

## JOB DESCRIPTION

<b>Job Title</b>	PSV Driver		
<b>Directorate</b>	Infrastructure and Transport		
<b>Reporting to</b>			
<b>Grade</b>	13		
<b>Evaluation ref:</b>	AG0977	<b>Job Family ref:</b>	
<b>Role Purpose</b>			
<p>The driver is responsible for the safe keeping and routine daily maintenance of a passenger carrying vehicle. As such, has ultimate legal and operational responsibility for the safety of passengers at all times between designated locations and for the daily maintenance of equipment used in the vehicle for passenger safety.</p>			
<b>Accountabilities</b>			
<p>Drive Public Service Vehicles (PSV) and other vehicles in a safe manner with regard to appropriate codes of practice and the comfort of passengers, on school contract routes and other work as required by the Senior Transport Officer. Drive the authorities Minibus and other types of Vehicles on a wide variety of work as detailed working in conjunction with Passenger Assistants when appropriate.</p> <p>In conjunction with the Passenger Assistant, attend to the general safety and wellbeing of passengers whilst travelling and carry out duties associated with collecting and returning passengers, such as assisting passengers on/off the vehicle, opening and closing the vehicle doors and other functions including operating the vehicle rear lift if appropriate.</p> <p>Ensure that passengers are safely secured in seat belts and that where appropriate wheelchairs, etc are securely anchored in the prescribed manner. Ensure that correct procedures and safety guidelines are complied with when operating various related equipment and that suitable emergency equipment is available.</p> <p>Undertake daily routine maintenance of vehicle, including checking tyre pressure, oil, water and fluid levels. Maintain the vehicle in a clean and tidy condition, both internally and externally, by checking the internal condition after each journey, sweeping out the interior and ensuring that all areas are free of grit and dirt, and washing the exterior as and when required, at a minimum weekly.</p> <p>Ensure the CCTV equipment (where fitted) is always in working order and report any defects immediately.</p> <p>Ensure that all daily and weekly vehicle checks are undertaken, in accordance with laid down procedures and Driver &amp; Vehicle Standards Agency (DVSA) guidelines.</p>			

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Keep logbooks up to date, report any defects to the Senior Transport Officer - Fleet and report any incidents out of the routine, such as misbehaviour or signs of illness amongst the passengers.

Act as an initial point of contact with relatives, carers and school staff. Receive and forward information to appropriate colleagues. Where appropriate collect fares and check bus passes.

Deliver the vehicle to the appropriate locations for servicing and Inspections at regular intervals and collect the vehicle as necessary. In the event of a breakdown maintenance staff may be involved in the recovery of the vehicle.

Attends training related to the safe operation of vehicles and the carriage of passengers as directed by the Senior Transport Officer, including Certificate of Professional Competency (CPC) modules which complies with the required standards over a rolling 5-year period to maintain your PSV Licence.

Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

### Knowledge / Experience / Skills

	Essential	Desirable
<b>Experience</b>		
Proven experience of driving a large Bus or Coach.	x	
Ability to speak fluent English as stated in Part 7 of the Immigration Act(2016)	x	
<b>Qualifications / Registrations / Certifications</b>		
A Full Category D PCV Driving Licence	x	
Up to date CPC Qualification Digital Tachograph Card	x	
Clean Licence		x
<b>Personal Attributes</b>		
Excellent Customer Service Skills	x	

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Reliable and Conscientious	x	
Smart Appearance	x	
Flexible and Positive Can Do Attitude	x	
Calm, Patient, diplomatic	x	
Previous Customer Care Training		x
<b>Working Conditions</b>		
<b>Dimensions of the role</b>		
Routine contacts with local managers and other staff, school staff and pupils, with passengers requiring basic support and with families and carers. Deal as appropriately with day-to-day issues.		
<b>Working Arrangements</b>		
37 hours per week. These will be in agreement with the line manager.		
<b>Corporate Accountabilities</b>		
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: