

JOB SUMMARY

Post Title	Facilities Management Minibus Driver						
Job Family	<i>Service Delivery</i>	Pay Range	<i>02</i>	Line Manager to others?	No	Role profile ref	<i>SD02</i>
Service Area	<i>Facilities & Fleet Management</i>						
Line Manager	<i>Charlotte Russell, Team leader, Fleet trainer and administrator</i>						
Location	<i>County Hall, Newport, Isle of Wight, PO30 1UD</i>						

Job Purpose

To provide a collection and delivery service for schools Children or service users using a minibus or vehicle from their homes or an agreed pick-up point to a school or other specified location the authority has advised of.

If necessary to assist service user to enter and vacate the minibus, ensuring their safety and physical needs are fully met throughout the journey.

To ensure the minibus or other vehicle driven is maintained through completion of daily checks, refuelling, vehicle cleanliness and reporting of any maintenance and repair issues to fleet management.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- The driving of the minibus in accordance with the Ministry of Transport driving test standards, and to hold a current D1 licence.
- The transportation of children or service users between their homes or agreed pick up points to the school and back from school to home or to the agreed drop off point.
- To assist the child or service user on and off the minibus as required, this might include use of the tail lift or ramp.
- To ensure that all passengers are seated correctly and all doors are secure before the vehicle starts to move.
- To undertake agreed vehicle checks daily before undertaking a journey and end of using the vehicle for a journey and fill in appropriate paperwork.
- To carry out daily maintenance of the vehicle, duties include, sweeping and mopping out inside the vehicle.
- The immediate reporting of any issues with the vehicle to the fleet management team, issues with the Children to the corporate transport team.
- Undertake a daily register of Children/adults undertaking any journey in the minibus or vehicle.
- To carry out all duties in accordance with the Authority's Health and Safety Policy and procedures including risk assessments.
- To undertake any other minibus or vehicle journeys as requested by the fleet management team.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.	<i>Ability to communicate in an appropriate manner and promote a positive image of the council.</i>	E	
Evidence of practical experience in an appropriate work environment	<i>Experience driving a minibus or larger vehicle.</i>		D
	<i>Experience working with Children.</i>		D
	<i>Holds a currently D1 on driving licence.</i>	E	
	<i>Knowledge and understanding of the services provided by the facilities management.</i>		D
Safe and competent use of relevant equipment / tools.	<i>Experience using equipment relevant to a minibus or car.</i>	E	
Knowledge of relevant health and safety procedures.	<i>Knowledge of internal processes relevant to the fleet management school transport service and the facilities and fleet management team.</i>		D

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	<i>Knowledge of the School transport code of good practise (essential once role is started).</i>		D
Ability to communicate clearly.	<i>The post holder will have direct contact with services users and staff on a daily basis. Ability to communicate in the appropriate manner to promote a positive image of the service.</i>	E	
	<i>The post holder must be an approachable professional person when liaising with service users and other members of staff.</i>	E	
Basic literacy and numeracy.		E	
Basic knowledge of ICT systems.	<i>The post holder will have sufficient computer literacy skills to be able to complete electronic training and read policies.</i>	E	
Able to maintain accurate records as and when required.	<i>Ability to record information accurately and update a register or students or service users accordingly.</i>	E	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		E	
GCSE level qualifications or equivalent	<i>Educated to GCSE (to include Maths and English) or equivalent qualification or experience</i>	E	
Minibus Driver Awareness Training (MiDAS)	<i>Evidence of completion of MiDAS training or a willingness and ability to complete once employed by the Council</i>	E	
Other Requirements			
<i>The ability to work both individually and as part of a team.</i>		E	
<i>Satisfactorily passed DBS Check undertaken by the Council</i>		E	
<i>Able to meet the travel requirements for the role.</i>		E	
<i>Full UK driving licence or equivalent</i>		E	
<i>First aid qualified or a willingness to be trained</i>		E	
<i>May be required to undertake additional duties as commensurate with grade and role</i>		E	
Organisation Structure (optional)			
<p>The post-holder will report directly to the Team leader, Fleet Administrator and Trainer who in turn reports to Fleet and Facilities Manager.</p> <p>The post-holder will not line manage any other team members directly.</p>			