

Job Description

Job Title	Driver/Attendant
Grade	Band D
Reporting To	Transport Co-ordinator
JD Ref	PC0083G

Purpose

To ensure the safe transportation of vulnerable service users to and from schools, day centres, colleges and other establishments.

The role will require the post holder to carry out the driver's duties and at other times the attendant duties.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Communication, Engagement and Training:

- To drive a vehicle or carry out the attendant duties whilst transporting clients with varying needs including learning disabilities, social, physical, mental health and/or medical conditions. To ensure all wheelchairs are safely secured and all safety equipment is utilised.
- Assisting service users at the beginning, during and at the end of their journeys to ensure safe and comfortable transportation.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- To report any incidents to the Assisted Travel Office.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Category D or D1 entitlement on full current UK driving licence. D1 license holders will be subject to a council driving assessment.

Desirable

- First Aid.
- Basic level of numeracy and literacy.

Knowledge & Skills

- Understanding - working with vulnerable service users with special needs and learning difficulties.
- An understanding of equal opportunities.
- An awareness of data protection and confidentiality.

Desirable

- Awareness of the needs of Special Needs/vulnerable service users.
- Knowledge of Health and Safety procedures including fire prevention.
- Knowledge and understanding of equality and diversity principles and practice.
- Good communication skills.

Experience

- Previous experience of customer service.

Desirable

- Previous experience of working with Special Needs and/or vulnerable client groups.
- Previous experience of driving a passenger vehicle.

Additional Information

Flexibility to carry out duties outside of normal working patterns as and when required.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.



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Health & Safety Considerations:

- Driving duties
- Working with children

Approved By: Head of Service

Date Of Approval: 17.06.2019



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