Recruitment Information

Community Transport Driver FTE

Your title	Community Transport Driver
DBS check	The post requires an Enhanced Adult & Child DBS required Key Aspect of this
Post number	**TBA**
Your team	Community, Health and Wellbeing
You would be based	River Mole Business Park, Esher KT10 8BJ
Your line manager	Community Transport Manager

Elmbridge Borough Council

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:

1. Drive the Community Transport fleet giving appropriate care and support to service users, including covering leave, holidays and sickness when required.
2. Support the patient transport and SEN service as required.
3. Report to the Community Transport Manager, Lead Scheduler and Fleet Supervisor for daily and weekly transport schedules and changes.

Specific duties and responsibilities

To work as part of a team to deliver a high-quality transport service to children and young people using Community Transport Services.

- To be responsible for observing all 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, including the assurance of the use of seatbelts and wheelchair restraints are at all times.
- To assist / escort individuals when leaving and returning to their homes (where necessary) This may require the of wheelchairs and walking aids fro 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 coordinate temporary changes to daily routes and order of pickup.
- To accompany another driver as an escort when required.
- To ensure that the minibuses are in roadworthy condition, including carrying out daily inspections within the agreed procedure.
- Ensure the vehicles are replenished with fuel/electric charge, that the required oils and water-cooling systems are maintained as the correct levels and tyre pressures are correctly set.
- To ensure 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 the 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 Community transport and SEN Transport runs.

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 times 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 the 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 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 regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Community Transport Driver
Role: Community, Health and Wellbeing

Post no:Tba
Hours: 36 hours full time
Car allowance N/A

Salary: Scale 2-3 SCP 11-17
£28,002 - £30,662 PA Pro- rated
(Please note we will be appointing at the starting salary for this post).

The Role advertise is due to commence employment in January 2027 subject to a cleared enhanced DBS Check

Qualifications and education

No.	Key requirements	Desirable/ Essential	To be tested by: Application1 (A) Test (T) Interview (I)
1.	Hold a full UK driving licence with D1 (101) entitlement or be eligible to drive a minibus under the current UK licence regulations."	Essential	A/I
2.	Knowledge of Transport and safety Issue	Essential	A/I
3.	To safeguard and promote the welfare of children, young people and vulnerable adults and adhere to all Council safeguarding policies and procedures.	Essential	A/I
4..	Basic literacy and numeracy skills. Ability to, Complete daily vehicle walkaround checks and promptly report defects using approved Council procedures and record details for vehicle log and driver timesheets.	Essential	A/I

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
5.	Experience of supporting clients in schools and social service care establishments or equivalent agency working with children and elderly with disabilities	Desirable	A/I
6..	Experience of keeping to schedules and deadlines	Essential	A/I
7.	Experience of working within an organisation as part of a team	Desirable	Application Interview

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
8.	Ability to work flexibility during the hours of 07:00- 18:00 hours if required Monday to Friday	Essential	I
9.	Ability to communicate effectively	Essential	A/I
10.	Professional manner with members of the public	Essential	A/I
11.	Ability to carry out physical tasks such as wheelchair and transferring wheelchair users to and from fixed seats on vehicle and /or the willingness to be trained in such tasks.	Essential	A/I
12.	Ability to respond effectively in the event of an emergency	Essential	A/I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
13.	Must be Flexible with regards	Essential	A/I
14.	To be conscientious and friendly attitude	Essential	A/I
15.	Have a caring and friendly attitude	Essential	A/I
16.	A willingness to apply for an enhanced DBS which is a requirement of this position. This will be obtained after the post is offered.	Essential	A/I
17.	Willingness to undertake all training MIDAS	Essential	A/I