

Job Description

Post Title	Fleet Driver
Job Evaluation	N11946
Grade	4
Service	Neighbourhoods & Environment
Service Area	Transport & Contract Services - IPTG
Reporting to	Fleet & Travel Response Centre Team Leader
Location	Your normal place of work will be Morrison Busty and/or Chilton Depot, but you may be required to work at any Council workplace within County Durham
Disclosure and Barring Service (DBS)	This post is subject to an enhanced disclosure (BBL)
Flexitime	This post is not 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

Description of role

To ensure that the Service's passenger carrying 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.

Duties and Responsibilities

- To drive any passenger carrying adapted 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
- To transport passengers to adult day care centres and other locations across the county
- To transport passengers booked onto the Council's demand responsive transport services (for example Link2 and Access Bus) or using registered local bus services following a specific route as required
- To transport passengers booked on home to school transport contracts as required
- To collect passengers as directed by the driver mobile phone application
- To collect passenger fares and submit to the Lead Driver at the end of each working day
- To respond to late notice requests for transport bookings from the Travel Response Centre and via the mobile driver application as well as Civil Contingency Unit as appropriate
- To ensure the safety of passengers at all times, including passengers boarding/alighting the vehicle, securing wheelchairs within the vehicle and encouraging all passengers to wear seat belts as required
- To undertake and maintain all required training, including Driver Certificate of Competence (CPC) and Minibus Driver Awareness Scheme (MiDAS)

- To be responsible for assisting clients transfer from a wheelchair to a passenger seat
- To operate vehicle side steps, ramps, electrically powered tail-lifts and winches in accordance with stated procedures and training
- To complete daily vehicle defect checks and report defects immediately to the Lead Driver and depot workshop as required
- To report any incidents and accidents with passengers and others immediately to the Lead Driver and Fleet and TRC Team Leader and in accordance with the Council's policies
- 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 cleanliness of the vehicle, 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 at the end of each working day.

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.

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.

Person Specification

Attributes	Essential	Desirable
Qualifications	• Current full Passenger Carrying Vehicle (PCV) Licence • Current Driver Certificate of Professional Competence (CPC)	• Current Minibus Driver Awareness Scheme (MiDAS) training • Driver Digital Tachograph Card training • Manual handling training
Experience	• Significant relevant experience of driving a range passenger carrying vehicles	• Transporting passengers in wheelchairs • Transporting elderly and disabled passengers • Attending to the needs of passengers • Using electronic systems for passenger journeys and navigation • Using passenger steps, ramps, electrically powered tail-lift and winches
Skills and Knowledge	• Knowledge of relevant passenger transport legislation and regulations. • 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 with others • Ability to work as part of a team • Ability to operate using own initiative • Good interpersonal skills • Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment.	• Understanding and adapting to the needs of elderly and disabled people • Understanding the requirements of transporting young people • Understanding the requirements for transport in local communities

