



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Casual Driver

Job Number:

Directorate: CYPS

Post Number:

Service: Transport

Grade: Grade 3

Location: Sherbourne Fields School

Job Purpose:

Under the general direction of the School Business Manager, to be responsible for the operation of vehicles, escort duties, and/or ancillary duties (as noted below) in relation to delivery of Special Needs Transport service.

Main Duties and Responsibilities:

1. Undertake driving of home to school transport/school trips – term time only – as and when required.
2. Pick up students and transport them to their point of destination using the vehicle in a safe manner at all times.
3. Assist students to board on/off the vehicle and to ensure that they are seated securely using seat belts and/or harnesses.
4. Respect all students and treat them with sensitivity at all times.
5. Take all reasonable steps to prevent students from causing harm to themselves and/or others.
6. Receive items of clothing, equipment and medication and/or money and pass these on to parent/carers at students destination address.
7. Carry out vehicle checks before start of journey and report all defects to the School Business Manager for action.
8. Ensure the vehicle handbrake is applied, ignition key removed and doors locked when not in vehicle.
9. Operate 2-way radios with due care and attention to health and safety policy guidelines.
10. Complete all paperwork as requested.

11. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the schools Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: School Business Manager

Date Reviewed: June 2023

Updated: June 2023



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Person Specification

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Service:	Transport	Grade:	Grade 3
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Area	Description	Criteria will be measured by:
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Knowledge:	• Practical knowledge of the Highway Code.	Driving assessment
	• Basic Knowledge of Health and Safety.	Application Form
	• Able to demonstrate an understanding of the City Council's Equal Opportunities Policy.	Interview
	• A basic understanding of car mechanics.	

Skills and Abilities:	• Flexible approach to work.	Interview
	• Ability to work as part of a team.	Application Form
	• Ability to assist passengers in/out of wheelchairs and/or in/out of vehicles.	Application Form and interview
	• Ability to respect clients with varying needs and treat them with sensitivity at all times.	Interview
	• Ability to maintain satisfactory attendance levels and timekeeping.	Application Form and references
	• Ability to work on own initiative.	Application Form
	• Good communication skills.	Application Form and interview
	• Willingness to learn new skills.	Interview

Experience:	• Dealing with people.	Application Form and interview

Educational:	• Driving licence, CAT D (101) or full PSV licence (qualified to drive up to 16 seat minibus), or pre 1997 driving licence.	Application Form and interview

Special Requirements:	<ul style="list-style-type: none"> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. 	

Date Reviewed: June 2023

Updated: June 2023