



Coventry City Council

## Job Description

<b>Job Title:</b>	Driver/Escort	<b>Job Number:</b>	C6215D
<b>Service:</b>	Customer and Support Services / Fleet / Special Needs Transport	<b>Grade:</b>	3
<b>Location:</b>	Whitley Depot		

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

Under the general direction of the Supervisor, 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 all driving (incorporating passenger transport and/or incontinent laundry), escort, and delivery duties in allocated vehicles as instructed by Supervisor.
2. Pick up clients and transport them to their point of destination using the vehicle in a safe manner at all times.
3. Assist clients with learning/physical difficulties to board on/off the vehicle and to ensure that they are seated securely using seat belts and/or harnesses.
4. Respect all clients and treat them with sensitivity at all times.
5. Take all reasonable steps to prevent clients 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/carer at client's destination address.
7. Deliver home meals to clients and report to Supervisor any cause for concern relating to the client's condition, so that appropriate action may be taken.
8. Carry out daily vehicle checks before start of journey and report all defects to Workshops for action.
9. Ensure the vehicle handbrake is applied, ignition key removed and doors locked when not in vehicle.

10. Operate 2-way radios with due care and attention to health and safety policy guidelines.
11. Complete all paperwork as requested.
12. Be flexible in working contracted hours over a standard working day and over a 7-day working week on a rota basis as and when required to meet the needs of the service.
13. Any other duties and responsibilities within the range of the salary grade.

**Note:** All personnel are prohibited from smoking in vehicles in line with Council policy. All incidents of smoking are to be reported and will be treated as a disciplinary offence.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

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

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

**Responsible to:** Team Leader or, alternatively, Service Supervisor

**Date Reviewed:**

**Updated:** September 2022



Coventry City Council

## Person Specification

<b>Job Title:</b>	Driver Escort	<b>Job Number:</b>	C6215D
<b>Service:</b>	Customer and Support Services / Fleet / Special Needs Transport	<b>Grade:</b>	3
<b>Location:</b>	Whitley Depot		

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Practical knowledge of the Highway Code.</li><li>• Basic Knowledge of Health and Safety.</li><li>• Able to demonstrate an understanding of the City Council's Equal Opportunities Policy.</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Flexible approach to work.</li><li>• Ability to work as part of a team.</li><li>• Ability to assist passengers in/out of wheelchairs and/or in/out of vehicles.</li><li>• Ability to respect clients with varying needs and treat them with sensitivity at all times.</li><li>• Ability to maintain satisfactory attendance levels and timekeeping.</li><li>• Ability to work on own initiative.</li><li>• Good communication skills.</li><li>• Willingness to learn new skills.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Dealing with people.</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• Driving licence, CAT D (101) or full PSV licence (qualified to drive up to 16 seat minibus), or pre 1997 driving licence.</li></ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li></ul>
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**Date Reviewed:**

**Updated:** September 2022