Bus Driver – Carrickmacross, Co. Monaghan

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and advocating for the rights of people affected by dementia to quality supports and services.

Our vision is an Ireland where people affected by dementia are valued and supported.

A national non-profit organization, The Alzheimer Society of Ireland is person centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

The ASI is currently recruiting a **Bus Driver** for our **Cloughvalley Daycare service**, based in Cloughvalley Day Care Centre, Cloughvalley, Carrickmacross, Co. Monaghan, A81 Y090, who will report to the Day Centre Manager.

This is a **permanent** contract working **10 hours per week** (Tuesdays, Wednesdays & Thursdays).

The Bus Driver is responsible for safely transporting clients between their place of residence and the day care centre as requested by the Day Centre Manager; in addition to any other driving duties as required by the Day Centre Manager in relation to the smooth running of the day care centre.

To be successful in this role you will need to hold an appropriate bus driving license (Class D1). You will also need at least 3 years' previous experience of driving similar or larger buses.

You will need a good knowledge of the local area to facilitate the planning most efficient routes, excellent driving skills along with experience of driving public/private buses; and strong interpersonal skills and works well with others.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to recruit@alzheimer.ie

Full job description can be found on our website: https://alzheimer.ie/careers/

Closing date for applications is **20th November 2026.**

The Alzheimer Society of Ireland is an Equal Opportunities Employer.

THE Alzheimer SOCIETY OF IRELAND

JOB DESCRIPTION	
Job Title: Driver	**Job Holder:**
Job Location: Carrickmacross, Co. Monaghan	**Reports to:** Day Care Centre Manager

JOB PURPOSE:

The purpose of the role is to safely transport clients between their home and day centre and any other driving duties or general duties as required by the Centre Manager in relation to the smooth running of the day care centre.

PRINCIPAL ACCOUNTABILITIES:

Driver

- Shall in conjunction with the Centre Manager (CM) be responsible for the planning of appropriate routes for the collection and delivery of clients.
- Shall ensure all clients are wearing seat belts and that wheelchairs are secured.
- Should build up trusting relationships with clients and their carers so that they feel secure and welcome on their way to and from day care service.
- Needs to respect the rights, dignity, and confidentiality of all clients.
- Shall ensure that observations/assessments of clients made during the journey are reported in a timely manner to CM or another appropriate person. Any communication from family members in relation to clients to be passed along to CM as soon as possible.
- Shall carry out regular safety checks of the vehicle and equipment (First Aid kit) and ensure all equipment is in good working order. Any findings should be noted and reported to CM for further action.
- Should ensure the vehicle is kept clean and tidy (inside and out) at all times.
- Should (when necessary) take vehicle to be washed and can claim expenses for same on producing of relevant receipt to CM.
- Should inform CM of any difficulties with the bus and NOT undertake repairs themselves.
- Should keep appropriate daily mileage figures, repairs, and servicing records.
- Should report and fill in of any Incident Report forms immediately following any incidents so as important information is not forgotten.
- Should promote teamwork by assisting and supporting other staff in their duties.
- Should ensure contact with clients is made via the CM and transport staff should not telephone family members unless instructed so by CM so as to avoid any confusion.
- Should plan their working day ahead of time (e.g. who is driving & who is escorting) Refuelling of the vehicle should take place after evening delivery of clients to ensure the vehicle is ready for the morning.
- Shall only use the vehicle at the direction of CM and for no other purpose other than the business of The Alzheimer Society of Ireland

Service Administration

- Adhere to service provision, H&S policies and procedures as set out by the Society.
- Assist in promoting a positive and safe environment for both clients and staff, wear appropriate non-slip footwear and yellow High Visibility vest.
- Avail of training opportunities identified by the CM.
- Participate in staff meetings and one to one meeting with the CM / CES to contribute to the ongoing development and enhancement of the service.

- Ensure the bus is kept clean and in good working condition at all times (oil / tyres / brakes / lights / doors / seat belts) and that the resources of the centre are used correctly.
- Ensure tax and insurance certificates are kept in date.
- Ensure if on any day that medications that may cause drowsiness need to be used that CM is notified and that duties that day should not involve any driving

The principal accountabilities outline the main duties. However, in an organisation such as the Society, it is inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are therefore required to respond with a flexible approach when tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the job description will be amended to reflect this.

JOB HOLDER ENTRY REQUIRMENTS:

Knowledge (Education & related experience):

- D Driving Licence for more than 8 passengers, MAM of not greater than 750 kg.
- D1 Driving Licence for not more than 16 passengers, not exceeding 8 metres and MAM of not greater than 750 kg.
- Current & Up to Date Driver Certificate of Professional Competence (CPC)
- If possible, 1 years previous experience of driving similar or larger buses

Skills (Special training or competence):

- Excellent communication and interpersonal skills
- Good knowledge of local area to facilitate the planning of most efficient routes.
- Good observational and organisational skills
- Ability to work as part of a team and on own initiative.
- Training in dementia, care of elderly or related area
- QQI Healthcare training an advantage

Key Behaviours:

- Patience, Empathy, Reliability, Flexibility, Enthusiasm

KEY RELATIONSHIPS

Internal	**External**
Centre Manager	Clients and carers
Clients / Clients' families	Other members of the community care team.
Colleagues in day care centre	Local Nursing Homes
Other Drivers / Escorts	Public Health Nurse
Volunteers	