ready for the next driver to use.
- To complete all mandatory and site-specific training when requested to do so.
- To disclose any driving offenses to management.

To minimise exposure to breaches of GDPR, strict compliance is required in the course of carrying out the duties of this job and working with others. This will include but is not limited to compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR Training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.

Terms & Conditions:

Responsible to: Adult Services Manager or designate

Probation: A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion. The probationary period may also be extended to facilitate statutory leave.

Salary: The current salary scale for this post is €33,661 - €37,425 pro rata per annum (€16.59 per hour - €18.45per hour).

This pay scale is subject to increases in 2026 in accordance with the recent WRC agreement towards enhanced pay adjustments in Section 39 organisations.

Annual leave: Annual leave entitlement is 10.7% of hours worked.

Pension scheme: Enable Ireland operates a contributory pension scheme which all staff may join following start date.

Medical: The successful candidate may be required to undergo a medical assessment.

**Garda Clearance/
Police Clearance:** These will be required for all prospective staff who undertake relevant work or activities relating to children or vulnerable persons.

Sick Pay: All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows:

(If applicable)

Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period.

Redeployment In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.