Job Description and Person Specification

POST IDENTIFICATION

Post Title:	Driver (Connect 2)
Job Evaluation ID:	1861EN
Grade:	4
Directorate:	Housing and Environment
Division:	Waste and Infrastructure
Section:	Transportation Engineering
Location:	Various – County Wide
Responsible to:	Lead Driver (Connect 2)

JOB PURPOSE

Drive a minibus for Connect 2, a demand responsive transport project focused on the rural wards of Caerphilly, to provide a demand responsive transport service for residents of the rural wards of the county borough. The nature of the project requires a flexible approach to working, with a requirement to work according to the needs of the servce user and the flexible nature of the scheme means that work is undertaken for other departments, such as Education Transport and Social Services. This will regularly involve early mornings or late evenings and weekends for which no additional premium is paid.

KEY RESULT AREAS

Provide a safe and comfortable transport service, adhereing to current legislation, industry best practice and the policies and procedures of Caerphilly CBC.

DETAILED TASK PROFILE

Driving and operating vehicles in service as instructed.

Ensuring the safety of passengers, road users, pedestrians and the general public.

Ensuring safe access and egress onto vehicles for service users. This may involve pushing wheelchairs and assisting those with mobility problems via the electronic tail lifts as required.

Safely secure, via appropriate restraints where necessary, service users, wheelchairs and other mobility aids on the vehicle when appropriate.

Respond to situations as they arise in service eg difficult passengers, vehicle problems.

Co-ordinate the safe evacuation of the vehicle in an emergency.

Inspect and maintain the vehicle in a clean and safe condition in line with daily driver defect reporting procedures advocated by DVSA.

Complete all administration associated with the role as requested.

Take fares and operate an electronic ticket machine.

Work independently and as part of the Connect 2 team.

Ensure that the correct equipment is carried on the vehicle and that all equipment is in good operational order.

Undertake training and actively participate in training as identified by the project management.

Take part in events to promote the service at a variety of locations.

KEY WORKING RELATIONSHIPS

The Connect 2 team.

Caerphilly CBC staff.

Stakeholders.

Employers.

Local Councillors and community representatives.

Passengers using the service including School pupils travelling on home to school / college journeys and the general public and anyone who comes into contact with Connect 2.

VALUES AND BEHAVIOURS

Accountability

1. **Take responsibility for your work** – Own your decisions, tasks and outcomes.
2. **Deliver on your commitments** – Meet deadlines, honour promises and let your team know early if something might slip.
3. **Be honest about mistakes** – If you make an error, acknowledge it quickly and take action to fix it and learn from it.

Trust

1. **Be honest and transparent** – Communicate openly, tell the truth, and don't hide mistakes or important information.
2. **Act with integrity** – Do the right thing, even when no one is watching, and treat everyone with fairness and respect.
3. **Listen actively and respectfully** – Show that you value others' perspectives by giving your full attention, asking questions, and responding thoughtfully.

Respect

1. **Treat everyone with courtesy** – Act politely, use respectful language, and show kindness in your daily interactions.
2. **Value differences** – Show appreciation for diversity, different ideas and perspectives.
3. **Acknowledge contributions of others** – Give credit where it's due and show appreciation for efforts of others.

Honesty

1. **Communicate clearly and directly** – Be clear, concise and open with your language.
2. **Speak up about concerns or unethical behaviour** – Report issues respectfully and responsibly.
3. **Give honest feedback respectfully** – Share constructive feedback that's truthful, helpful, and aimed at improvement.

Working together

1. **Share information and ideas openly** – Keep colleagues in the loop, collaborate effectively and contribute knowledge that helps the organisation to succeed.
2. **Offer help and support** – Step in when others need a hand and offer your time and skills.
3. **Resolve conflicts constructively** – Address disagreements calmly, listen to all sides, and focus on solutions.
4. **Celebrate team successes** – Acknowledge wins and recognise the contributions of others.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

No direct line management responsibility other than assisting in work familiarisation of colleagues and new recruits.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Vehicle - large minibus.
Passenger / wheelchair restraints.
IT equipment.
Communication equipment including GPS / Satellite Navigation and mobile phone.
Ticketing equipment.

Data Systems

Complete operational logs and documentation in line with service and legal requirements and use information gathering and recording systems in line with project requirements.

WORKING ENVIRONMENT

The majority of working time is spent driving an allocated vehicle but will be expected to undertake regular vehicle inspection checks and assist passengers where required, which could lead to some limited exposure to inclement weather conditions.

The nature of the project requires a flexible approach to working, with a requirement to work according to the needs of the service user. This will regularly involve early mornings or late evenings and weekends for which no additional premium is paid.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	Enhanced
Barred List Check:	Children
Baseline Pre Employment Medical Assessment:	Yes
Registration:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Full UK driving licence with a Category D Bus licence. And Up-to-date Driver Certificate of Professional Competence (CPC).	Hold a clean drivers licence. NVQ level 2 - Transporting Passengers by road. MiDAS / PAT's.
KNOWLEDGE		Working knowledge of the Caerphilly county area.
SKILLS	Good communication skills verbal, written and electronic. Ability to work independently and as part of a team.	Welsh language skills.
EXPERIENCE	Previous experience of driving mini buses with passengers. An understanding of the needs of younger and older people.	
OTHER	Ability to work flexible hours including weekends, bank holidays etc if required	Commitment to continuing professional development

HUMAN RESOURCES AUTHORISATION

HR OFFICER:	DATE:
Janine Harrington	10/02/2025