
Recruitment Information

Community Transport Driver

Your title	Community Transport Driver
DBS check	This post requires an enhanced DBS certificate in the adult workforce including a check of the adults' barred list. Key aspect of this role that requires this level of check is conveying adults to or from anywhere they will be receiving health care, personal care or social work. Specifically, this includes patient transport service drivers. Please, refer to the Safeguarding Vulnerable Groups Act 2006 Schedule 4 Part 2 paragraph 7 sub-paragraph (1)(f).
Post number	CS380
Your team	Community Support Services
You would be based	River Mole Business Park, Esher KT10 8BJ
Your line manager	Community Transport Manager and Fleet Manager



Elmbridge

Borough Council

... bridging the communities ...

About the role

A Community Transport Driver to join our Community Transport team in providing transportation services to elderly individuals with a mobility impairment and special needs children.

Using a fleet of accessible vehicles, the role will focus on offering any of the Dial-a-Ride, Hire-a-Bus, and assisting individuals who wish to access Centres for the Community, elderly clubs and specialist day care services.

The main purpose of the role:

- To drive the Community Transport fleet giving appropriate care and support to service users, including covering for leave, staff holidays and sickness when required.
- To support the patient transport and SEN service as and when required.
- To report to the Community Transport Manager and Senior Lead Scheduler for daily and weekly transport schedules and changes to daily transport runs.

Specific duties and responsibilities

- To be responsible for observing all the necessary legal requirements which apply to road users, together with those requirements which apply specifically when driving a minibus.
- To offer a comfortable and safe journey to passengers, including the assurance of the use of seatbelts and wheelchair restraints at all times.
- To assist/escort individuals when leaving and returning to their homes (where necessary). This may require the use of wheelchairs and walking aids for example, as well as using the tail-lift as required.
- To follow all approved procedures as set out in the Drivers' Operational Handbook.
- To report immediately, by telephone, to the Community Transport Office when a passenger fails to answer the door.
- To use own initiative and liaise with other drivers within the section to co-ordinate temporary changes to daily routes and order of pick up.

- To accompany another driver, acting as an escort in the event of frailty of the customer base.
 - To ensure that the minibuses are in roadworthy condition, including carrying out daily inspections within the agreed procedures.
 - Ensure the vehicles are replenished with fuel/electric, that the required oils and water-cooling systems are maintained at correct levels, tyre pressures are correctly set.
 - To ensure that the Council's policy of no smoking within the vehicle is always adhered to.
 - To ensure the vehicle being driven is cleaned regularly. Keeping the interiors and exteriors of vehicles clean including all windows.
 - To maintain record systems as appropriate.
 - To be flexible in your working hours which may include shift work to support services for patient transport and SEN school runs.
 - To collect financial returns from our Centres for the Community and return them to the Civic Centre on a weekly basis.
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What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.

- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We can only consider applicants who are already eligible to work in the United Kingdom

Casual Community Transport Driver

Post No: CS380

Team: Community Support Services

Hours: 36 Hours Full Time

Salary: £24,117-£26,630 (11-17 SCP)

Car Allowance: n/a

Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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Qualifications and Education			
1	Knowledge of transport health and safety issues	E	A/I
2	Basic literacy and numeracy skills. Ability to write reports and record details for vehicle log and drivers timesheet.	D	A/I
3	Full current and clean D1 driving license held for at least 2 years.	E	A/I

Experience			
4	Experience of supporting clients in schools and social service establishments or equivalent agency working with children and elderly people with disabilities.	D	A/I
5	Experience of keeping to schedules and deadlines.	D	A/I
6	Experience of working within an organisation as part of a team.	D	A/I

Knowledge, skills and abilities			
7	Ability to work flexibly during the hours 7.00 – 18.00 hrs if required Monday to Friday including split shifts	E	I
8	Ability to communicate effectively.	E	A/I
9	Professional manner with members of the public.	E	A/I
10	Ability to carry out physical tasks such as wheelchair handling and transferring wheelchair users to and from fixed seats on vehicles and/or the willingness to be trained in such tasks	E	A/I
11	Ability to respond effectively in the event an emergency occurs.	E	A/I

Special requirements			
12	Must be flexible with regards to timekeeping.	E	A/I
13	To be conscientious and reliable.	E	A/I
14	Have a caring and friendly attitude.	E	A/I
15	A willingness to apply for an enhanced DBS disclosure which is a requirement of this position. This can be obtained after the post is offered.	E	A/I
16	Willingness to undertake all training including MIDAS.	E	A/I