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# Recruitment information

## Community Transport Driver

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<b>Your title</b>	Community Transport Driver 28.8 hours (4 day week)
<b>Post number</b>	CS372
<b>Your team</b>	Community Support Services
<b>You would be based</b>	River Mole Business Park, Esher KT10 8BJ
<b>Your line manager</b>	Community Transport Manager and Fleet Manager

<b>DBS check</b>	<p>This post requires an enhanced DBS certificate in the adult workforce including a check of the adults' barred list.</p> <p>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.</p> <p>Specifically, this includes patient transport service drivers.</p> <p>Please, refer to the Safeguarding Vulnerable Groups Act 2006 Schedule 4 Part 2 paragraph 7 sub-paragraph (1)(f).</p>
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# Elmbridge Borough Council

*... bridging the communities ...*

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## About the role

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The Community Transport team transports elderly people with a mobility impairment using a fleet of accessible vehicles to our Centre's for the Community, clubs, specialist day care services and also provides a Dial-a-Ride, Hire-a-Bus and Community Cab service.

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## The main purpose of the role:

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- You will drive the Community Transport fleet giving appropriate care and support to our customers, covering for leave, staff holidays and sickness when required.
  - The Community Transport Service provides Community Transport, Dial-a-Ride, Shopping and Hire-a-Bus service and there could be a requirement to support any of these services.
  - To drive the Meals on Wheels vehicle, delivering meals into the Mole Valley Borough to cover for Meals on Wheels driver holiday / sickness.
  - To drive for the patient transport service.
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## Specific duties and responsibilities

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To work as part of a team to deliver a high-quality transport service to clients of Community Services

To drive the Community Transport fleet, fulfilling the role as follows:

- 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 drive minibuses, ensuring the passengers are comfortable and safe during the journey, which includes the use of seatbelts and wheelchair restraints at all times.
- Where necessary, to assist/escort those people who experience difficulty in leaving and returning from their homes. This may require the use of wheelchairs, walking aids, etc and the tail-lift as required.

- Ensure that all health and safety requirements are in accordance with current legislation, including lifting and handling, risk assessments are understood and compiled with, within the delivery of the transport and care service, especially when:-
  - Driving with clients on board
  - Transferring wheelchair users to and from fixed seats on vehicles
  - Fitting seatbelts, harnesses or wheelchair restraints before a journey
  - Utilising the passenger lift in accordance with procedures and manufacturer's instructions
- To follow all approved procedures as set out in the drivers' operational handbook.
- To report immediately, by phone, to the Community Transport Office when a passenger fails to answer the door.
- To use your own initiative and to liaise with other drivers, within the section, to co-ordinate temporary changes to daily rotas and order of pick up.
- On occasions due to the frailty of the customer base it may be necessary to act as an escort with another driver.
- To ensure the minibuses are in a roadworthy condition and to carry out a daily inspection within the agreed procedures.
- To ensure the Council's policy of no smoking within the vehicle is adhered to at all times.
- To ensure the vehicle being driven is cleaned and maintained regularly.
- To maintain record systems as appropriate.
- To support on the patient transport for the health hubs two days a week and our services for patient transport for the South Coast Ambulance Service and Special Educational Needs rounds if required.
- To fulfil work hour duties there may be times that rounds and hours are organised on a split shift basis and a flexible approach to work hours are required.
- To support the Meals on Wheels service operating out of the Cobham Centre providing a service into Mole Valley to deliver meals as appropriate in the Meals on Wheels vehicle when existing drivers are not available.

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## **What's missing?**

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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.

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## **Your conduct**

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

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## **Equal opportunities**

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

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## **Health and safety**

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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.

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## **Personal and sensitive data**

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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.

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## **Talent development**

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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.

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## **Confidentiality**

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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.

We are committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of marital status, gender, race and ethnicity, disability, sexual orientation, religious belief or age.

**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.

<b>Community Transport Driver</b>	<b>Post No: CS372</b>
<b>Team: Community Support Services</b>	<b>Hours: 28.8 hours a week</b>
<b>Salary: £20,094 - £22,564 (full-time)</b>	<b>Car Allowance: n/a</b>

Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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Qualifications and Education		
Basic literacy and numeracy skills	E	A - I
Full current driving license, held for at least 2 years	E	A – I

	Willingness to take a second Department for Transport test if driver first passed on or after 1 January 1997	E	A - I
<b>Experience</b>			
	Experience of working with Community Transport	E	A - I
	Experience of dealing with older or disabled people	D	A - I
	Experience of keeping to schedules and deadlines	D	A - I
	Experience of working within an organisation as part of a team.	D	A - I
<b>Knowledge, skills and abilities</b>			
	Ability to work flexibly during the hours 7.00 – 20.00 hrs if required Monday to Friday	E	A-I
	Ability to communicate effectively	E	A - I
	Professional manner with members of the public	E	A - I
	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 for such tasks	E	A-I
	Ability to respond effectively in the event an emergency occurs	E	A-I
<b>Special requirements</b>			
	Must be flexible	E	A - I
	To be conscientious and reliable	E	A - I
	Have a caring and friendly attitude	E	A - I
	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
	Willingness to undertake MIDAS training	E	A - I