

JOB PROFILE

Post Title: ASN/Social Care Services PCV Driver

Post No: GENERIC

The ASN/Social Care Services PCV Driver is responsible for the provision of transport services for vulnerable client groups such as children, the elderly, disabled and those with special needs.

Specific duties of the ASN/Social Care Services PCV Driver will include:

- To transport clients, some of whom are in wheelchairs, in a safe and secure manner, e.g. ensuring wheelchair locking systems and passenger restraint systems are used;
- To transport staff and passenger escorts as directed;
- To carry out vehicle checks, routine maintenance e.g. oil/water checks, and the cleaning of vehicles on regular basis
- To liaise with the Fleet Management Unit re vehicle inspections/annual testing.
- To complete paperwork associated with transport service provision and liaise with the Transport Assistant;
- To assist passenger escorts and other relevant staff as required in fulfilling service needs; and
- To attend any training courses deemed necessary to maintain quality service provision.
- Communicate with passengers, their carers and other professionals with regard to e.g. ensuring passenger safety and welfare, changes to travel arrangements etc.
- Where necessary, plan alternative routes and/or schedules to ensure the service continues to operate efficiently and effectively. For instance, this may be due to circumstances which are outwith the Service's control e.g. road works or to meet the changing needs of the service.

From time to time, the Council may require the postholder to undertake duties outside those specified.

PERSON SPECIFICATION

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This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	ESSENTIAL	DESIRABLE
<u>Personal Features and Qualities</u>	Ability to provide caring environment for service users. Ability to develop excellent working relationship with other staff/ service users (children and adults with special needs/ disabilities). Ability to manage work schedules and use own initiative. Self disciplined and able to work to strict deadlines. Capacity to work under pressure.	
<u>Relevant Experience</u>	Previous relevant experience preferably in a caring environment.	
<u>Education</u>	Good general education including	

basic numeracy skills.

PCV driving licence holder.

Skills, Abilities and
Knowledge

Awareness of disabled passenger requirements.

Practical experience in routine maintenance i.e. oil/ water checks).

Experience in operating specialist equipment used to transport passengers in wheelchairs.

Experience in driving specialist vehicles.

Manual handling certificate holder.

Emergency procedures knowledge.

First Aid certificate holder

Allowances: Distant Islands Allowance

Evaluated Grade: F

Date of Evaluation: 08/11/2015

Category: Trades & Operational

PVG Membership: Children & Adults

Disclosure Check: -

Pre-Employment Medical Questionnaire: -

Date of Last Amendment: 15/06/2026