

JOB DESCRIPTION

TITLE: Driver Assistant

POST NO: Various

DEPARTMENT: Passenger Transport Unit

DIVISION: Children's, Families & Education

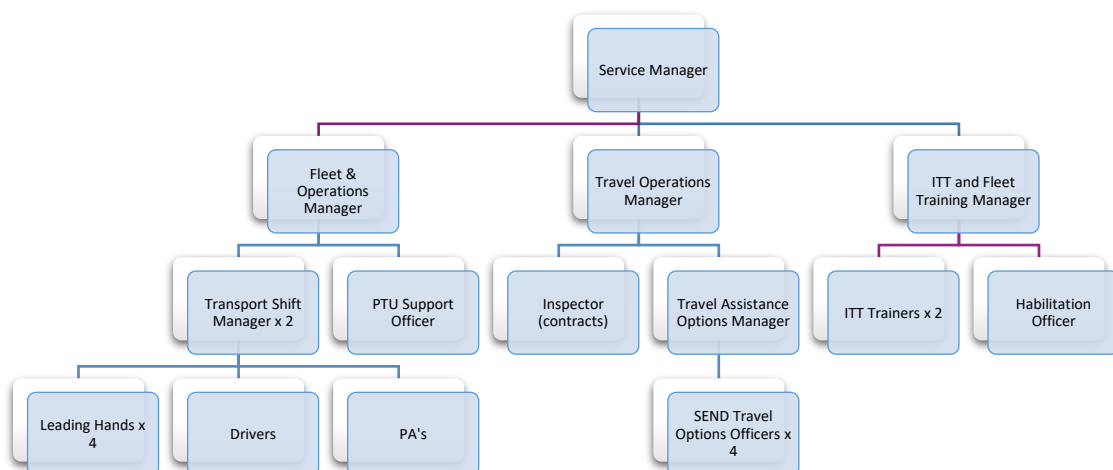
RESPONSIBLE TO: Fleet And Operations Manager

GRADE: L3

PURPOSE OF POST:

Local Authorities have a statutory duty to ensure eligible residents are provided with suitable and safe travel arrangements in line with the appropriate age ranged legislation. A key component of delivering this service sits with the Driver/Passenger assistants within the Passenger Transport Team (PTU) who drive a variety of vehicles and assist passengers on prescribed routes, being responsible for the safe transportation of passengers to day centres and educational establishments. Carrying out legally required daily first run checks, refuelling and cleaning the interior and exterior of the vehicle.

ORGANISATION CHART



PRINCIPAL RESPONSIBILITIES:

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In Journey responsibilities • To provide a smooth, safe and secure driving service for a variety of service users of the council's statutory transport provisions. • To drive your vehicle in accordance with the standards and expectations set out by the traffic commissioner for Great Britain in relation to D1 vehicle types. • To ensure that each vehicle you operate is safe to drive as per the councils pre-check process and associated defect reporting procedure. • Review the run sheet to understand the needs of each passenger and that the appropriate equipment is on board before the commencement of each journey. • Ensure that the vehicle is in a fit state for use maintaining both inside and outside cleanliness • Assist the passenger assistant in boarding and alighting of all passengers safely in accordance with appropriate guidelines, ensuring that all safety equipment is effectively deployed and used in the correct way in line with training provided. i.e. use of passenger lift, seat belts, restraining harnesses and wheelchair clamps or webbing straps. • Assist the passenger assistant to maintain a safe, supportive, secure atmosphere for all passengers ensuring that all passengers and wheelchairs are adequately restrained in the vehicle using appropriate clamps, webbing straps, and inertia or static belts as fitted. • In the event of a medical emergency, follow the correct protocols work with and support the Passenger Assistant to take appropriate action, taking into consideration advice on any ICP. Administer basic first aid as needed (Training provided), coordinate with the Passenger Assistant and contact emergency services and the PTU Office/School/Placement as required, providing detailed information about the incident or medical situation. • To work with the Passenger Assistant in the event of vehicular problems, prioritizing the safety of all passengers on board while the driver seeks assistance. Provide support as needed, ensuring passengers are secure, and assist with the subsequent transfer to a replacement bus when necessary. • Ensure health and safety policy, procedure and practice are always adhered to.	75
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Safeguarding - To ensure that all passengers are transported in line with Luton councils safeguarding policies and procedures and with relevant safeguarding legislative practice. - To ensure that all safeguarding concerns are identified and reported to the PTU Designated safeguarding Lead/s - To ensure that accurate information is recorded on the appropriate Incident report form	15
Administrative responsibilities - Follow all processes and procedures of the PTU whilst on duty. Including On -board operational procedures folder. - Ensure that all Incidents/Events are reported on the appropriate incident report form providing accurate, factual information for investigation purposes. - Ensure that timesheets are completed in the appropriate manner. - To attend all training as required to maintain compliance with legislative directives - To adhere to the Passenger attendant handbook and council code of conduct. - To adhere to the councils Health and Safety at work, Data protection, Equalities and Diversity and other statutory policies/requirements	10

