



## Job Description

<b>Job Title</b>	Driver Part Time (24.5 Hours Per Week)
<b>Directorate</b>	Neighbourhoods
<b>Service Area</b>	Fleet & Transport
<b>Grade</b>	4
<b>Competency Level</b>	1
<b>Salary</b>	£27,254 - £31,022
<b>Job Type</b>	Driver
<b>Location</b>	Newton Road Depot
<b>Disclosure and barring service (DBS)</b>	Enhanced
<b>Job Evaluation Ref No</b>	

## Job Purpose

To drive departmental vehicles in a safe and considerable manner and ensure the safety of all passengers, both inside and outside the vehicle, and other road users.

### Directly Responsible For:

Vulnerable passengers, adults and children.

### Directly Responsible To:

Transport Officers, Senior Transport Officers.





## Main Areas of Responsibility:

- Working on a part time basis on split shift during peak periods of the day, 08:00 – 10.45 and 14.45 – 17.00 to work under the general direction and supervision of transport and other authorised officers
- To undertake the driving of any vehicle (within their class of licence) attached to the department and to carry out all duties connected therewith, in an efficient, economical, and orderly manner. Also, the safe transportation of fellow employees and any other authorised personal
- To be responsible for assisting service users from their home to the vehicle; securing them safely during the journey and assisting them from the vehicle at their destination. Also, to be responsible for ensuring the safe return of service users to their home address
- To ensure Risk Assessment control measures identified on the route run-sheets are implemented and adhered to
- To be sympathetic and courteous at all times to service users carried in the vehicle and to treat their relatives with who contact is made in a similar manner
- To be responsible for the cleanliness of the inside and outside of the vehicles attached to the section
- To be responsible for the Vehicle Daily Checks (*including walk-around checks*), fuelling, and oiling of vehicles and servicing the vehicle with air, water. To operate wheelchair lifts that may be fitted to LOLER standard. To carry out daily checks on wheelchair restraint equipment and ensure all passengers are restrained correctly at all times
- To receive service-based training as required to ensure safe and compliant transport of passengers. To adhere to the guidance set out in the Passenger Transport Service handbook
- To complete daily run sheets fully and any other documentation associated with the operation of the Passenger Transport Service





- To report promptly on the form, provide any incident whatsoever in which a vehicle of the Transport Section is involved in, irrespective of whether or not a third party is concerned. Also, any accidents to service users or staff while in the care of the department must be reported in the same way
- To be responsible for wearing a uniform if provided, also protective clothing in a clean and tidy condition at all times when on duty
- To receive instructions and supervision from day services staff when acting full time or working in a day centre and to undertake reasonable duties commensurate with the grade
- To conduct general depot duties to assist with the cleanliness and upkeep of the working area
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

## **Supervision and Management Responsibility:**

No supervisory or line manager responsibility.

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities





## Physical Demands of the Job:

- Carry out vehicle pre-use checks
- Safe use of wheelchair restraints
- Vehicle cleanliness

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)





This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.





# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Full driving licence with category D1 entitlement. (A,I)
- Literacy skills (A,I)

### Desirable

- PSV driving licence
- Minibus driver awareness scheme (MiDAS)
- Demonstrate a willingness to undertake any additional training as required to further improve/enhance the role and delivery of service

## Experience

### Essential

- Driving a minibus or large vans in urban areas (A,I)

### Desirable

- Working with vulnerable adults or children





## Skills/Abilities

### Essential

- Physical ability to secure wheelchair users using appropriate restraints following training (A,I,E)

### Desirable

- Understanding the needs of elderly or vulnerable adults or children with learning difficulties and ability to work with tolerance and patience

## Commitment

### Essential

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Awareness of and commitment to the principles of customer care

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

### Desirable

