



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Relief ASN Driver	Job Number:	8297
Department:	Education & Children's Services	Grade:	B
Location:	Lewis & Harris	Date:	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Senior Administrative Assistant.		

Job Purpose

To undertake minibus driving duties, ensuring the minibuses are operated to the standard deemed acceptable by the Comhairle.

Duties

1. Undertake driving duties, to carry Special Needs pupils users on routes designated by the service management.
2. Responsibility for the safety of all passengers at all times during transit.
3. Provide assistance to escorts with the transfer of all passengers from homes/establishments to the minibus where necessary
4. Provide assistance to the Special Needs Escorts with the correct use of mechanical clamps, webbing and portable seatbelts to secure wheelchairs and the users to the vehicle floor anchor points
5. Provide occasional escorting duties during periods of staff absences
6. Ensure that minibuses are maintained in a clean condition in accordance with the standards set out by the Comhairle.
7. Maintain appropriate daily records including driver safety checks of the vehicle, ensuring records are completed and passed on to the Fleet Manager at the completion of each shift.
8. Completion of all necessary paperwork including driving time sheets and vehicle defect report sheets. Fleet Manager to be contacted immediately following the identification of any safety defects on the vehicle.
9. Ensure that all routine maintenance (e.g. oil and water checks) is carried out on the minibus and that all faults are reported immediately to the Fleet Manager.
10. Ensure compliance with the Comhairle's Health and Safety Policy at all times.
11. Ensure compliance with the Comhairle's No Smoking at Work Policy.
12. Ensure compliance with the Comhairle's Policy on the use of Mobile Phones whilst Driving.



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

Job Title: Relief ASN Driver

Job Number: Various

CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Knowledge of Health & Safety Issues.	
Skills and Abilities	E2. User Vehicle Maintenance Skills. E3. Good Communication Skills, courteous and Friendly. E4. Able to carry out duties such as assisting wheelchair bound passengers. E5. Organisational Skills.	
Education and Experience	E6. Experience as a Driver. E7. Experience of working with children.	
Other Factors	E8. Current UK Driving Licence D1 Category. E9. Willingness to attend training courses as required.	D1. Knowledge of Gaelic and/or commitment to learning the language.

