**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  D1 Category Driver (Non PCV) | **Grade**: Scale 2 |
| **Section:** Adults Transport - Richmond | **Directorate:** Adults Social Services |
| **Responsible to following manager:**  Day Centre and Transport Assistant Manager | **Responsible for following staff:**  N / A |
| **Post Number/s:** | **Last review date:**  October 2018 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To carry out driving, passenger assistant or delivery duties whilst undertaking Transport Services functions in connection with the provision of passenger transport and associated services. This will include the delivery of other goods as well as the collection and safe delivery of clients, some of whom may have individual needs and disabilities including severe disabilities.

To be responsible for allotted vehicle and ensure compliance with day to day duties and responsibilities.

**Specific Duties and Responsibilities**

1. To be responsible for the safety , welfare and comfort of all individuals whilst transporting them to and from previously agreed locations and other venues.
2. To communicate in a professional, constructive and non-discriminatory manner with service users, carers and other colleagues, where necessary referring concerns to the Day Centre and Transport Assistant Manager.
3. To assist people with their mobility as necessary, using safe moving and handling techniques.
4. To ensure passengers are dressed correctly and are able to travel in comfort and safety.
5. To make safe, where requested, clients own premises within reason, prior to the commencement of a journey.
6. To load, transport and deliver goods (including parcels and postal deliveries) or provide other services as instructed by the Day Centre and Transport Assistant Manager.
7. To notify the Day Centre and Transport Assistant Manager when clients do not respond to collection or where there may be concern about the client’s safety and well- being.
8. To re-arrange seating capacity/layout of vehicles where necessary to suit differing client needs and to carry and use appropriate equipment for the purpose.
9. To undertake daily vehicle checks and defect report documentation
10. To use tachograph equipment where installed in vehicles.
11. To undertake both internal and exterior cleaning of allotted vehicle as necessary
12. To use communication equipment in whatever form to maintain contact with the Transport Office / Day Centres.
13. To wear and maintain in a clean and presentable manner the uniform provided.
14. To be in possession of a first aid qualification or be willing to attend training.
15. To be responsible for all safety factors related to the journey, e.g. correct use of tail-lifts, chair clamps, seat restraints and all other relevant equipment in accordance with manufacturers’ instructions. Full training will be provided.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**



**Team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A**  **& I / T/ C**  **(see below for explanation)** |
| **Knowledge** | |
| 1. An understanding and knowledge of providing transport to vulnerable adults. | A & I |
| 1. An understanding and knowledge of the requirements of vehicle maintenance and safety. | A & I |
| 1. Knowledge of basic IT applications: Word, Excel, Microsoft Outlook & Excel | A & I |
| 1. An understanding and basic knowledge of Health & Safety as it applies to transporting vulnerable adults. | A & I |
| **Experience** | |
| 1. Experience in a social care transport environment. | A & I |
| 1. Experience of driving vehicles with more than 8 passenger seats. | A & C |
| **Skills** | |
| 1. Satisfactory oral and written skills to provide clear and concise report when required. | A & I |
| 1. Ability to operate all minibus equipment. | A & I |
| **Qualifications** | |
| 1. Full UK driving licence or equivalent for 2 years minimum to drive small goods vehicles or Category D1 passenger vehicles. | A & C |
| 1. To be in possession of a first aid qualification or be willing to attend training. | A & I |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**