

## Job Description and Person Specification

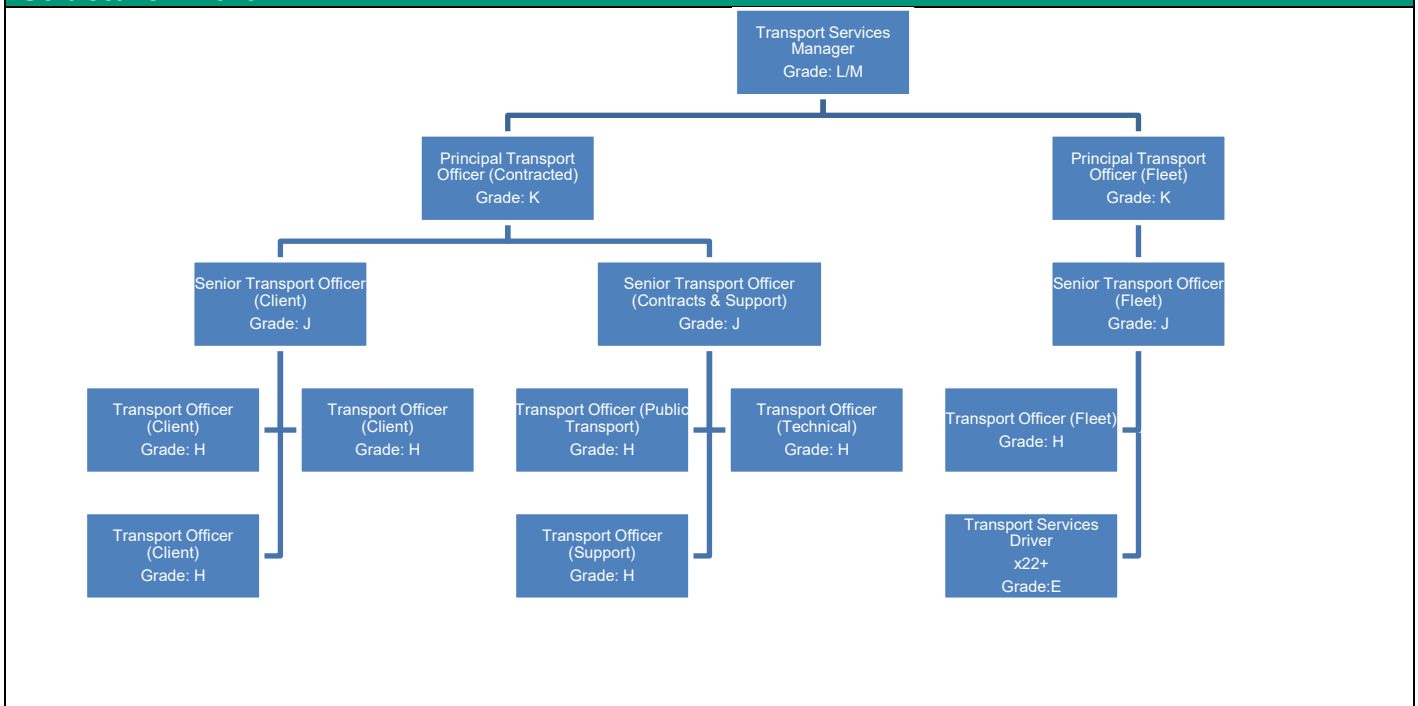
<b>Job title:</b>	Transport Services Driver
<b>Directorate:</b>	Environment
<b>Service:</b>	Transport & Countryside
<b>Team:</b>	Transport Services Team
<b>Post number:</b>	03651
<b>Salary grade:</b>	E
<b>Work location:</b>	Newbury Rugby Club RG14 7RW (or alternative base within West Berkshire)
<b>Reports to:</b>	Senior Transport Officer
<b>Supervises:</b>	n/a

### Job Purpose

To transport a range of customers, including pupils, Children's and Adult Social Care service users, health service clients, and members of the general public as required in a safe and effective manner.

To carry out duties that enable the Transport Services Team to operate to a high standard.

### Structure Chart



## Main Duties and Responsibilities

### Driving Duties

- Drive a range of vehicles, including wheelchair-accessible vehicles, minibuses, MPVs, cars and any other vehicles that you can drive on your licence.
- Transport a range of users, including pupils, Children's and Adult Social Care service users, health service clients, and members of the general public, as required for to meet the needs of the service.
- Drive a vehicle to a scheduled bus timetable meeting the Traffic Commissioners' standards for punctuality, or an allocated passenger schedule; and handle cash and other payment mechanisms as required.

