

Job Description and Person Specification

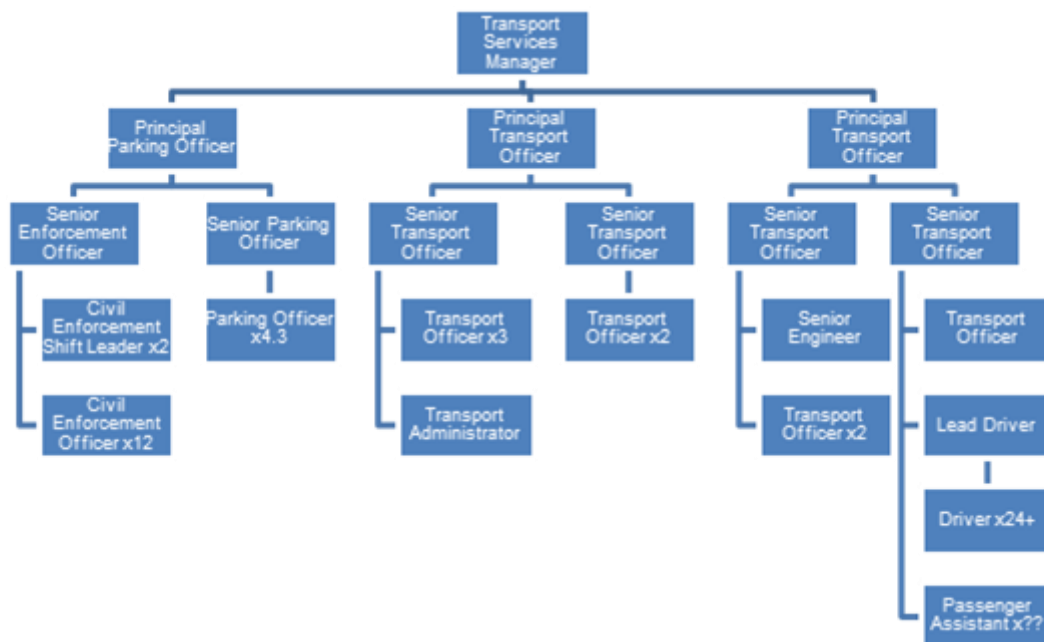
Job title:	Transport Services Driver (Term Time Only)
Directorate:	Environment
Service:	Transport & Countryside
Team:	Transport Services Team
Post number:	03266
Salary grade:	D (Term Time only working)
Work location:	Newbury Rugby Club RG14 7RW (or alternative base within West Berkshire)
Reports to:	Senior Transport Officer
Supervises:	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, MPVs and cars as per driving licence categories
- 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 timetable meeting standards for punctuality, or an allocated passenger schedule.

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.

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.

Person Specification	
Qualifications	Essential/ Desirable
Full, driving licence category B to drive Cars and Small MPV/minibuses	Essential
Cat D1 driving licence to drive 16 seat minibuses.	Desirable
Experience	
Previous experience of driving a vehicle with 16 passenger seats, or of an equivalent size. (Except for those posts requiring only a category B licence)	Essential
Previous experience of driving a minibus or larger vehicle either on local bus work, or to carry vulnerable users	Desirable
Experience of dealing with people of all ages, including those with learning or physical disabilities or dementia	Desirable
Knowledge and understanding	
Respect the need for confidentiality	Essential
Awareness of client needs	Essential
Skills and abilities	
Ability to communicate effectively with everyone, including service users, carers, colleagues and other professionals	Essential
Ability to apply moving and handling principles	Essential
Ability to follow instructions	Essential
Safe and fuel efficient driving skills	Desirable
Ability to route plan effectively	Essential
Literate and able to write simple reports	Essential
Numerate and able to calculate change	Essential
Ability to use Outlook, and a web browser to access information	Desirable
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Desirable
Work-related personal qualities	
Able to relate to all service users, with a sense of understanding, patience and tolerance	Essential
Capable of securing wheelchairs, and other mobility aids, in vehicles	Essential
Able to cope calmly in an emergency situation	Essential
Able to use initiative and problem-solving skills	Essential
Able to apply a common sense approach to any issue faced	Essential
Flexible approach to work and able to work unsupervised	Essential
Commitment to using anti-discriminatory and anti-oppressive practice	Essential
Other work-related requirements	
Appropriate driver uniform must be worn at all times (which will be provided by the Transport Services Team)	Essential
Approved Disclosure and Barring Service (DBS) check	Essential
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.	E
Is this post politically restricted?	No