

## ROLE DESCRIPTION

<b>Role description:</b>	Passenger Vehicle Driver	
<b>Role profile family:</b>	Operations	
<b>Role profile number and grade:</b>	OP04-2397	Grade D
<b>Number of posts:</b>	7	
<b>Service/Team:</b>	Passenger Transport	
<b>Reports to:</b>	SEND and Passenger Assistant Manager	

### Job Family overview

#### Operations job family overview:

Delivery of ongoing service activities using, tools, equipment and machines requiring specialised and vocational expertise

- Broad range of everyday work in support of Council services
- Vocational work in a defined field of activity
- Ongoing regular activities and processes to service plan
- Use of specialised equipment and techniques
- General repair, maintenance, cleaning, catering or housekeeping

### Job Context

The overall responsibilities of the service/function are:

The Passenger Transport Unit (PTU) has an annual budget of over **£40 million**, the majority of which is procurable spend. This budget is used to provide transport services for the following areas:

- Transport for **8000 pupils** to mainstream schools.
  - Transport for **2500 pupils** with special educational needs
  - Transport for social care purposes on behalf of both adult & children services
  - Support the commercial bus network.
  - Support & advice to community transport group.
- Administration of the council's concessionary fare scheme

## Job Purpose

The role of the Passenger Vehicle Driver is to convey passengers between home and establishment and in relation to external visits and other journeys as directed. To take responsibility for the safety of the vehicle and all passengers. Teamwork is essential as you will be expected to work closely with any Passenger Assistant that may be travelling on the vehicle.

Specific duties and responsibilities include:

- Responsible for the vehicle walk round inspection to ensure that the vehicle is in a safe and roadworthy condition prior to the commencement of any journey. Any defects found must be reported to the line manager immediately.
- Responsible for ensuring the vehicle has sufficient fuel for the tasks it undertakes.
- Responsible for the cleanliness of the vehicle, both interior and exterior.
- To be familiar with all legislation relating to current traffic regulations and requirements.
- To ensure the safety of all passengers whilst boarding or alighting the vehicle, working in conjunction with the Passenger Assistant (if present) and Health and Safety regulations.
- To ensure that all passengers conveyed are restrained in the correct manner. Using either seat belts, harnesses (where issued), child car seats and that wheelchair users and their wheelchairs are secured by appropriate restraint systems.
- To work accordance with Wiltshire Council equal opportunities policy, Health and Safety and Data Protection. Co-operate in any investigation and help to resolve any difficulties experienced by the passengers during the journey.
- To be familiar with any travel plans carried by a Passenger Assistant.
- Follow and apply the instructions given by the Passenger Transport Unit in the event of a vehicle evacuation.
- In the event of a breakdown the driver would be required to inform their Line Manager and head of the establishment for that journey. In addition, to assist in the supervision of the passengers until a replacement vehicle arrives or repairs can be affected.

Specific requirements for this post:

- Outside of normal working hours drivers may be required to make a decision on the roadworthiness of their vehicle. This may affect the journey being operated.

**Person Specification**

Specific qualifications, knowledge, and skills required for this role:

**Essential**

- Relevant and current driving licence for the vehicle being driven, including D1 category entitlement for minibuses with 9 to 16 passenger seats
- Basic vehicle maintenance knowledge.
- Awareness of health and safety legislation and procedures.
- Ability to follow agreed procedures to meet legislation and business need.
- Must be able to work without direct supervision.
- Must have good customer care skills.
- Must be over the age of 21 (for minibus entitlement).

**Desirable**

- Experience with children.
- Have an understanding on how to use the appropriate restraint equipment issued to the individual clients on the vehicle.
- Understand the emotional and challenging behaviours of the passengers you are transporting.

**Career graded posts**

This post does not form part of a career grade.

## Supporting information

Driving classification	
<p><b>Occasional driver</b> A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p><b>Regular Driver</b> Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.</p>	<input type="checkbox"/>
<p><b>Required Driver</b> Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p> <p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	<input checked="" type="checkbox"/>

Driving trigger points			
<p>The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.</p>			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
<p>Job applicants who drive must have 9 or less points on their driving licence and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.</p> <p>If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.</p>			

<b>Political restriction</b>	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	<input type="checkbox"/>
This role is not politically restricted	<input checked="" type="checkbox"/>

<b>Professional fees and related occupational costs</b>	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input checked="" type="checkbox"/>

<b>Clearances – Disclosure &amp; Barring Service (DBS)</b>	
This role will be engaged in ‘regulated activity’ providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input checked="" type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an <b>Enhanced</b> DBS check before appointment can be confirmed.	<input checked="" type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a <b>Standard</b> DBS check	<input type="checkbox"/>
The role requires a <b>Basic</b> DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input type="checkbox"/>

<b>Clearances – Baseline Personnel Security Standard (BPSS)</b>	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

<b>Clearances – Non-Police Personnel Vetting (NPPV)</b>	
<p>This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 2*</b>. (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').</p>	<input type="checkbox"/>
<p>This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at <b>level 3*</b>(*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).</p>	<input type="checkbox"/>
<p>This role is not subject to a NPPV check</p>	<input checked="" type="checkbox"/>

<b>Safeguarding</b>	
<p>For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input checked="" type="checkbox"/>
<p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>