

## JOB DESCRIPTION

<b>Job Title</b>	Driver		
<b>Directorate</b>	Climate & Place		
<b>Reporting to</b>	Area Operations Manager		
<b>Grade</b>	14		
<b>Evaluation ref:</b>	AG0208	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
To drive vehicles in a safe manner with regard to appropriate codes of practice and the comfort of passengers, keeping to prescribed routes as required by the Manager.			
<b>Responsibilities</b>			
<p>In conjunction with the Passenger Assistant, attend to the general safety and wellbeing of passengers whilst travelling and carry out duties associated with collecting and returning passengers, such as assisting passengers on/off the vehicle, opening and closing the vehicle doors and operating the vehicle rear lift.</p> <p>Ensure that passengers are safely secured in seat belts and that where appropriate wheelchairs etc are securely anchored in the prescribed manner. Ensure that correct procedures and safety guidelines are complied with when operating rear lift equipment. Ensure that suitable emergency equipment is available.</p> <p>Undertake daily routine maintenance of vehicle, including checking tyre pressure, oil, water and fluid levels. To maintain the vehicle in a clean and tidy condition, both internally and externally, by checking the internal condition after each journey, sweeping out the interior and ensuring that the wheelchair tracking is free of grit and dirt, and washing the exterior weekly.</p> <p>Ensure that other daily and weekly vehicle checks are undertaken, in accordance with laid down procedures. Keep logbooks up to date, report any defects noticed to the Transport Officer - Fleet and report any incidents out of the routine, such as misbehaviour or signs of illness amongst the passengers.</p> <p>Undertake daily routine maintenance of vehicle, including checking tyre pressure, oil, water and fluid levels. To maintain the vehicle in a clean and tidy condition, both internally and externally, by checking the internal condition after each journey, sweeping out the interior and ensuring that the wheelchair tracking is free of grit and dirt, and washing the exterior weekly.</p> <p>Ensure that other daily and weekly vehicle checks are undertaken, in accordance with laid down procedures. Keep logbooks up to date, report any defects noticed to the Transport Officer - Fleet and report any incidents out of the routine, such as misbehaviour or signs of illness amongst the passengers.</p> <p>Deliver the vehicle to the appropriate depot for servicing at regular intervals (normally half-termly and termly) and collect the vehicle, as necessary. In the event of a breakdown maintenance staff may be involved in the recovery of the vehicle.</p>			

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Act as an initial point of contact with relatives, carers and school staff. Receive and forward information to appropriate colleagues. Where appropriate collect fares and check bus passes.

Attends training related to the safe operation of vehicles and the carriage of passengers as directed by the line manager.

### Impact

#### Contacts & Relationships

Routine contacts with local managers and other staff, with passengers requiring basic support and with families and carers.

#### Resources

The driver is responsible for the safe keeping and routine daily maintenance of a personnel carrying vehicle. The Driver has ultimate legal and operational responsibility for the safety of passengers at all times between designated locations and for the daily maintenance of equipment used in the vehicle for passenger safety.

### Knowledge / Experience / Skills

	Essential	Desirable	
<b>Knowledge</b>			
<ul style="list-style-type: none"> <li>Class D1 on the driving licence.</li> <li>Good with people, reliable, good timekeeper.</li> <li>Calm, patient, diplomatic.</li> <li>Sensible, safety conscious.</li> <li>Flexible approach to work and shifts.</li> <li>Demonstrates a commitment to safeguarding and promoting the welfare of people with disabilities.</li> </ul>	E		
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Experience of driving a minibus.</li> </ul>	E		
<ul style="list-style-type: none"> <li>Experience of working in a customer care environment and dealing with people who have disabilities.</li> </ul>		D	
<ul style="list-style-type: none"> <li>First Aid, Moving and Handling.</li> </ul>		D	
<b>Qualifications / Registrations / Certifications</b>			
A reasonable standard of education.	E		
Nationally recognised driving qualifications, PCV etc.		D	
<b>Skills</b>			

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<ul style="list-style-type: none"> <li>• Able to manage health and safety equipment within the vehicle (e.g.: fasten wheelchairs to the floor of the vehicle using safety restraints).</li> </ul>	E		
<ul style="list-style-type: none"> <li>• Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).</li> </ul>	E		
<b>Working Conditions</b>			
<b>Working Arrangements</b>			
Somerset Council's dynamic Working Strategy will be applied to this position			
<b>Corporate Responsibilities</b>			
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.			

Date: 22<sup>nd</sup> May 2024