

FALKIRK COUNCIL

JOB DESCRIPTION

SECTION A

Job Description

Job Title: Attendant Driver

Service: Place

Section: Adult Provision

Location: Various

Grade: Band C

SECTION B

Organisational Relationship

Responsible to Transport Planning Manager via the Public Transport Officer(s).

SECTION C

Job Purpose

Transportation of Service Users.

SECTION D

Key Responsibilities

1. Transport of disabled Service Users to and from the Adult Day Centres on behalf of Social Work Services. The timing and routings to be decided by the Transport Planning Unit, using any vehicle allocated by the Unit.
2. Assistance, where necessary to the Passenger Assistant in helping Service Users on and off the vehicle and to and from collection points.
3. Any driving duties necessary to the functioning of the Transport Planning Unit or connected with the needs of the Adult Day Centre during working hours.
4. Vehicle checks and driving practices as laid down in the code of practice established by Fleet Services of Falkirk Council.
5. Conveyance of the vehicle to Fleet Services when required for maintenance, repair, MOT.
6. Any other relevant duties as shall from time to time arise.
7. To take reasonable care for their own health and safety and that of others whilst at work. To co-operate with Managers and the Council to ensure compliance with safety regulations and the Social Work Policy and Procedure for health and safety.
8. Administering of rescue medication (buccal midazolam) to clients with severe epilepsy (emergency situations only).
9. To undertake Disability Awareness, Epilepsy, First Aid and Moving and Handling training, or other relevant training as and when required.

SECTION E**Accountability**

Health and Safety issues relating to vehicles and passengers.

SECTION F**Knowledge, Skills and Experience**

Essential – Category D1 Driving Licence

Desirable – Gaelic speaker

SECTION G**Demands**

Basic maintenance of Day Centre minibuss vehicles.

To behave in a courteous and professional manner which respects the rights, dignity and vulnerability of service users and preserves good working relationships with colleagues.

This job requires contact with vulnerable groups therefore you will require to gain/maintain PVG Scheme membership.

SECTION H**Communications and Contacts**

Internal: Transport Planning Unit Management & Staff, Day Centre Management & Staff.

External: Parents and carers, garage staff

SECTION H**Environment**

The postholder will work at any Adult Day Centre. There will be an expectation that the postholder will be available for call-outs to deal with, e.g. vehicle breakdown, centre closure etc.

Oct 2026