

## JOB DESCRIPTION

### Driver – ACS & ChS

**Directorate and Section/Unit:** Environmental Services / Integrated Transport / Transportation Services Unit

**Scale / Grade:** Scale 2

**Reporting to:** Operations Co-ordinator, Senior Operations Co-ordinator, Fleet Services Manager

**Responsible for:** Occasional mentoring/training of new or temporary drivers

#### **Main purpose of job:**

To drive a range of County Council and contract vehicles including minibuses, cars, and vans on routes and duties defined in daily schedules. Duties may include carrying internal or external clients/service users, deliveries and towing depending on the daily schedule, category of licence held and vehicle allocated. Service users will include adults and children, some of whom will have mental and/or physical disabilities and/or behavioural problems.

#### **Responsibilities, duties and tasks:**

##### **General:**

- To drive the allocated vehicle on and only on the specified route to the time schedule set, safely and diligently, having care for service users, colleagues, other road users and the vehicle.
- To undertake and record specified daily checks, defect reporting and minor maintenance of vehicles, including checking serviceability of tail lifts and other specialist equipment, replenishment of fuel, oils and water, and tyre pressure checks, carrying out all necessary tasks to facilitate the safe and legal use of any vehicle operated.
- To maintain the external cleanliness of the vehicle as required, and ensure the interior is kept in a clean and tidy condition as far as possible which may include sweeping and cleaning of the interior.
- To prepare passenger vehicles as appropriate ensuring they are correctly configured for the type of duties to be undertaken including the correct number and type of adult seats, child seats, harnesses, clamps, and other necessary equipment.
- To complete vehicle-specific documentation as appropriate for the vehicle type and submit to Operations Co-ordinators according to agreed time schedules.
- To drive vehicles in a way that ensures that driving times accord with road traffic regulations and all other appropriate legislation (where necessary paying particular attention to compliance with Domestic or EU Driver Hours regulations, commercial vehicle speed limits and the prevention of overloading).
- To take reasonable steps to ensure the Health and Safety of yourself and others and to ensure that health and safety responsibilities are carried out.
- To ensure that all passengers are transported safely and with due care.
- To provide cover for other Drivers as appropriate.
- To assist in route planning as required.
- To ensure the safe keeping of the Digital Tachograph Driver Card where issued, and that it is available when required.

- To wear the uniform and Personal Protective Equipment provided, maintain its cleanliness to an appropriate standard and report any damage or severe wear promptly to the Operations Coordinators.

### **Special Needs Clients:**

- To maintain good links/relationships with and between carers and service providers.
- To assist with the movement of users in and out of the vehicle.
- To ensure the security of clients/equipment within the vehicle.
- To undertake care duties when required including cleaning up after clients who are ill or incontinent.
- To support Escorts and other drivers in resolving conflicts and/or dealing with disruptive clients, families, carers etc.
- To work closely with all daily contacts to maintain good communications and ensure the safety and welfare of service users.

### **Clients from Pupil Referral Units:**

- To use Positive Physical Intervention strategies where deemed necessary, including de-escalation techniques. (Team Teach training will be provided for all those undertaking this specific role)

### **General Duties:**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

### **Contacts:**

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Officers of the Council

External: Carers / Parents, Officers at non-County Council establishments.

### **Notes:**

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.