### Record Keeping, Monitoring and Vehicle Maintenance

- Undertake a system of Daily Defect Checks, complete the appropriate reporting procedures, and notify any concerns immediately to the Transport Services Officer / Assistant.
- Undertake daily routine maintenance checks (e.g. oil and water), in accordance with the Daily Defect Reporting procedures.
- Ensure that any vehicle used is maintained in a safe, clean and presentable manner at all times.

### Assistance to Pupils and Service Users

- Offer reasonable assistance to pupils, Children's and Adult Social Care service users, health service clients, and members of the general public when boarding and alighting, offering appropriate support, in a sensitive manner, as necessary throughout the journey.
- Act as a passenger assistant as required to support any service users before, during, and on completion of, their journey.
- Ensure that all passengers, particularly those in wheelchairs or with other disability or mobility problems, are transported safely and stress-free; wheelchairs and other mobility aids are appropriately secured; and all specialist restraint and safety equipment is appropriate, fit for purpose, and correctly used, in accordance with the relevant training.
- Liaise with parents, carers, establishment staff, and others regarding any transport related issues, and ensure that these issues, particularly those relating to pupils, are reported to the Transport Services Officer / Assistant at the earliest opportunity.

### Health and Safety

- In line with the council's legal duties, ensure that all passengers transported have a seat, remain seated throughout the journey, and wear the appropriate seat restraints, where fitted. Passenger assistants may support drivers with this on some journeys.
- Ensure that you are not distracted by any passenger, including pupils and other service user's behaviour.
- Ensure that council vehicles, mobile phones, and other equipment, are used appropriately, not for private use, and that this equipment and any cash carried is kept safe at all times.
- Appropriate Health and Safety equipment will be supplied.

### Integration of Transport Services

- Work flexibly, and undertake any other duties commensurate with the grading of the post, to enable the efficient operation of the Transport Services Team. This will include providing any assistance, as directed by the Senior Transport Services Officer, in relation to the operation of the vehicles and depot(s).

## Main Duties and Responsibilities

### Corporate Measures

- Comply with all transport legislation, good practice guidelines, WBC Conditions of Contract and WBC Policies and Procedures.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

## Scope (impact on/control of resources, people, money etc)

**Resources:** Will drive Council vehicles and use specialist equipment, including wheelchair restraints and electronic ticket machine.

**People:** Extensive contact with the public and vulnerable users, ensuring all passengers are transported safely.

**Money:** No budgetary responsibility, but will need to be able to handle cash and other payment mechanisms effectively, including giving correct change.

<b>Person Specification</b>		
<b>Qualifications</b>	<b>Essential/</b>	<b>Desirable</b>
Full, driving licence including category <b>D1</b> to drive minibuses and larger vehicles.	Essential	1
Full, clean vocational driving licence category D to drive buses, with full driver CPC	Desirable	1
<b>Experience</b>		
Previous experience of driving a vehicle with 16 passenger seats, or of an equivalent size.	Essential	1
Previous experience of driving a minibus or larger vehicle either on local bus work, or to carry vulnerable users	Desirable	1
Experience of dealing with people of all ages, including those with learning or physical disabilities or dementia	Desirable	2
<b>Knowledge and understanding</b>		
Respect the need for confidentiality	Essential	1
Awareness of client needs	Essential	2
<b>Skills and abilities</b>		
Ability to communicate effectively with everyone, including service users, carers, colleagues and other professionals	Essential	1
Ability to apply moving and handling principles	Essential	2
Ability to follow instructions	Essential	3
Safe and fuel efficient driving skills	Desirable	1
Ability to route plan effectively	Essential	4
Literate and able to write simple reports	Essential	5
Numerate and able to calculate change	Essential	6
Ability to use Outlook, and a web browser to access information	Desirable	2
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Desirable	3
<b>Work-related personal qualities</b>		
Able to relate to all service users, with a sense of understanding, patience and tolerance	Essential	1
Capable of being physically able to secure wheelchairs, and other mobility aids, in vehicles.	Essential	2
Able to cope calmly in an emergency situation	Essential	3
Able to use initiative and problem-solving skills	Essential	4
Able to apply a common sense approach to any issue faced	Essential	5
Flexible approach to work and able to work unsupervised	Essential	6
Commitment to using anti-discriminatory and anti-oppressive practice	Essential	7
<b>Other work-related requirements</b>		
Approved Disclosure and Barring Service (DBS) check	Essential	2
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Essential	
Is this post politically restricted?	No	