

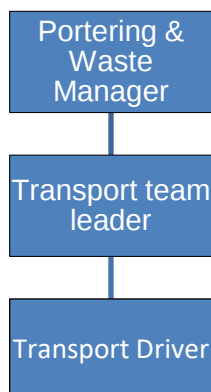
Job Description: Transport Driver

Function:	Health And Care
Job:	Driver
Position:	Transport
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Transport team leader
Additional reporting line to:	Portering & Waste Manager Deputy Business Director Business Director
Position location:	

1. Purpose of the Job – State concisely the aim of the job.

- To provide the Trust with a professional and high quality, safe and reliable transport service.
- To transport health related items and passengers to/from agreed destinations within the time limits allocated.
- Carry out portering duties when required.

2. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



3. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- **Amending the Job Description** - It is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder.
- **Confidentiality** - The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must, under no circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with “Caldicott principles”.
- **Data Protection** - The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.
- **Policies and Procedures** - The post holder will be required to comply with all statutory legislation, Sodexo Health and care, and Trust Policies and Procedures.
- **Non Smoking Policy** - The Colchester Hospital site is a smoking free site, within the entire hospital building and grounds. All staff are required to fully comply with this policy.
- **Training** - The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness. This includes a requirement to undertake training on and off site.
- **General** - The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the service develops, the requirements of the job will change and the post holder is expected to adapt to these changes.
- **Health & Safety** - Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.
- **Equal Opportunities Policy** - The Trust operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work. All employees are expected to abide by the Trust's equal opportunities policy.

4. Main assignments – Indicate the main activities / duties to be conducted in the job.

Undertake scheduled work for the day including:

- 1) Collect/deliver Histology & pathology samples (including bloods) from GP surgeries, Health Centres, various outlying NHS premises and Hospitals and deliver to the processing centres.
- 2) Collect/deliver medical records & x-rays to/from Health Service premises ensuring patient confidentiality and security.
- 3) Collect/deliver & sort mail, parcels, boxes, etc. to/from NHS premises.
- 4) Collect/deliver clean & used HSDU equipment (surgical instruments) to/from Theatres/GP surgeries and the processing centre.
- 5) Carry out removals of office, medical and sundry equipment
- 6) Deliver/collect and where appropriate install medical equipment (including beds) in patients' residences and returning same to the stores
- 7) Deliver/collect clean/used laundry hospital to and from departments, satellite units, and other NHS premises
- 8) Collection/delivery of all pharmacy products (including controlled drugs) from/to NHS premises and patients' residences
- 9) Collect confidential waste from NHS premises and deliver to the hospital for safe disposal if and when requested

- 10) Collect, sort & deliver boxes of stationery from goods in
- 11) Safe delivery/collection of Radio Active Isotope to/from NHS hospitals
- 12) Answer telephone, take messages and where appropriate action the contents.
- 13) Sign for items etc. e.g. controlled drugs, pharmacy, letters and packages
- 14) Provide support, guidance & advice to newly recruited members of staff
- 15) Undertake ad-hoc collections/deliveries as required
- 16) Carry out portering tasks when no driving cover required

Responsible for work base, vehicle and equipment including:

- 1) Daily check of vehicle and equipment. Top-up, replenish and clean as required, reporting/logging deficiencies to Service Manager to ensure compliance with operational and legal requirements.
- 2) Assist with ensuring the premises are left in a clean, safe and secure condition.
- 3) As soon as is practical, but no later than 24 hours, report vehicle accidents/incidents to the Service Manager, ensuring the requirements of the Road Traffic Act are complied with.
- 4) Ensure vehicle and contents including fuel card and mobile phone are left in a secure condition at all times
- 5) Ensure that at all times whilst operating the vehicle legislative requirements (e.g. use of mobile phones) are complied with.
- 6) Provide support to the client in the event of a large, unusual or protracted incident.
- 7) Comply with all legislative requirements including COSHH, HSE, Carriage of Dangerous Goods etc.
- 8) Undertake regular update and refresher training including mandatory training and driver assessments.
- 9) Undertake appropriate personal development.
- 10) Participate in annual individual staff appraisals .
- 11) Participate when required in working groups, committees and field trials etc.
- 12) Ensure that any spills etc. are dealt with appropriately to avoid the risk of cross infection/contamination
- 13) Ensure that any 'commercial in confidence' information is not transmitted to unauthorised persons
- 14) Undertake the work in all outside weather conditions
 - 1) Record and log duty times, signing on/off duty.
 - 2) Check base log for messages etc.
 - 3) Complete vehicle log and defect books.
 - 4) Complete running sheets where appropriate
 - 5) Complete fuel/oil logs including volumes and mileages
 - 6) Complete accident/incident forms when appropriate.

- 7) Report absence/return to duty in accordance with Sodexo policies and procedures
- 8) Plan routes in the most economical way taking into account appointment times and contract quality specifications.
- 9) Keep up to date by utilising Sodexo various communication channels e.g. intranet.

5. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

Delivery of items to external sites on time
 Adhere to highway code whilst using vehicles on public highways
 Ensure no items are lost or misplaced
 Respond to ad hoc requests efficiently
 Understand all driving roles

6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential:

Education/Qualifications - Full clean driving licence. Knowledge of local area and ability to read maps.

Basic maths and English skills

Skills/Abilities - Flexible approach to working hrs. Able to undertake non patient manual handling duties.

Undertake the work in all outside weather conditions

Experience – Driving experience

Desirable Experience - Driving minibuses/large vans. Knowledge of medical terminology. Knowledge of the NHS

Personal Qualities - Initiative, tact and diplomacy. Working as part of a team

7. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	Employee Engagement

8. Management Approval – To be completed by document owner

Version	1	Date	12/05 /2025
Document Owner			

