JOB DESCRIPTION

REGENERATION AND NEIGHBOURHOODS DEPARTMENT

**JOB TITLE:** RELIEF REGISTER - DRIVER (D1)

**DIVISION:** TRANSPORTATIONAND ENGINEERING SERVICES

**GRADE:** BAND 5

**RESPONSIBLE TO:** PASSENGER TRANSPORT SERVICES TEAM LEADER

**POST REFERENCE NO:** SR - 103775

# Purpose of Post

To ensure the safe transportation of service users to and from a variety of Services and Establishments.

**Main Duties and Responsibilities**

1. To drive a range of Hartlepool Borough Council vehicles (excluding PCV vehicles) in line with all relevant legislation.

2. To transport passenger transport services service users to and from their appropriate destination, ensuring a safe journey and following all relevant legislation.

3. To inspect vehicles on a daily basis and ensure that they are clean, well maintained and meet all legislative requirements.

4. To maintain log sheets and any other records which may be required.

5. Drivers are required to attend any relevant training to assist in the delivery of the service

6. Any other duties of a related nature which might reasonably be required and allocated by the Passenger Transport Services Team Leader

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

# PERSON SPECIFICATION: DRIVER – D1 LICENCE POST REFERENCE: SR-103775

**Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures including an enhanced disclosure and barring (dbs) check.**

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Driving licence including D1 provision (F, I) | Minibus Driver Assessment Scheme (MiDAS) training (F) |
| * **Work or other relevant experience** | Previous experience of working in a customer focussed environment. (F) (I)  Previous experience of transporting clients. (I) | Previous experience of working with children and adults with disabilities. (F ) (I)  Previous experience of vehicle maintenance. (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**2**

|  |  |  |  |
| --- | --- | --- | --- |
| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | To be able to demonstrate good communication skills (F) (I) | Able to produce hand written records of maintenance and travel logs on request. (F)  Basic knowledge of general maintenance of vehicles. (I)  Experience of operating a vehicle passenger lift. (I) | |
| * + **General competencies** |  | Experience of working under pressure and to a time-table. (I) | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.