

# CROYDON COUNCIL

## ROLE PROFILE AND PERSON SPECIFICATION

**DEPARTMENT:** RESOURCES

**DIVISION:** STRATEGY, COMMUNITIES AND COMMISSIONING

**JOB TITLE:** DRIVER (CROYDON TRANSPORT SERVICES)

**N.B: If you have any issues printing this document please contact HR**

## **ROLE PROFILE**

<b>Job Title:</b>	Driver (Croydon Transport Services)
<b>Department:</b>	RESOURCES
<b>Division:</b>	STRATEGY, COMMUNITIES AND COMMISSIONING
<b>Grade:</b>	Grade 5
<b>Hours (per week):</b>	25 (hours and working pattern split shift – term time only)
<b>Reports to:</b>	Croydon Transport Services Operations Supervisor
<b>Responsible for:</b>	None
<b>Role Purpose and Role Dimensions:</b>	<p>To:</p> <p>Drive CTS minibus services for passengers as directed. Responsible for the safety of the passengers and the vehicle Drive any vehicle required subject to safety and licence requirements Work from a passenger list, and plan pickup schedules using an A-Z map Keep proper records of each journey Operate radio communications equipment Report immediately, directly to the CTS Operations Supervisor or nominated deputy, in all matters affecting the safety and efficiency of CTS operations Carry out safety checks on vehicles as agreed with the Operations Supervisor or nominated deputy and to ensure vehicles are kept clean and maintain on a regular basis</p>
<b>Commitment to Diversity:</b>	<p>To take individual and collective professional responsibility for championing the council's diversity agenda, proactively implementing initiatives which secure equality of access and outcomes. Commit to continual development of personal understanding of diversity.</p>

**Key External Contacts:** Service Users  
Partnership Organisations – schools, Headteachers, parents/carers/guardians, independent travel organisations

**Key Internal Contacts:** CTS Operations Supervisor (in-house)  
CTS Passenger Transport and monitoring staff  
Passenger Assistants and Driver

**Financial Dimensions:** None

**Key Areas for Decision Making:** None

**Other Considerations:** None

**Is a satisfactory disclosure and barring check required?** Yes  
[\(click here for guidance on DBS\)](#)

**What level of check is required?** Enhance DBS and children and adult's barred list

**Is the post politically restricted**  
[\(Click here for guidance on political restriction\)](#) No

**Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974**  
[\(Click here for guidance on ROA\)](#) No

**Key Accountabilities and Result Areas:**

**Key Elements:**

**To drive vehicles and ensure vehicles are regularly checked and maintained**

This will involve checking that:

- There is adequate fuel and water
- The brakes are in effective working order

- The tyres are inflated to the correct pressure and are not worn or damaged
- All lights, indicators, windshield wipers, washers and audible warning devices are operating correctly
- No warning lights are lit and all safety stops and cut outs are operating correctly
- Tail-lift or Vehicle lowering mechanism are operating correctly
- The Vehicle is clean, inside and out and all safety equipment is in place and ready for use
- The Vehicle has a fully functioning two-way communication system on board
- Driving mirrors are clean and the driver is comfortable in the seat and able to drive safely
- The steering responds correctly without undue play
- First aid kit, body fluids kit and fire extinguishers are on board and comply with current legislation
- All Vehicle doors are and remain unlocked for the duration of the journey
- Any mechanical or electrical defects are reported to the Operations Supervisor so that the Vehicle can be withdrawn from service if it is unsafe

### **Responsibilities whilst driving vehicles**

The driver must:

- Have the appropriate “D” driving licence qualification for the Vehicle being driven
- Be appropriately dressed and in possession of photo ID cards
- Refrain from smoking in the vehicle at all times
- Not vary the schedule of routes allocated to them without the express approval of the Operations Supervisor, except in exceptional circumstances such as road closures, and traffic diversion
- Be aware of their responsibility for the health, safety and welfare of all Service Users carried
- Act appropriately with Service Users, parents, guardians, carers and school staff
- Make both verbal and written reports of any accident to passenger or vehicle which occur while the driver is on duty
- Not, under any circumstances, solicit or accept payment or gratuity from parents/carers/guardians or service users

### **Responsible for safety of service users**

This will include:

- Assisting the passenger assistant in any of the tasks associated with loading the vehicle with Service Users or goods including manoeuvring wheelchairs

- Be alert to indicators of abuse or neglect and share information with CTS to ensure appropriate action is taken to safeguard the client
- Report all incidents and accidents to the Operations Supervisor

### **Green Commitment**

- Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials.

### **Data Protection**

- Being aware of the council's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

### **Confidentiality**

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **Equalities and Diversity**

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

### **Health and Safety**

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and

transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

**Contribute as an effective and collaborative team member**

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

## Person Specification

<b>Job Title:</b>	Driver (Croydon Transport Services)
<b>Essential knowledge:</b>	Knowledge of Road Traffic Acts and Highway Code. Completed MIDAS and First Aid Training.
<b>Essential skills and abilities:</b>	<p>Have an appropriate driving license category (“D1” or “D”) to be able to drive vehicles operated under the service</p> <p>Drive on a scheduled route collecting passengers from their home addresses and taking them to school/other locations and return, ensuring that the vehicle is driven and parked in such a manner to ensure the safety of passengers and all other users when loading and unloading.</p> <p>Operate tail-lifts and ensure wheelchairs are secure before driving off</p> <p>Able to ensure that seatbelts and/or harnesses and/or restraints are correctly fitted to ensure the safety of passengers whilst in transit and that all doors are close appropriately at all times</p> <p>Park vehicles aligned to the pavement outside or adjacent to the Service Users home or pick up point so that Service Users can board and egress safely</p> <p>Ability to use and ensure that all safety equipment carried is secured safely at all times</p> <p>Ability to maintain service continuity and compliance with service requirements.</p> <p>Flexibility to respond to changing policies, needs and demands.</p> <p>Ability to promote the council’s policies on Equal Opportunities and Customer Care, especially with regard to the provision of transport for vulnerable adults and children.</p> <p>To keep records for the purpose of monitoring and evaluating service schedule including comments and or complaints from passengers</p>
<b>Essential experience:</b>	Experience of driving young people and adults comfortably and safely in a passenger transport vehicle according to prepared schedules or as directed.

**Special conditions:**

Ability to work flexibly within the services core hours and outside of normal office hours within a rota

Current Enhanced DBS Disclosure required

It is a requirement to wear a uniform whilst undertaking the duties of this role