

# Hertfordshire County Council

## Job Outline



**JOB TITLE:** Driver/Attendant  
**GRADE:** H2  
**REPORTS TO:** Transport Co-ordinator  
**TEAM:** Community Commissioning, Adult Disability  
**DEPARTMENT:** Adult Care Services

### **Purpose of the Job**

The objective of the postholder is to transport service users to and from their homes to day services in a safe and caring manner and to ensure that the vehicle is road worthy.

### **Main Areas of Responsibility**

To drive the Fleet Operations vehicle allocated to the relevant day service safely and with consideration for the comfort of the service users on board.

To carry out daily and weekly checks on the vehicle as stated in the Driver's Handbook and to keep the vehicle clean and tidy at all times.

Be responsible for reporting any defects to the vehicle or accidents involving the vehicle or service users to the Transport Co-ordinator.

To assist service users carefully and safely to and from their homes and on and off the vehicle, ensuring that where a passenger remains in a wheelchair that the wheelchair is properly secured to the vehicle floor and that all seated passengers wear the correct safety restraints.

To notify the relevant Manager when no contact can be made at service users' home and to mention any concerns regarding the service users' well being and at all times be helpful, courteous and understanding.

In special circumstances be prepared to work in other locations.

To attend any organised training and regular staff supervision sessions and undertake any reasonable duties which may be required from time to time.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Equality and Diversity**

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on [hertfordshire.gov.uk](http://hertfordshire.gov.uk), on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

- Hold the appropriate driving qualification; a D1 entitlement for passenger carrying vehicles
- Be a confident driver with ability to safely drive large wheelchair accessible vehicles as required. A driving assessment will be required if offered a position
- Be able to complete documentation accurately; such as accident reports, or reports on the condition of a vehicle
- Be willing to train to work with vulnerable adults
- Be physically fit; able to assist passengers, secure wheelchairs, lift and carry items including vehicle seats and equipment
- Be a good team worker, but able to work unsupervised; with a “can do” attitude and good interpersonal skills, especially for dealing with customers; treating people with dignity and respect.