



Job Description

Post Title:	Driver - Bank
Directorate/Department:	Transport
	Div C – Non Clinical Support
Agenda for Change Band	Band 2
Accountable to:	Transport Manager / Transport Supervisor
Accountable for:	
Main Purpose:	Transport Driver is responsible for the safe transportation of staff and goods.
Key Working Relationships:	Transport Team, UHS Staff and depts., local GP Surgeries and other local hospital staff.
General Duties:	<ol style="list-style-type: none"> 1. Undertake all transport duties as per the schedule or as directed by the Head Driver. This includes all or any transporting of:- <ul style="list-style-type: none"> • Staff to and from place of work or training. • Mail and parcels to various Hospitals. • The shipment of blood, as required. • Drugs, notes and medical records, parcels and specimens as required. Any other regular or ad hoc transport requirements, as directed. 2. Load and unload vehicles, as required and sort post. 3. Daily maintenance checks of vehicles, as per driver instruction sheets and to report any defects to the Transport Supervisor. 4. Complete daily Record Sheets as required. 5. Maintain vehicles in a clean and tidy condition throughout. 6. Ensure, at all times, that the vehicle is driven within the requirements of the Road Traffic Act. 7. Carry out all duties in a helpful and courteous manner. 8. Maybe required to work some Bank Holidays, Statutory Holidays and Weekends. 9. Adhere to all Trust policies and procedures. <p>Any other duties required.</p>

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<p>Duty of Care</p>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<p>NHS Standards of Business Conduct and Professional registration</p>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
<p>Living our values every day</p>	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<p>Health and Safety:</p>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
<p>Infection Prevention and Decontamination of Equipment:</p>	<p>All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<p>Child Protection/Safeguarding</p>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.</p>
<p>Confidentiality</p>	<p>All employees/workers of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p>

	<p>Any employee/worker who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
Mental Capacity Act 2005	<p>All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role.</p> <p>It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.</p>
Last Updated	08 February 2018