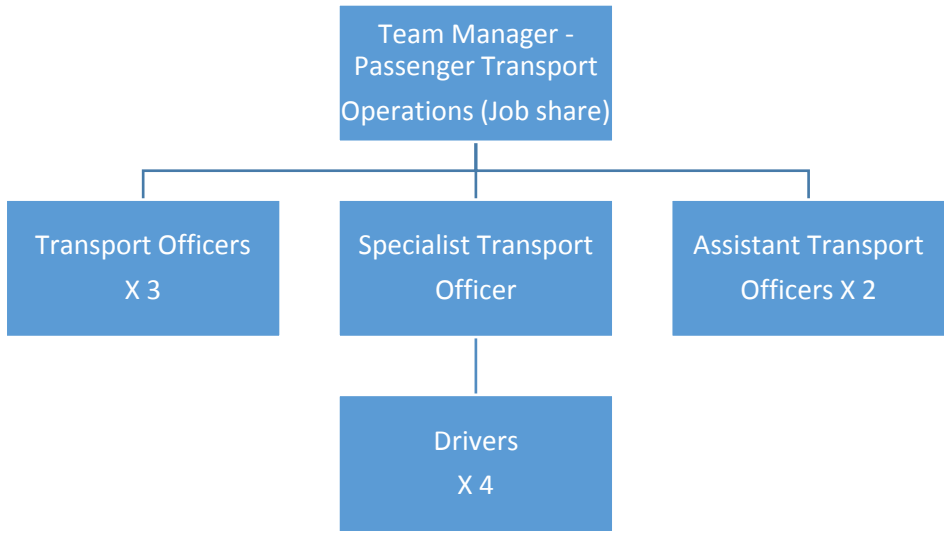


## Job Description

<b>Department:</b>	People and Communities
<b>Division/Section:</b>	Education
<b>Job Title:</b>	Driver – Passenger Transport
<b>Post No:</b>	
<b>Grade:</b>	4
<b>Reports to:</b>	Specialist Transport Officer
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	 <pre> graph TD     A[Team Manager - Passenger Transport Operations (Job share)] --- B[Transport Officers X 3]     A --- C[Specialist Transport Officer]     A --- D[Assistant Transport Officers X 2]     C --- E[Drivers X 4]             </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Job Purpose:</b>	<b>To collect and deliver vulnerable clients from their home, school or other point, to authorised destinations within the Peterborough area and</b>

	<b>surrounding districts in a safe and supportive manner.</b>
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## Main Duties and Responsibilities:

- To collect and deliver allocated clients from their home, school or other point, to their destination, ensuring at all times that they are safe and comfortable, and that when travelling all occupants of the vehicle are securely strapped in position using the full range of safety restraint systems provided.
- Ensure that the client is kept safe and secure, both in and out of the allocated vehicle, to the point where the client is passed to the responsibility of a third party.
- Deliver the client to the safe custody of their home, school or other destination ensuring that responsibility for them is passed on to the receiving location and that the client is not left alone at any time.
- Report any concerns over the physical, mental or other health needs of the client to the parents, school and line manager.
- Undertake daily checks of the vehicle, including topping up fluids, oils and water, and ensuring that the vehicle interior is kept clean and presentable ensuring health and safety of self and others reporting any defects to line manager.
- To work across agencies ensuring a consistent approach to customer care.
- To maintain a customer focused approach at all times, ensuring that the services users needs are met.
- Evaluate risks to ensure that risks are kept to a minimum at all times.

<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE:** May 2019

**COMPLETED BY:** Sara Thompson

Version: 1	Date Issued: February 2017	Review Date: February 2019
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## Person Specification

**JOB TITLE:** Driver – Passenger Transport

**POST NO:** 006450

**GRADE:** 4

**DEPARTMENT:** People and Communities

**HOURS:** Minimum of 30 hours per week,  
Maximum of 37 hours per week

**DIVISION:** Education

**DIRECTOR:** Wendi Ogle-Welbourn

**DATE:** May 2019

**COMPLETED BY:** Sara Thompson

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of local area. (A,I,T)</li> <li>• Knowledge of work related road safety. (A,I)</li> <li>• An understanding of routine maintenance of vehicles (e.g. Check oil, tyre pressure, water, lubricate as necessary). (A,I)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of disabilities and needs of vulnerable groups. (A,I)</li> <li>• Knowledge of Child Protection. (A,I)</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• The ability to plan and organise your route to ensure that our clients arrive at their school or other point of destination on time. (A,I,T)</li> <li>• The ability to undertake routine vehicle checks (e.g. check oil, water, tyre pressure, lubricate as necessary). (A,I)</li> <li>• The ability to ensure reliability of the service provided in line with set service standards. (A,I)</li> <li>• The ability to drive in a safe manner, ensuring that all occupants of our vehicle are securely strapped in position. (A,I,T)</li> <li>• The ability to identify any physical, mental, or other health needs of the client. (A,I)</li> <li>• The ability to maintain control and concentration whilst driving a vehicle when there may be distractions as a result of the passengers. (A,I)</li> <li>• The ability to respond appropriately to emergency situations or vehicle breakdown. (A,I)</li> </ul>	

	<ul style="list-style-type: none"> <li>• The ability to remain calm in difficult situations. (A,I)</li> <li>• Post holder will be required to have fluent English Speaking Skills</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Relevant experience of driving duties. (A,I)</li> <li>• Experience of transporting vulnerable groups. (A,I)</li> <li>• Experience of data protection and the need of confidentiality. (A,I)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of planning routes to meet deadlines. (A,I)</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Full UK Driving Licence. (I)</li> <li>• DBS checked – paid by the Council. (I)</li> </ul>	<ul style="list-style-type: none"> <li>• No endorsements. (A,I)</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Attend relevant training as required. (A,I)</li> <li>• Must be of clean and smart appearance (I)</li> <li>• The ability to work extra hours as and when required.(A,I)</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A &amp; I)</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of effective customer care (A &amp; I)</li> </ul>	