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Bracknell Forest Council

JOB DESCRIPTION

Job Title:	**Driver** **(Part-time 20 hours per week, 39 weeks per year, Term Time Only)**

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Directorate:	**People**	**Salary:**	**£12,441-£14,140 per year** working 38 weeks plus 1 week Term Time Only for 20 hours per week. Plus £348 pro-rata for London Weighting. (**FTE £26,847 - £30,515 per year** plus £753 London Weighting)

Section:	**Education & Learning**	**Grade:**	**BG – I, SCP6-SCP14**

Location:	**Commercial Centre**	**Work Style:**	**Fixed**

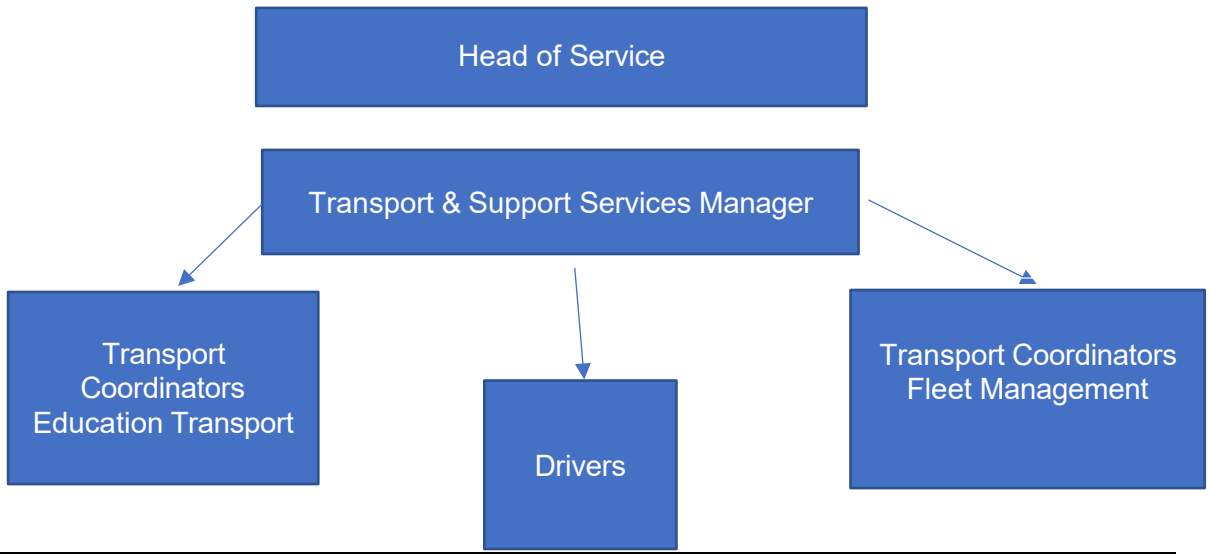
Key Objectives of the role

To provide a safe and efficient transport service for vulnerable adults, young people and children with Special Educational Needs (SEN) or social, emotional and behavioural difficulties, between home or designated points and day services, college, school or other destinations, ensuring they arrive safely and on time; the return journey is also applicable.

Ensuring due regard to each person's individual needs.

To carry out the compliance checks of vehicles used.

Designation of post and position within departmental structure



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Daily and monthly responsibilities

- Driving a range of standard and fully accessible minibuses on behalf of BFC to schools, SEN establishments, Adult Social Care settings and Health settings and other destinations according to specified routes as directed by the Education Transport / Fleet Management teams.
- Carrying out daily vehicle checks to ensure it is safe and roadworthy and reporting issues of vehicle damage, hazards and risks, cleanliness concern or relevance to the Fleet management staff as soon as possible.
- Always ensuring the safety and security of passengers.
- The safeguarding of all passengers always.
- Assisting passengers on/off the vehicle and if applicable operating the vehicle's passenger lift safely, according to instructions delivered in BFC's approved Minibus Driver Assessment and training and our approved risk assessments.
- Adhering to the Highway Code and being personally responsible for any traffic and parking violations whilst in charge of the vehicle.
- Maintaining the internal and external cleanliness of the vehicle including washing the exterior as required, sweeping, mopping and tidying the interior as required.

Scope of role

The carrying out of driving duties within specified timescales as shown on the relevant vehicle tasking sheet documentation and/or as directed by a member of the Education Transport/Fleet Management team.

Assisting in the planning of routes between each pickup and drop off location to meet the pre-determined arrival times allocated.

Contacting Education Transport/Fleet Management staff if there are any delays, incidents or issues or if any problems arise with the timing/schedule at the earliest possible opportunity.

Adhering to the BFC Driving at work Policy in respect of accident and breakdown procedures, whilst keeping ITU staff fully always informed.

Maintaining the positive image of BFC.

Responsible for ensuring all vehicle log sheets are completed fully and filed appropriately. Also ensuring that a vehicle check sheet is completed before leaving the Commercial Centre at the start of each day and reporting all vehicle faults to Fleet Management at the end of the shift.

Commitment to the Council's Equal Opportunities policy always

Commitment to always working within the bounds of the Data Protection Act and GDPR legislation

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete

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statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

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PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	The post holder must hold a full UK driving licence (or valid equivalent). Hold a D1 license and be able to drive a minibus carrying up to 16 passengers. Meet the legal and Group 2 medical requirements necessary to hold and maintain D1 entitlement. No more than 3 penalty points.	PSV CPC
Competence Summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. Basic geographical knowledge of local areas within Bracknell Forest and the surrounding areas. Knowledge of working in a transport related environment.	Experience of planning routes
Work-related Personal Requirements	Ability to communicate effectively in person with a wide range of people, including people using the service, BFC and school staff, carers, parents, and members of the public. A calm, courteous, polite, and professional manner. Ability to work alone and flexibly as part of a vehicle crew. The ability to use initiative and work in a busy and demanding environment. The ability to communicate effectively with vulnerable people, children and families. A clear understanding and empathy towards vulnerable people and people with Learning Disabilities	Experience working with people with social, emotional and learning difficulties.
Other Work Requirements	A satisfactory enhanced Disclosure and Barring Service check.	

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	Enhanced DBS Check (Child & Adult Work Force with Child and Adult Barred List Checks). The ability to converse easily with members of the public and respond effectively to questions in spoken English. This post is exempt from the Rehabilitation of Offenders Act 1974.
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

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