

City of Wolverhampton Council

Job Description

Job title:	Travel Unit Driver (non-PCV)
Directorate:	Economy
Service:	Resident Services
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Field
Responsible to:	Travel Unit Supervisor
Grade:	Grade 3

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

Job Purpose and Role:

- To drive passenger carrying vehicles of up to 17 seat capacity and other vehicles within the division in accordance with the city council's Driver Code of Conduct and the Transport Department Induction Manual.
 - All post holders must hold a category D1 Driving Licence.
 - To assist with the boarding, alighting and safe transportation of service users to or from home to or from venues across and outside the city. Our service users consist of persons of all ages, may have special needs and may have mobility impairments requiring the use of specialist equipment, for example, wheelchairs. An appreciation of safeguarding and welfare issues surrounding our service users together with an empathic approach is necessary.
 - On some occasions, the post holder may have to drive on a run without the aid of a passenger assistant. The post holder may also have to act in the role of passenger assistant as required.
 - Venues using passenger transport include special schools, other schools, adult day training centres, day-care centres and any other service providers.
1. To drive passenger carrying vehicles and other departmental vehicles in a safe and professional manner adhering to road traffic legislation, passenger safety and other road users.

2. To wear **at all times** appropriate personal protection equipment (high visibility vest and safety boots) as supplied.
3. To carry out a daily vehicle check and complete a Daily Vehicle Checklist form prior to commencing each journey to ensure roadworthiness of vehicle. To check operation of passenger comfort systems. To identify and note any vehicle defects and inform supervision accordingly.
4. Ensure that the vehicle is correctly equipped with sufficient seating and, if necessary, remove or fit seats. Also to check for correct amount of wheelchair tie-down apparatus and passenger restraint apparatus and any other ancillary equipment specific to each run list prior to commencing the journey and to check all items for correct and safe operation.
5. To wash allocated vehicle or any other vehicle as directed and maintain cleanliness inside using available depot facilities and materials. To clean up biological spillages as soon as possible.
6. To show consideration and customer focus to Transport service users who may be vulnerable and suffer from physical and/or mental impairments by demonstrating empathy and respect for their independence and ensuring their comfort throughout the journey.
7. To assist in the boarding and alighting of service users able to walk on or off the vehicle using the access steps at the side entrance of the vehicle.
8. To assist the boarding and alighting of service users who are mobility impaired and/or who may use a wheelchair by safe set up and operation of the tail-lift.
9. For service users confined to a wheelchair, to apply wheelchair tie-downs and passenger restraints (seat belts) in the correct manner prior to journey and removal of such equipment at destination. To check correct application of tie-downs prior to driving onwards and adjust as necessary.
10. To inform Day Centre staff of any special instructions from the parent/carer and pay in dinner money. To liaise with Day Centre management only regarding safeguarding issues.
11. Where necessary, to enter service users premises by using key-safe apparatus and to ensure premises are secure on departure.
12. To transport service users items including medicines, luggage and monies as necessary. For the latter, the purpose and amount must be entered on the run list
13. To ensure the welfare of particularly vulnerable service users when returning home by ensuring premises are adequately heated and lit and safe.
14. To make entries into the Daily Incident Book and complete appropriate council proforma relating to:

- Matters of safety involving service users
- Incidents of inappropriate behaviour including aggression
- Issues involving carers, school, day centres and all other venues
- Safeguarding issues concerning service users
- Any other concerns relating to Welfare of service users and their carers

15. To deliver or collect vehicles to/from Culwell St workshops for defect rectification, servicing and inspection as instructed by supervision. For defects, to complete appropriate defect form with the white copy returned to supervision.

16. To plan for each journey to be completed in the most efficient manner by inspection of the run list allowing for:

- Target times for administration of medicines by care staff as specified for certain service users
- Cancellations of service users
- Specialist equipment pertaining to service users
- Any road closures en-route
- New service users
- Noting any other change of details for existing service users.

17. Completion of the run list by ticking relevant box at each call. At destination, checking that all service users have vacated the vehicle. Run list to be completed and signed at the end of the journey and returned to supervision.

18. Use of mobile telephones provided on each vehicle **when stationary** to receive calls from, or communicate to, supervision concerning run amendments and road traffic issues and to re-plan run accordingly.

19. Following completion of each journey, to ensure vehicle is free of lost property and that all equipment is in tidy order and safely stowed. Seat belts are retracted and free of twists. All rubbish should be removed. Ensure vehicle fuel tank is above half-full.

20. To carry out risk assessments at service users properties in respect of:

- Condition of paths/walkways at service users' properties
- Access and egress at service user's property
- Seasonal conditions affecting road conditions
- Weather conditions affecting walking routes
- Physical circumstances of the service user (eg weight bearing, walking without aid)
- Other safety concerns affecting post holder and service user.

NB. In accordance with driving law, all drivers are legally responsible for the safety of all passengers carried in the vehicle they are driving.

21. To act in accordance with the Council's Constitution and other Codes of Conduct.

22. To participate in staff development, appraisal and training as appropriate, including continuous professional development.

23. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the General data Protection Regulation, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
24. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
25. To participate in the wider development of the service and contribute to service improvement as required.
26. City of Wolverhampton Council is committed to Corporate Parenting.
“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of jobholder

City of Wolverhampton Council Person Specification

Factors	Essential	Desirable	How Identified
Qualifications	- Educated to GCSE level or equivalent qualification, or relevant equivalent experience. - Valid UK Driving Licence category D1	- Driver CPC qualification - NVQ in passenger transport/passenger carrying (or be willing to undertake in the role)	Application Form Production of Licences Production of CPC card Production of Certificates
Training	Must be willing to undertake further training including First Aid, Infection Control and Fire Evacuation.	Willingness to undertake Driver CPC Training	Application Form Interview Production of Certificates References
Experience	Previous experience of working with people who may have special educational needs and / or disabilities.	- Experience of lifting and moving people - Experience of work in attending to physical needs of service users	Application Form Interview References
Special Knowledge/Skills	- Reading and writing skills - Interpersonal skills - Team working skills - Disability awareness - Ability to complete paperwork	Listening Skills	Interview
Personal Qualities	- Patience - Reliability - Positive approach - Courteous	High degree of self motivation	Interview
Interest and Motivation relevant to the job	- A proactive approach to help and assist others - Ability to deal sensitively with service users and their related issues		Interview
Commitment	Committed to the best interests of the department.	Evidence of good working practices in line with the Equality Act 2010	Interview