

Role Profile

Date	1 June 2007
Family	Operational Services - Drivers
Role Profile Level	2DS

PURPOSE

To operate vehicles or specialised plant for transport of goods, people or industrial applications.

ROLE ACCOUNTABILITY	END RESULT
Work – planning & organising	
Plan & organise allocated activities to complete them within the daily time allowed or to meet a given schedule.	- Given trips completed within the day - Trips prioritised to make good use of time or pick up/drop off times met - Routes planned, & amended as necessary, to minimise time & distance - Operational requirements understood
Vehicle/Plant – 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/Plant – performance	
Monitor vehicle/plant performance, resolve minor problems, and report all malfunctions to supervisor & repair team especially breakdowns & accidents.	- Breakdowns reported promptly - Minor malfunctions resolved - Accidents reported - Plant properly adjusted for work tasks
Vehicle/Plant – maintenance	
Carry out routine (daily / weekly) vehicle/plant maintenance and cleaning tasks.	- Routine maintenance completed - Vehicle returned to garage as needed for maintenance schedule
Work – Performance	
Transport people, goods, & materials to / from given locations as instructed. Operate plant to meet requirements.	- Vehicle loaded correctly and securely - Journeys completed as planned - Correct pick up / set down locations - Vehicle collected from/returned to garage - Activities correctly completed
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 • Operational procedures completed • Accidents reported
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
People management	
Co-ordinate the work of a small team working with or in association with the vehicle.	• Allocate work effectively • Assist team members

WORKING CONTEXT
Nature of contacts and relationship (who and the nature of the communications)
Team – work with, exchange information; allocate and assist work of team Receive and clarify instructions; report problems, seek traffic information Customers, public – answer simple questions politely and refer all others; provide assistance for entering and leaving vehicle Occasionally may be subject to abuse from public.
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.
Creativity; discretion; impact: concentration
Work to a given pattern with defined standards and work methods under general direction, comply with assigned duties. Some initiative to suggest better work methods, alter order of work to achieve priorities, and use alternative equipment to get work done satisfactorily. 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 Involved in general operations on sites using various types of medium and heavy plant and equipment.
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)
Supervises a small team that works directly or in association with the vehicle.
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; relevant loading techniques. May require passenger welfare and map reading capability Appropriate driving licence for vehicle.
Equipment operated and essential skills
Driving ability Large rigid lorry or bus Additional equipment attached to vehicle. General operation of heavy plant