

Glasgow City Council**Role Profile Description**

Date	May 2006
Family	Road Vehicle Drivers
Role profile Level Number	3
Reporting line (general)	
Purpose	
To operate vehicles or specialised plant for transport of goods, people or industrial applications.	
Work area statement	
Action	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 basic requirements, or confirm these have been done (by garage staff)	• Tyre pressure, oil, water etc ok • Vehicle/plant clean • 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 regime
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
Records	
Keep records as required	• Legislative requirements met • GCC 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
Road regulation	
Comply with GCC procedures & practice, H&S practice, Highway Code, and traffic regulations	• GCC requirements met • Minimal number of infringements • Loads properly secured
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
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Nature of contacts and relationship (who and the nature of the communications)		
• customers – provide information, receive instructions / requests, provide assistance for entering and leaving vehicle • supervision – receive instructions, keep informed, seek traffic information		
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)		
Inside vehicle, driving in all weathers , mainly within the city possibly in heavy traffic conditions Loads – people or goods & materials generally not hazardous		
Procedural Context (creativity, discretion, impact)		
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		
Key facts and figure ranges (include likely size of any team managed)		
Multiple activities per day. Variable mileage/volume daily.		
Skills, knowledge and qualifications		
Formal qualifications required. Essential and generally preferred		
Literacy & numeracy Driving licence for large rigid commercial vehicle without large trailer or public service vehicle.		
Work knowledge		
Highway Code; vehicle operation; fault recognition; relevant loading techniques. May require passenger welfare and map reading capability		
Work skills and equipment operated		
Driving ability Large rigid lorry or bus Additional equipment attached to vehicle. General operation of heavy plant		
Key Competency Requirement		
	Competency	Level
1	Personal Effectiveness – Communicating	1
2	Providing Excellent Customer Service – Customer Orientation	1
3	Delivering Results – Planning	1
4	Managing Change – Attitude	1
5		
6		
7		
8		