

Job description

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| Job Title: | Passenger Driver |
| Grade: | Dorset Grade 4 |
| Job Evaluation Reference: | HF606 |
| Job Family: | Hospitality and Facilities |

Purpose and impact

1. To convey passengers safely to and from their homes and other establishments, in accordance with the route schedule (with or without the assistance of an escort) having particular regard for their comfort and particular disability.
2. To work within agreed principles and guidelines, under the direct supervision of the line manager. Work will be largely regulated by laid down procedures although some creativity may be applied. Contacts will be generally routine although the post holder will be dealing with passengers.

Key Responsibilities

Depending on the location of the role, the duties may include any of the following:-

3. To convey passengers safely to and from their homes and other establishments, in accordance with the route schedule (with or without the assistance of an escort) having particular regard for their comfort and particular disability.
4. To assist passengers to enter and leave their homes and to assist them in boarding and disembarking the vehicle.
5. To observe all Health and Safety Regulations and Local Authority procedures including seat belt requirements, traffic regulations, evacuation procedures, fire safety on vehicles, correct use of tail-lifts, ramps, wheelchair securing devices and other equipment, emergency first aid and to respond in accordance with Directorate procedures in emergency situations.
6. To liaise with staff in Dorset Travel with regard to passenger incidents, occurrences and any other situations including the identification of the need for a Risk Assessment to be carried out.
7. To check, service, issue and maintain stock levels of equipment.
8. To alert the Compliance Officer to any problems, particularly those relating to vehicles and access to passengers' homes.
9. To conduct daily vehicle checks to include oil, water, tyre pressures and where required ensure correct levels are maintained. Fuel the vehicle as necessary and keep the vehicle in a clean and tidy condition.
10. To maintain vehicle log sheets and report any accidents which occur both verbally and in writing.
11. To ensure daily that equipment on the vehicle matches the vehicle inventory and is in good working order.
12. To deliver goods as required and deliver vehicle(s) to the workshop when necessary.
13. Internal maintenance and cleaning of vehicles.
14. Operation of public service routes, including collection of fares, if required.
15. Any other lesser or comparable duties as required relating to the particular specialised function of the team or teams.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



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Supervision and management

The post holder will be required to work under direct supervision of the line manager.

Other factors

16. The post holder will have responsibility for a vehicle, fuel card and mobile phone.
17. Lone working in the majority of instances, with responsibility for up to 15 passengers at any time. Physical demands include pushing and manoeuvring wheelchairs, bending, kneeling, stretching and manual handling. Working outside in all weathers. Working safely in cramped conditions and driving a large minibus when access to property can be limited. Working split shifts.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential criteria are the minimum requirement for the above post.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

Essential

| Qualifications/ training/registrations | |
|--|--|
| Required by law, and/or essential to the performance of the role | |
| 1. Basic literacy and numeracy qualification or proven ability. | |
| Experience | |
| 2. Driving experience. | |
| 3. Working with the public. | |
| Skills, abilities & knowledge | |
| 4. Safe Driving skills. | |
| 5. Knowledge of the Highway Code and safety regulations. | |
| 6. Ability to follow procedures and work on own initiative. | |
| 7. Ability to work under pressure. | |
| 8. Ability to demonstrate good inter-personal skills in order to communicate with a wide range of people with differing needs. | |
| 9. Caring and understanding attitude. | |
| Behaviours | |
| 10. Respect | |
| 11. Responsibility | |
| 12. Recognition | |
| 13. One Team: Collaboration | |
| Other | |
| 14. Flexible approach to working hours. | |
| 15. Full valid driving licence with full PCV entitlement. | |
| 16. Medically fit to meet PCV standards. | |
| 17. No serious motoring offences. | |

Desirable

| Experience | |
|--|--|
| 18. Working in a caring environment. | |
| 19. Experience of driving large vehicles. | |
| Skills, abilities & knowledge | |
| 20. Knowledge of road network in local area. | |

| Approval | | | |
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| Manager | Dorset Travel | Date | February 2017 |

