

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Job details

Job title: PCV Driver (Split Shift)

Directorate: Additional Needs – Additional Needs Transport Assistance Service

Reporting to: Head of Hackney SEND Travel Assistance Service

Grade: Scale 4

Job description

Purpose of the post: To provide a safe, efficient, effective and timely transport service. Responsible for the allocated vehicle and safe passage of clients, goods and equipment. To work flexibly to meet the needs of the clients of the service.

Main duties and responsibilities:

1. To contribute to the ongoing development and improvement of the service.
2. To comply at all times with all driving and transport regulations and standards set for the service.
3. To adhere to safe working practices and operating requirements, including operation of equipment, handling techniques and passage of clients some of whom have physical and or learning disabilities.
4. To carry out appropriate vehicle checks; reporting faults to the manager, and be responsible for the cleanliness and hygiene of the vehicle.
5. To carry out guide/escort duties as necessary when escort not available.
6. To use aids as appropriate to personally assist clients with physical and/or learning disabilities and to load and unload goods and equipment.
7. To follow scheduled pickup and delivery points and notify office control of problems relating to delays or issues that occur on the journey if they arise.
8. To complete appropriate records.
9. To check the vehicle and its equipment daily for roadworthiness and operational fitness. To be responsible for the health and safety of all passengers and crew.
10. To model the behaviours and the attitudes expected, as set out in the Code of Conduct, Core Values and Organisational beliefs.
11. To assist in the loading and unloading of goods and equipment in/on the vehicle and ensure the loads are secured and protected by the appropriate means for the safe transit when directed.
12. To work unsupervised and on own initiative to overcome any issues which may arise while in charge of a vehicle and passengers.
13. To liaise with parents, teachers and carers as required.
14. To report all accidents and incidents and to complete and verify all relevant documentation relating to these. To administer first aid as appropriate.
15. To operate radio/mobile phone equipment on the vehicle as necessary in the process of carrying out the duties of the post.
16. Any other duties commensurate with the post and grade.

General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with our policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:

PCV Driver – Hackney SEND Travel Assistance Service

Person Specification

	Essential	Desirable
Qualifications		
1. Must possess a clean category PCV/D licence (more than eight passenger seats and longer than 5.5 metres).	✓	
2. <i>Must be over 21 years of age.</i>	✓	
3. Holder of Driver Certificate of Competence and Digital Tachograph Driver Card	✓	
Experience		
4. Must have experience of driving large passenger carrying vehicles	✓	
5. Experience of working with passengers with special needs and/or disabilities		✓
6. Experience of operating and safe use of passenger/wheelchair tail lifts.	✓	
Knowledge/Skills		
7. Must be fully aware of road traffic and transport legislation relating to the responsibility of the driver.	✓	
8. Knowledge of basic first aid or willingness to undertake training.	✓	
9. Knowledge of how and against whom discrimination operates to deny equality of opportunity	✓	
10. Knowledge of the use of both analogue and digital tachographs	✓	
11. Practical experience of actively promoting equal opportunities as an integral part of the work with children, parents/carers and colleagues.	✓	
12. Ability to drive large passenger carrying vehicles and other vehicles as directed.	✓	
13. To be aware of the special educational needs of children including physical, learning and behavioural difficulties.	✓	
14. Ability to understand potential traffic hazards/problems.	✓	
15. Ability to assist passengers on and off vehicles.	✓	
16. Ability to carry out the duties of a vehicle escort, ie assisting passengers on and off of vehicles and looking after them while on the vehicle.	✓	
17. Ability to work as part of a team, to liaise and communicate with colleagues, passengers, parents/carers and school staff.	✓	