

DLDC - Job Description
COMMUNITY TRANSPORT DRIVERS – PART TIME

Job Title:	Community Transport Drivers - Part Time X 2
Reporting To:	Vehicle Administration Coordinator
Employer:	Donegal Local Development CLG (DLDC)
Main Purpose of Role:	<p>DLDC aims to work with people displaced from Ukraine who have come to Donegal seeking safety because of the war in Ukraine, and those who have come here seeking International Protection (IP). We work to identify and address their support needs as well as organise events, community activities and opportunities to support wider community integration.</p> <p>DLDC is seeking to two part time drivers based in Gweedore. The successful candidates will have the ability to communicate with individuals and service transport requests in line with a prioritised schedule. They will have the ability to work on own initiative and as part of a team.</p> <p>The service is part of the Community Car initiative and is aimed at supporting Ukrainian Refugees who have been offered temporary accommodation in rural locations of DLDC’s catchment area, under the “Offer A Home” appeal. The Community Car will provide a dedicated service to transport individuals from their rural location to nearby towns and villages where services to local and national transport links can be accessed. In addition, a bus will be provided to accommodate requests from members of all communities throughout DLDC’s catchment area. (Co Donegal, excluding Inishowen)</p>
Salary:	€ 15.38 per hour
Conditions of Work:	<ul style="list-style-type: none"> • A probationary period of at least six months will apply and performance will be discussed throughout the period of cover for: • Two part time drivers based in Gweedore, required to work 17.5 hours per week. • The contract term is from May 2023 to 31st December 2023, and is subject to funding.

Main Duties
<p><i>Key Responsibilities</i></p> <ul style="list-style-type: none"> • The key role is to transport individuals from their rural location by bus/car to nearby towns and villages where local services to local and national transport links can be accessed. Requests will be facilitated in line with a prioritisation system. • Community Transport Drivers will display a caring approach in relation to the transportation of all passengers. The driver must ensure respect, courtesy and confidentiality to all passengers. • To work closely with the Vehicle Administration Coordinator to ensure efficient service delivery. • To keep detailed records of journeys undertaken in respect of mileage, fuel usage etc. • Without using physical contact assist all passengers safely onto and off the vehicles at all times. • To drive with careful consideration for the safety and comfort of all passengers, ensuring passengers conform to all regulations e.g. wearing of seatbelts. • To observe the ‘Rules of the Road’ and any statutory requirements relating to driving vehicles owned or leased by DLDC.

- To assist passengers with their luggage onto the vehicle and off load luggage at their destination within a reasonable distance and weight. (Manual handling training will be provided by DLDC.)
- 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 maintain the cleanliness of the vehicle daily both internally and externally.
- To carry out daily vehicle maintenance checks and maintain reports on same in files provided.
- To ensure all safety measures such as fire equipment and first aid boxes are fully operational and available on each vehicle and first aid kits are replenished if applicable.
- To liaise with the Vehicle Administration Coordinator and driving team colleagues regarding rota changes and additional trips.
- To partake in all related training programs organised by DLDC and undertake any training or tests required for the driving license which may be deemed necessary by the Company.
- It is the driver's responsibility to renew his/her mandatory driving license as and when required and provide DLDC with an up to date copy.
- To immediately report any incident/accident involving the vehicles or passengers to DLDC and maintain appropriate forms.
- Drivers will be personally responsible for any traffic or parking violations whilst in charge of the vehicle.
- To assist in the promotion of the Community Car Initiative for passengers, staff and members of the public.
- To provide information on local services and supports including Donegal Local Development Company programmes.
- To act as a positive contributing member and representative of the DLDC team and carry out other related responsibilities where necessary.

Essential Core Competencies/Skills & Knowledge

- **Full Clean Category D – (Bus) Driving Licence with no penalty points, accidents/claims or convictions.**
- **Applicants must be eligible to drive in Ireland and must hold an updated Certificate of Professional Competence (CPC), this is a valid qualification required for certain professional drivers in Ireland.**
- **Postholders will be required to drive leased vehicles from leasing companies that require drivers to be over the age of 25, therefore applicants must be over the age of 25.**
- Successful candidates must continue to satisfy Citizenship Eligibility requirements (including any person holding an official letter confirming they have been granted Temporary Protection in Ireland under the EU Temporary Protection Directive 2001/55/EC).
- Excellent verbal and written proficiency in English is required and an ability to speak Ukrainian and other languages is advantageous.
- Excellent communication skills especially using telephone, texting emails etc. will be critical.
- Ability to sensitively engage with people experiencing vulnerable situations.
- Awareness of geographical areas of Donegal is required.
- Strong IT skills including scheduling, reporting etc.
- Excellent skills in maintaining confidence in line with DLDC procedures.
- Have a good knowledge of Data Protection requirements in Ireland.
- Be motivated to work within a small team and to undertake a variety of tasks as required by the organisation.
- Successful candidates will be required to undergo Garda Vetting and will complete Children First Training as part of Induction training.

Application Process

- To apply for the position, **please submit by email** a letter of application clearly outlining how you meet the criteria, together with a current Curriculum Vitae to: Human Resources, at vacancies@dldc.org
- The closing date for receipt of applications is **5pm, Friday 2nd June 2023** and no applications will be accepted post deadline.
- Applicants who demonstrate how they meet the required criteria will be invited to a competency-based selection interview on the week of 5th June 2023.

Donegal Local Development CLG is committed to a Policy of Equal Opportunity. Canvassing will disqualify. We reserve the right to enhance the shortlisting criteria. A panel may be formed from which similar vacancies may be filled.