

PERSON SPECIFICATION

Post Title: Driver ACS & ChS
Directorate/Division: Environmental Services / Integrated Transport /Transportation Services
Scale / Grade: Scale 2

QUALIFICATIONS/TRAINING:

It is **essential** that the postholder has:

- An appropriate current driving licence
- A vocational driving licence category D1 (or D101 equivalent).
- A current Team Teach qualification if engaged in the transport of clients for Pupil Referral Units.

EXPERIENCE/KNOWLEDGE:

It is **essential** that the postholder has:

- Demonstrable experience of driving appropriate vehicles, eg PCV, LGV, minibuses
- Awareness and a working knowledge of appropriate legislation relating to vehicle checks and all driving/work activity

It is **desirable** that the postholder has:

- Demonstrable experience of working in a caring environment
- Demonstrable experience of working with people with special needs

SKILLS AND ABILITIES:

It is **essential** that the postholder has:

- The ability to pass the Council's driving assessment
- The ability to understand and speak English sufficiently well to carry out duties which include interacting with service users with learning and/or other disabilities and communicating with carers and Escorts about their needs
- The ability to understand and carry out instructions accurately
- The ability to record information accurately on standard forms provided or using electronic media, and therefore the ability to read and write English to a sufficient level for these tasks
- Integrity and trustworthiness
- A caring attitude, tolerance and an understanding manner
- The ability to work as part of a team and without direct supervision
- The ability to understand and maintain the confidentiality of their work

ADDITIONAL FACTORS:

It is **essential** that the postholder has:

- The ability to carry out daily routine checks on a variety of vehicles and ensure that the vehicles meet legal requirements.
- Reasonable manual dexterity and the ability to undertake moderate physical activity, sometimes in a confined environment. (Post-holders may have to install and remove seats and child seats, clamp wheelchairs and do some basic cleaning such as sweeping out vehicles.)