DIMENSIONS:

Supervisory Management: None

Financial Resources: None

Physical Resources: Passenger Transport Unit Vehicles & Equipment

Other: N/A

CONTEXT:

Driver/Passenger Assistants provide an essential service in the transporting of a variety of passengers, many of whom may be vulnerable and/or have special educational needs and/disabilities, to day centres and educational establishments.

Driver/Passenger Assistants must be fully aware and sensitive to the individual needs of passengers carried on the vehicle and be flexible regarding working hours to meet unavoidable delays. They must ensure that passengers and their possessions, including wheelchairs and walking aids, are transported safely secured and where

necessary harnessed to the vehicle. Whilst acting in the capacity of a Passenger Assistant, duties and tasks will be undertaken under the general supervision of the driver.

Physical Effort:

The post holder will be required daily to lift items such as rucksacks, feeding equipment, oxygen bottles, and wheelchair/buggy equipment, as well as assist with pushing wheelchairs. They will also be responsible for opening and closing the bus doors to assist with boarding and disembarking.

Drivers have the sole responsibility of operating any accessible lifting equipment that is a part of the vehicle.

Working Environment:

The service operates in all weathers and during the hours of darkness. Uniforms and protective clothing will be issued by the Department and must be worn.

Criminal Records

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of driving vehicles larger than cars.	1,2	Some experience of working with, or appreciation of, the needs of children and older people with disabilities.	1,2
	Experience of working with people and the general public.	1,2	Some experience of driving passenger-carrying vehicles.	1,2
			Some experience of collecting fares	1,2
Skills/Abilities	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.	1,2	Capable of working co-operatively within a team.	1,2
	Able to communicate clearly, tactfully and politely with parents, relatives, carers, colleagues and young people.	1,2	Willing to vary routes and hours with appropriate notice.	1,2
	Able to exercise initiative in emergency situations such as vehicle breakdown.	1,2		
	Able to vary normal working hours to meet unavoidable delays			
Equality Issues	Able to recognise some common forms of discrimination.	1,2		
Specialist Knowledge	A good knowledge of daily vehicle checks and maintenance procedures	1,2	Some knowledge of moving and handling techniques.	1,2
	Some knowledge of traffic regulations	1,2	Some knowledge of first aid.	1,2

Education and Training	Willingness to attend regular training as part of a planned programme essential to the role: • Safeguarding Adults & Children • Autism Awareness • Dementia Awareness • First Aid • GDPR • Contextual Safeguarding, FGM & Radicalisation • MiDAS • PATS • Any other training deemed appropriate to deliver the service	1,2	Ability to attend vocational driver training if appropriate Driver training to MiDAS standard. Passenger Assistant training to PATS standard Basic First aid/Emergency responder training.	1,2 1,4 1,4 1,4
Other Requirements	Able to drive competently and safely as evidenced by full current driving licence (category D1 essential) and independent driving assessment. Able to undertake heavy lifting when required. Must be over 23 years (for insurance purposes)	1,2,4 1,2 1,2	Able to operate machinery and mechanical lifting aids Driver CPC/DQC	1,2 1,2,4

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the **Equality Act (2010)** to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.
The Jobholder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & GDPR (2018)