

Lancashire County Council

Role Profile - Operational Context Form

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|--|---------|------------------------------|------------------|----------------------------|-----|
| Post title: Driver | | | | | |
| Directorate: CYP | | | Location: | Schools | |
| Establishment or team: | | | | Post number: | |
| Grade: | Grade 4 | Staff responsibility: | | Essential Car user: | Yes |
| <p>Scope of Work – appropriate for this post:</p> <p>To provide a responsive, efficient and safe transport service for the School and pupils, including those with special needs (in conjunction with their escorts). To provide efficient transport of goods, services, mail, parcels and other items.</p> | | | | | |
| <p>Accountabilities/Responsibilities – appropriate for this post:</p> <p>Key duties:</p> <ol style="list-style-type: none"> 1. Drive a range of specially adapted and commercial vehicles (both School and non-School owned) for the transportation of pupils, including those with special needs, other passengers and goods in accordance with agreed safe systems of work 2. Carry out daily vehicle safety checks and basic maintenance, maintaining a high standard of vehicle cleanliness including food storage containers 3. Report any involvement in a road traffic accident and vehicle defect, reporting of any mechanical fault according to School procedures 4. Load passenger/commercial vehicles in a safe and efficient manner utilizing load restraint devices, hydraulic tail lifts, platforms and pallet lifts where provided 5. Preparing vehicles for use regarding removing/installing seating as required suitable for passenger use. 6. Provide support to pupils and passengers to enable safe entry to and exit from the vehicle, including use of personnel lifts and the securing of both wheelchairs and passengers in accordance with the Department of Transport Code of Practice 7. Complete appropriate paperwork 8. Collection of miscellaneous provisions away from school premises, where reasonable; 9. Undertaking transporting banking of cash where required, subject to risk assessment. 10. Ensure adequate stocks of tools, equipment and materials necessary for the upkeep of the school premises 11. Undertake general maintenance of the school premises (such as parking cones, supporting gritting in adverse weather etc.) 12. Making arrangements for the delivery of stores, materials and other goods and their conveyance to their points of distribution. 13. Ensuring that adequate supplies of cleaning materials and other supplies are available; 14. Supporting with general portorage as required around school. 15. Undertaking appropriate training | | | | | |

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

- Ability to drive a motor vehicle and carry out routine maintenance (essential)
- Requires specialist driving licence as appropriate to vehicles driven, such as a D1 driving licence (essential)
- Holder of a MIDAS certification (desirable)

Prepared by: EPR Team

Date: 10/08/2011

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Grade Profile

Level Three – Operative / Support (Grade 3)

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| Level Three Purpose |
| To carry out a range of tasks in support of, or the delivery of, the service. |
| Scope of Work |
| Role holders will undertake a range of routine procedures and use associated tools and equipment. Some personal initiative may be required. |
| Accountabilities/Responsibilities |
| Role Holders may be required to: <ul style="list-style-type: none">▪ Solve straightforward problems; or▪ Exchange routine information with members of the public; or▪ Carefully use expensive equipment; or▪ Handle and process information; or▪ Instruct, and check the work of, others; or▪ Personal care tasks such as the administration of prescribed medication or the provision of support to passengers who require physical or medical intervention.▪ Undertaking appropriate training |
| Skills, knowledge and experience |
| <ul style="list-style-type: none">▪ Experience or the ability to demonstrate the competence to carry out of the job.▪ Possession of, or the ability to demonstrate the capability to gain, relevant certificates of competence or equivalent where applicable.▪ The ability to work without close supervision. <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p> |
| Performance Measures |
| <ul style="list-style-type: none">▪ Completion of tasks to required standards and deadlines. |

Note: We will always consider your references before confirming a job offer in writing.