

Role Profile

Date	1 June 2007
Family	Operational Services
Role Profile Level	1D

PURPOSE

To transport goods and / or people as instructed using a car, van or minibus.

ROLE ACCOUNTABILITY	END RESULT
Work – planning & organising	
Plan & organise allocated journeys / deliveries to complete them within the daily time allowed.	- Given trips completed within the day - Trips prioritised to make good use of time - Routes planned, & amended as necessary, to minimise time & distance
Vehicle – pre-use checks	
Carry out vehicle/plant checks prior to use and sort out standard requirements.	- Operational checks completed - Vehicle/plant clean and ready for operation
Vehicle – performance	
Monitor vehicle performance, resolve minor problems, and report all malfunctions to supervisor & repair team especially breakdowns & accidents.	- Breakdowns reported promptly - Minor malfunctions resolved - Accidents reported
Vehicle – maintenance	
Carry out routine (daily / weekly) vehicle maintenance and cleaning tasks.	- Routine maintenance completed - Vehicle returned to garage as needed for maintenance regime
Work – transportation	
Transport people, goods, & materials to / from given locations as instructed.	- Vehicle loaded correctly and securely - Journeys completed as planned - Correct pick up / set down locations - Vehicle collected from/returned to garage
Records	
Keep records as required.	- Legislative requirements met - Council procedures met - Goods received documentation completed
Information	
Keep the customers and supervisor informed of potential delays or schedule alterations.	- Supervisor aware of potential problems in time to take mitigating action - Customers informed - Alternative transport arranged promptly
Safety & Security	
Maintain the safety and security of the goods and passengers carried.	- Loads properly secured - Passenger safety protected - Goods protected from loss or damage
Compliance	
Comply with Council procedures & practice, H&S practice, Highway Code, and traffic regulations	- Relevant practices & procedures complied with - Safe working for self & others - Minimal number of infringements - Loads properly secured

WORKING CONTEXT
Nature of contacts and relationship (who and the nature of the communications)
Team – work with, exchange information and assist work of team Receive and clarify instructions; report problems Customers, public – answer simple questions politely and refer all others; occasionally may be subject to abuse.
Working Environment Context (physical, disagreeable, health and safety aspects)
Inside vehicle, driving in all weathers Loads – people or goods & materials generally not hazardous Frequent manual handling of materials within the limits of H&S. Variety of hazards especially in site conditions, tools & equipment which need to be used carefully. May have to wear suitable protective clothing. May be lone worker.
Creativity; discretion; impact: concentration
Clearly defined routines, following instructions to meet timetable and priorities, and usually supervised. Limited scope to modify work, discretion in the case of safety considerations. Non-standard matters generally referred to supervision. Impact is on immediate work area. Daily schedule of trips to be prioritised so as to complete within the day, and optimum route selected including alterations due to traffic conditions etc.
Planning requirement
Plan a clearly defined series of tasks to complete them within the day and prepare for tomorrow's work.
Key facts and figure ranges (include likely size of any team managed)
No formal supervision responsibilities Multiple journeys per day. Variable mileage daily. Some longer journeys.
Knowledge and qualifications (Education, vocational training and relevant work experience/knowledge and skills typically required. Where formal/vocational qualifications are specified, an equivalent level of general education and/or experience may be appropriate for some jobs.)
Understand basic procedures and work practice. Highway Code; vehicle operation; fault recognition; basic loading techniques; map reading capability. Appropriate driving licence for vehicle.
Equipment operated and essential skills
Simple power and hand tools – competent to use satisfactorily; able to carry out routine daily checks and maintenance. Competent driving skills. Light vehicle, van, car or large minibus. Additional equipment attached to vehicle.