

Job Description & Person Specification



Job Title	PCV Driver (School Transport)
Division/Location	NCS Transport
Reporting to	Transport Manager
Weekly Hours	As Displayed on Vacancy
Grade/Salary	As Displayed on Vacancy

Job Description

The Role:

To be responsible for driving School Coaches on home to school contracts and private hire trips, and for the safety of passengers whilst transporting them, and to carry out additional driving duties as directed by their Line Manager.

Main Responsibilities

- Drive departmental passenger vehicles as required and in particular 12 metre manual/automatic coaches.
- Supervise all passengers boarding and alighting from the vehicle and the seating and securing of passengers where appropriate.
- Ensuring the safety and comfort of passengers.
- To understand and respect the passengers privacy, dignity and confidentiality.
- To be responsible for appropriate daily vehicle safety checks and the completion of all relevant paperwork.
- To make themselves familiar with the drivers' guide (to be issued on appointment), highway code and Drivers' Hours Regulations and be aware what to do in cases of emergencies and accidents.
- To ensure as far as is reasonably practicable, observance and adherence to the provisions of the Health and Safety at Work Act 1974.
- Ensure that services are provided in accordance with departmental standards and objectives of quality assurance.
- To perform such other duties of a like nature as may be directed by the Operational Support Manager and or Transport Manager.

Other Duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We will focus on the delivery of high standards in all that we do.

Innovation – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

Approval/Review Date			
Approved by Operations Director:		Date:	
Approved by HR Director:		Date:	

Respect – We will aim to listen and fully understand what is required of us by the people, organisations and communities with which we work.

Trust – We will be transparent, accountable and take ownership of our responsibilities.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Category D Licence Entitlement Knowledge of moving/handling techniques. Knowledge of First Aid/Emergency Aid Driver CPC currently in date Competent in use of tachograph records completion	Essential Desirable Desirable Essential Essential	
Experience	Good geographical knowledge of local area. Previous experience of driving passenger carrying vehicles. Experience of working with vulnerable adults and children.	Essential Essential Desirable	
Skills/Abilities	Patient and Tolerant. Good Organisational Skills. Excellent customer service skills Flexible and Adaptable Approach toward Work	Essential Essential Essential Essential	
Other Requirements	Must be required to have an enhanced DBS check undertaken No more than 6 points on licence	Essential Essential	

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Approval/Review Date			
Approved by Operations Director:		Date:	
Approved by HR Director:		Date:	

Agreement			
Employee Name:		Date:	
Employee Signature:			

Approval/Review Date			
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Approved by HR Director:		Date:	