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| **Job Description** | |
| **Post title** | Driver Attendant |
| **JE Reference No** | A6096 |
| **Grade** | 3 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Transport & Contract Services - IPTG |
| **Reporting to** | Fleet & TRC Team Leader and/or IPT Operations and Information Manager |
| **Location** | Your normal place of work will be Morrison Busty Depot, Stanley or Chilton Depot, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is** subject to an **enhanced disclosure**. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To ensure that the Service’s specialist vehicles are driven safely and competently, and that passengers receive a good level of service during their journey. That the service operated gives the right level of reliability and punctuality. To ensure that vehicles are treated with care and the County Council’s investment is used to best effect.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

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| * To drive any vehicle in the in-house-fleet having regard to the policies and priorities of the County Council, the Highway Code, and rules and regulations applicable, and to either collect named passengers or follow a specific route collecting passengers as required. |
| * To ensure that safety factors are observed at all times, e.g. securing wheelchairs in position on the vehicle and encouraging all passengers to wear seat belts. |
| * To be responsible for assisting clients, who are able to be moved, from a wheelchair to a seat. |
| * If required, to keep a register of passengers carried. |
| * To carry out daily checks on the vehicles road worthiness and undertake routine maintenance (for example greasing, oil, coolant system including anti‑freeze strength, battery levels). |
| * To report defects and accidents immediately to the Fleet Team Leader (Transport) and to maintain a log sheet on a daily basis. |
| * To return to a designated base, unless directed otherwise, and to ensure that all doors are locked when the vehicle is left unattended. |
| * To maintain the vehicle in as clean a state as possible, by cleaning the exterior at least once per week and more often in adverse weather conditions, with particular attention to keeping windows clean. The interior should be cleaned once per day. |

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Current full PCV Licence. * Driver CPC | * MIDAS * First Aid Training |
| Experience | * Significant relevant experience of driving a range passenger transport vehicles | * Transporting passengers in wheelchairs. * Transporting elderly and disabled clients. * Attending to the personal needs of clients during the journey. |
| Skills & Knowledge | * Basic knowledge of Passenger Transport Regulations. * Good geographical knowledge of County Durham. | * Procedure of securing wheelchairs in vehicles * Procedure of operating specialist vehicles in a care setting. |
| Personal Qualities | * Professional attitude to work * Caring nature * Patience * Team player * Ability to operate on own initiative * Good interpersonal skills required for a range of passengers. | * Understanding the needs of elderly and disabled people. * Understanding the requirements of transporting young people. * Understanding the requirements for transport in local communities. |