



Job Description		
Title Fleet Driver.	Service Group Transport and Travel Services	Post Ref Grade 3
Job Purpose To undertake a range of passenger transport functions within Fleet Operations, ensuring effective provision in line with service requirements and customer needs.		
Key Responsibilities <ol style="list-style-type: none"> 1. Personally and through team members assist to deliver the service plans and objectives for the Fleet operations team. 2. To undertake the safe transportation of all passengers. 3. To have regard for the general welfare of passengers and to promote their safety. 4. To ensure compliance with safe practice in respect of all passenger particularly wheelchair users. 5. To maintain and operate vehicles in accordance with policies, procedures and issued Guidance. 6. To complete all documentation related to vehicle operations as required. 7. To wear protective clothing and PPE as issued. 8. To provide support services as directed by the Day Services management when working within the Day Centre. 9. To operate any fleet vehicles as required particularly in emergency/urgent situations. 10. To operate the nominated communication system as required. 11. Collect fares, passes, issue tickets and account for monies taken in line with NCC policy. 12. To ensure the cleanliness of all vehicles is maintained to a high standard. 13. To meet all legislative requirements regarding drivers, hours regulations, including the use of tachographs where appropriate. 		Key Accountabilities <ol style="list-style-type: none"> 1. To be accountable for all fleet vehicles. 2. To alert Fleet Operations management of any issues or concerns that may affect service provision and safe operation of vehicles. 3. To alert Fleet operations management of any health and safety issues affecting safe operation of transport 4. To adhere to key operational procedures at all times 5. To undertake all training commensurate with the post 6. To report any concerns relating to service users in our care to either Fleet Operations or day Services management
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification

Education and Knowledge

1. A full endorsement free driving licence that includes category D Licence
2. Manual Handling training
3. Ability to work without close supervision
4. Emergency First Aid Qualification
5. Wheelchair securing knowledge

Experience

10. Experience in the transportation of passengers
11. Minimum of 4 years, driving experience.
12. Experience in working to tight schedules
13. Experience of working with vulnerable people

Personal skills and general competencies

6. Puts into practice the Councils commitment to excellent customer care.
7. Works efficiently and effectively and actively looks for ways of improving the service and outcomes for customers.
8. Works well with colleagues but also able to work on their own initiative.
9. Shares the Councils commitment to provide a safe environment for customers and staff and also treating all with respect and consideration.

Role Dimensions

14. To undertake a range of specialist transport functions using the vehicles provided.
15. Responsibility for vehicles used
16. Responsibility for passenger safety.
17. Requirement to work weekends as Part of Rota