Grading
Job Description and Employee Specification

Job title: Driver	**Service area:** Economy & Environment
Post number:	**Division:** Places
Grade: 3	**Section/team:** Transport Operations

Overall purpose of job:

To drive any of the Department's vehicles and to provide all necessary care to children as set out in the job description below.

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Main responsibilities:

- Transport children between their homes and school.
- Provide necessary assistance to children to ensure their safe exit and entry from the vehicle, including operation of the hydraulic lift.
- Cleans the interior and exterior of vehicles.
- Maintains the vehicle in accordance with the Driver Handbook, eg tyre pressure, oil and water levels (this is not an exhaustive list).
- Maintains appropriate records in connection with the use of the vehicles.

Knowledge, skills and experience:

- Literate and numerate
- Current D1 driving licence
- Three years driving experience
- Customer Care Skills

- First Aid
- Good communication and interpersonal skills

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Creativity and innovation:

Interpersonal skills.
Breakdowns – the ability to re assure users until assistance arrives.
Routine checks and maintenance.
Maintain records in connection with the use of vehicles.

Contacts and relationships:
Chargehand – Daily
Parent -Daily
Schools – Daily
Other Staff Members – Daily
Vehicle Maintenance Staff – As and when

If it is a post that works with children/vulnerable adults it needs to set out the degree of responsibility for safeguarding. It needs to show the extent of relationships and contact with children/vulnerable adults; and the degree of responsibility for them.

Decision making:

Responsible for the safety and welfare of all passengers travelling.
Decide on minor, immediate adjustments to timetable to take into account traffic delays.

Responsibility for resources:

Responsibility for the safe use and safe keeping of the vehicle.
Mobile telephone.

WORK ENVIRONMENT

Work demands:

Changes in routine – Arriving late due to traffic, illness or breakdowns.

Physical demands:

Cleaning of vehicle inside and out.
Driving a minibus in all weathers.

Working conditions:

Work out in all weather – Protective clothing provided.

Work context:

All normal driving hazards.
Issued with a mobile telephone.

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Position in organisation:

Indicate how many staff the post is directly accountable for: 0

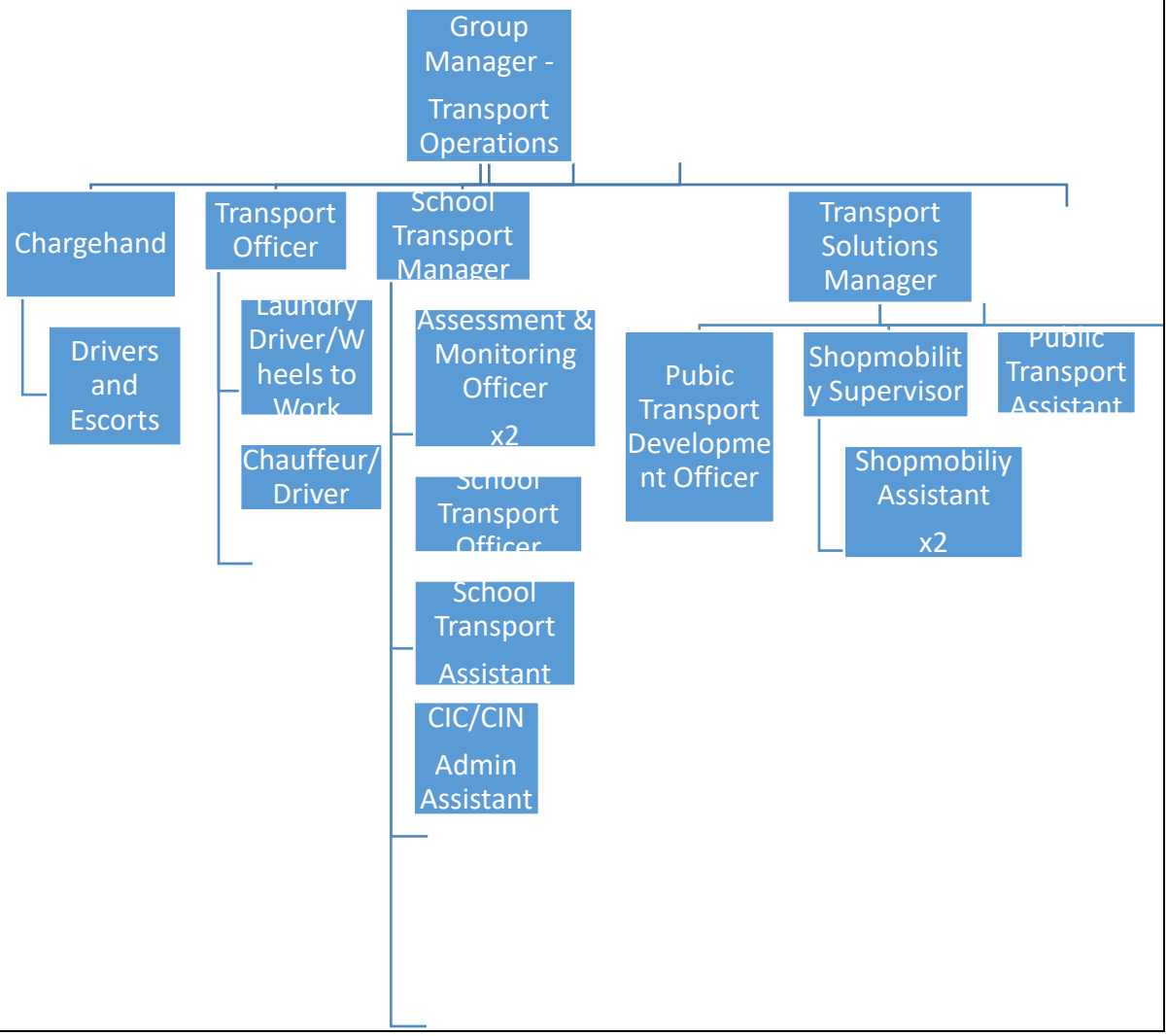
Are posts in more than one location? Yes ☐ No ☐
Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?
Yes ☐ No ☐

Please indicate which post(s)

_____

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.



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Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**
• Good Communication and interpersonal skills. • Literate & numerate • 3 Years driving experience	
Knowledge, Skills and Experience	**Interview**
• Customer Care Skills	
Education, Training and Qualifications	**Application form (follow up at interview)**
• Current Driving Licence with Cat D1 Entitlement	
Working Arrangements	**Application and Interview**
• Flexible in working hours	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	**Application form (follow up at interview)**
• Previous Minibus Driving Experience	
Knowledge, Skills and Experience	**Interview**
• Knowledge of local area. • Knowledge of transporting wheelchairs. • Basic Vehicle Maintenance.	
Education, Training and Qualifications	**Original documents**
Working Arrangements	**Interview**

THE POST IS SUBJECT TO:
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes ✓	**No** ☐
Political restriction	
Yes ☐	**No** ✓
The ability to speak fluent English under the Immigration Act 2016	
Yes ✓	**No** ☐

- Version Control

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