

# Rutland County Council

## Job Description

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|----------------------|-------------------------|
| <b>Job Title:</b>    | School Transport Driver |
| <b>Grade:</b>        | 2                       |
| <b>Department:</b>   | Places                  |
| <b>Team:</b>         | Transport               |
| <b>Line Manager:</b> | Fleet Manager           |

### **Purpose of the Job:**

To transport passengers, mostly children (including those with special educational needs and disabilities) to school and other establishments.

To operate a continually effective daily transport service, ensuring this is achieved completely and on time.

### **Key responsibilities:**

- Ensure the general welfare and safety of passengers carried on our vehicles, assisting passengers on and off, using the tail-lift where necessary.
- Drive vehicles in a safe and appropriate manner, complying with road traffic law, meeting the statutory driving test standard as a minimum
- Assist staff to load, unload, secure and deliver goods and equipment.
- Maintain vehicles in a clean and tidy condition inside and out at all times and in line with instructions given.
- Before every trip, ensure the vehicle is in a fit and serviceable condition by carrying out legal and prescribed routine checks. Undertake a programme of weekly safety checks including fire precautions as instructed. Report any defects found on the appropriate forms
- Complete records of work, vehicle logs, report forms or other records as requested by management
- Report all accidents, difficulties or problems as soon as possible to management.
- Ensure the security of the vehicle (including passengers or goods) is maintained at all times, and in particular when leaving the vehicle at the end of the working day
- Support efficient route planning and vehicle scheduling with practical information and experience of the routes as requested



- Respect the confidential nature of passenger's personal information at all times.

*This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.*

## Person Specification

### Qualifications:

Full driving licence with D1 entitlement

### Experience:

Experience of driving a small commercial vehicle or minibus would be useful

### Skills:

Good communication and interpersonal skills – able to work effectively with professional staff and service clients

Able to maintain detailed records of work undertaken and to complete work sheets in a neat and tidy manner

Able to work on own initiative as well as part of a team

### Values:

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values.

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.

