



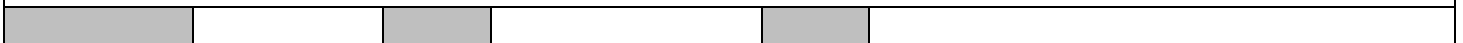
Job Description

Job title		Driver / Attendant			
Service area		Cleansing & Direct Services	Function		Passenger Transport Services
Team		Post number		Grade	LBR 3
Reports to	Team Leaders		Post to be re-evaluated	No	
Responsible for (include people and resources)		Responsible for passengers (customers & coach escorts), vehicles and equipment in post holders care.			
Purpose of Job					
<ol style="list-style-type: none"> 1. As a professional driver to drive a range of vehicles for which the post holder holds a driving licence and operate ancillary equipment. This involves driving a range of Large and specialist vehicles up to and including double deck coaches in size. 2. Undertake daily, vehicle routine maintenance and safety checks on vehicles (including oil/water checks, tyres, pressures, brake lights, lights, Passenger Lift including emergency manual operation, Wheelchair securing Equipment, Passenger Seats are Secure etc.) and take appropriate action. 3. To maintain a basic knowledge of first Aid and provide initial assistance to passengers. 4. Responsible for all monies collected and Issue receipts to customers Transported on Mobility Card Scheme. 5. To ensure all drivers Log sheets, time sheets, Tachograph discs and Digital Tachograph driver card and any other record sheets required in carrying out daily duties are correctly completed and returned to the transport office within the legal specified time. 6. To have an individual responsibility in accordance with the practices and procedures of the local authority for clients whilst transporting. <p>These will include: Those associated with collecting and returning client to their homes (for example at the beginning or end of their journey)</p> <ul style="list-style-type: none"> • Acting as first point of contact between client, escorts, services, Doctors and other agencies, being responsible for the clients 'total care' when providing the service. • Will be responsible for the care and safety of passengers; in the care of customers with a disability, responsibility will start at the point physical collection or delivery. • Inter personal skills • work effectively with colleagues etc. 					

7. Completion and submission of written records as may be required.
8. To comply with Working Time Directive and applicable Road Traffic hours legislation.
9. Maintenance of vehicles, which they are using in a clean condition (inside and out).
10. Where escorts are supplied for a particular route provide assistance as required.
11. Ensure passengers and particularly those travelling in wheelchairs are secure using such equipment supplied and having regard to their personal incapacity.
12. Will wear uniform and any protective clothing required. (Drivers must wear shirts with collar and trousers / Skirts also Staff ID)

Redbridge Transport functions on a commercial basis and drivers / attendants will be required to work flexibly and undertake any other related duties, some examples of which are given:

- Collecting, Transporting and delivery of meals.
- Delivery and collection of post, parcels, etc.
- To act as coach escort as and when required.
- To collect, transport, deliver, furniture, luggage, equipment and Supplies
- To collect and dispose off clinical waste
- The work may include long distance driving and overnight stays away from base.
- Undertake training as and when required



Person specification

Job Title	Driver / Attendant				
Service Area	Civic Pride	Function	Passenger Transport Service		
Team	Passenger Transport	Post number		Grade	LBR 3
Method of candidate assessment: A = Application Form I = Interview T = Test Weighting: 3 = most important, 1= least important					
Selection Criteria				A - I - T	Weighting
Education and Qualifications:					
Numeric & Literacy skills (e.g. To complete drivers records and be able to read job instructions)				A I	3
Clean driving licence (Max 3points)				A I	2
PCV Licence Holder (D1 and D)				A I	3
Basic First Aid Certificate				A I	2
Dangerous Goods Licence (ADR)				A I	2
Midas Certificate				A I	2
Passenger Assistants Certificate (PATS)				A I	3
Certificate of Professional Competence (Driver) (DCPC)				A	2
"Reasonable adjustments will be considered for disabled candidates"					
Experience:					
Knowledge of mechanical items would be an advantage				A I	2
Manual Handling				A I	2
Knowledge of Local area				I	2
Working with customers with special needs				I	2
Skills /Competencies:					
Ability to organise / prioritise work as required				A	3
Ability to work alone and in a team				A I	3
Ability to organize time				A I	3
Ability to communicate with public				A I	3
Willingness to learn and acquire new skills.				A I	3

<p>Knowledge:</p> <p>Basic Knowledge of mechanical items</p> <p>Health & Safety awareness</p> <p>Basic First aid</p> <p>Manual Handling</p> <p>Handling Body Fluids</p>	<p>I</p> <p>I</p> <p>A</p> <p>A</p> <p>A</p>	<p>2</p> <p>3</p> <p>2</p> <p>2</p> <p>2</p>	
<p>Other job requirements:</p> <p>Sympathetic / Empathetic</p> <p>Awareness of equal opportunities</p> <p>Prepared to be flexible with working hours and range of work.</p> <p>Be able to use two way communication radio system</p> <p>Physically Fit</p> <p>Council operates a no smoking policy</p> <p>Must wear Uniform Supplied (Smart and tidy appearance)</p> <p>Driving Assessment</p>	<p>A I</p> <p>I</p> <p>I</p> <p>I</p> <p>A I</p> <p>I</p> <p>I</p> <p>T</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>	
<p>Special Conditions</p> <p>This post has been designated as safety critical, in accordance with the Council's Alcohol, Drugs and Substance Misuse Policy. Employees in designated Safety Critical roles are prohibited from consuming alcohol at any time during their normal working hours, including breaks and when on-call.</p> <p>Additional arrangements will apply to employees in designated Safety Critical Roles in the Environmental Service area, Including random drug / alcohol testing for cause and post-incident testing.</p>			