

JOB DESCRIPTION

Job information as shown on organisation chart

Job Title: Driver	Post No:	Hoople Band: B
Service:	Section:	Location: Various

Organisational information:

Responsible to: School Transport

Key relationships/Functional links with:

Internal: Hoople and Herefordshire Council services that link with school transport

External: Schools and service users

Main Purpose of Job:

To transport pupils on Home to School.

Ensure safety standards are maintained.

To regularly provide information in relation to work carried out for contract review and management performance purposes.

Job Activities:

- To assist pupils and students when entering, travelling and alighting from transport
- To ensure service users are left in safe circumstances
- To report any problems that arise to schools and the transport office
- To provide emergency medical care as required and as trained to do.
- Work in conjunction with the Passenger Assistant (when present) to supervise and assist clients/pupils and students whilst on the vehicle
- To ensure passenger safety standards are maintained at all times (i.e. by ensuring doors are properly closed, seat belts are fastened and child locks in use where appropriate).

Frequency

Daily

Daily

As required

As required

Daily

Daily

<ul style="list-style-type: none"> • Wheel chairs are clamped to the safety requirements in accordance with the code of practice. 	As required
<ul style="list-style-type: none"> • To ensure the safety evacuation of the vehicle and supervision of service users in the event of an emergency. 	As required
<ul style="list-style-type: none"> • To take care for Health & Safety of self and for others affected by the work and to co-operate with the employer in ensuring that Health & Safety responsibilities are carried out. 	Daily
<ul style="list-style-type: none"> • To undertake training as required. 	As required
<ul style="list-style-type: none"> • To undertake such other duties related to the work of Hoople as may be assigned, which are consistent with the nature of the job and its level of responsibility. 	As required
<ul style="list-style-type: none"> • To ensure that the exterior and interior of any vehicle driven is maintained and left in a clean and tidy condition (including regular washing and cleaning of the vehicle) 	Daily
<ul style="list-style-type: none"> • To carry out daily maintenance checks as detailed and report faults, sending relevant documentation to transport department. 	Daily
<ul style="list-style-type: none"> • To enter details of incidents occurring during a period of duty in the appropriate records, and to report verbally to the senior member of staff on duty before leaving the premises. 	As required
<p>Other information:</p> <p>An Enhanced DBS check is required for this role</p>	

Manager Signature:		Date:	
Manager Name:		Job title:	

Date Job Description last reviewed: