

## Domestic Cleaner Driver (Mileage Allowance)

### Job Purpose

To safely and legally transport staff, kit and equipment by car including: collection and drop off of staff to and from their homes, transport to and from meetings at Clear Interiors' office address and transport to customer addresses, plus any ad hoc driving required to fulfil the duties of this role and any other position held at Clear Interiors.

### Responsible to:

- Team Leader
- Team Member
- Assistant Manager
- Manager

### Duties

- Ensure the car is road worthy by ensuring you hold the appropriate drivers license, insurance and road tax.
- Ensure repairs are undertaken in a timely manner to ensure the safety and legality of the vehicle.
- Maintain a reasonable standard of cleanliness both on the inside and outside of the vehicle.
- Ensure the car has enough fuel, water, oil and appropriate tyre pressure to ensure the car will function on workdays.
- Drive safely and according to the law to ensure the safety of yourself and passengers.
- Arrive and depart customers' homes in a safe and quiet manner, i.e. no loud music or radio that would be audible from the street.
- Alert management to any issues that will affect your ability to use your car for work immediately.
- To accurately record mileage and report it to management in order to be reimbursed.
- Ensure your vehicle is available to use on any day, which you are required to work.
- To safely and securely transport all kit and equipment required for jobs.
- To drive using the most direct routes to jobs and other destinations, except where road works prevent this.

### Skills and Competencies

Essential	Desirable
A calm, safe approach to driving.	A SatNav
Good knowledge of roads and routes in Norwich and the surrounding areas.	

All other skills and competencies expected are detailed in the corresponding Team Member or Team Leader roles of the particular staff member. The one detailed above is in addition to those skills and competencies.

### Salary and Benefits

In addition to the salary and benefits from the Team Leader and Team Member role, Drivers will be paid:

- Mileage: 30p per mile discounting the first 3 miles to your first job each day.