# **PERSON SPECIFICATION: Driver PCV - Casual POST REFERENCE: 106383**

**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.**

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| 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 D provision (F, I)  Must hold a Drivers Certificate Professional Competence | 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)** | | |

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| * **Skills, abilities, knowledge and competencies** | To be able to demonstrate good communication skills (F) (I) | tieodeo  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) | |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Annual training in relation to Certificate of Professional Competence  Manual Handling – People  Passenger Lift Training  Vehicle Inspection  Emergency Aid  Safeguarding  Information Governance  Health and Safety | Annually  Every three years  Every three years  Every three years  Every three years  Every three years  Annually  Every three years (or when required) |

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.